



COMMITTEE OF THE WHOLE
Tuesday, September 6, 2022, at 6:00 PM
City Hall, 2110 Washington St, New Holstein, WI 53061

CALL TO ORDER:

The meeting was called to order by Council President Woelfel.

ROLL CALL:

Roll call was taken by Langenfeld. Present were Gene Woelfel, Fran Schmitz, Brad Hess, Becca Mosier, Richard Snelson, Norm Propson, Raneer Raether, Steve Abrams and Eric Mayer. Also, present were City Administrator Cassandra Langenfeld, Police Chief Eric Fisher, Police Captain Chuck Schroeder, Director of Public Works Jason Meyer, Fire Chief Denis Mayer, Recreation Director April Lisch, Library Director D Hankins, Judge Kelly Sippel, Assessor Mike Stutz, and Emergency Management Director Russ Thiel.

GUESTS: None

APPROVAL OF THE AGENDA:

A motion was made by Propson, seconded by Mosier, and carried to approve the agenda with item 12a moved to item 6 as requested by Woelfel.

APPROVAL OF MINUTES:

A motion was made by Mayer, seconded by Propson, and carried the minutes from the previous meeting.

CITIZEN COMMENT: None

FINANCE AND PURCHASING:

- a. Stutz provided information on the city's assessment ratio and explained why the city will need to consider a revaluation 2025. Stutz informed the committee that he resubmitted the request for proposals and of the nine requested he received two: Accurate Appraisal, LLC, and Bowmar Appraisal, Inc. Stutz informed the committee that after the council makes a recommendation, then he will contact both Accurate and Bowmar and the city attorney will draft and review an agreement that will be submitted to the Council. Stutz also discussed that the position was always an employee who was appointed by the Mayor where this may need to be addressed it is a contracted vendor. A motion was made by Mosier, seconded by Hess, and carried to recommend to the Common Council that we enter into a contract with Bowmar for appraisal services.
- b. Langenfeld presented an update on the 2023 Budget. Langenfeld informed the Committee that the departments provided reductions to their proposed budgets which reduced the Fund 100 deficit from \$237,620 to \$171,052. Mayer discussed the option of keeping the budget as it was presented on August 17th and to reduce the general fund reserve by \$338,415 bringing the reserve to 30% and to use the funds to assist with the deficit and to use \$100,795 for capital projects. The Committee discussed going to a referendum to increase the base levy at the 2023 Spring Election. The group discussed reducing services and programs to reduce costs, and the wheel tax was also discussed. The Committee discussed beginning the conversations with the community to explain why the city needs to increase the levy. D indicated that she was going to remove her request for additional levy dollars. The Committee provided direction that the reductions that the department heads provided should be reflected in the budget, the City will not implement a wheel tax, use money from surplus to balance the budget, and to go to referendum to increase the levy.

PROTECTIONS OF PERSONS AND PROPERTY:

- a. 1. Chief Fisher provided an update: 228 incidents in August, 10 open doors, night security checks for businesses are working; traffic stops have increased; a vehicle was stolen in the city with an additional 5 vehicle break-ins, City of Plymouth also had similar thefts and the department is working with them on the case; hired a crossing guard Debra Kramp starts Thursday; staff has been filling in; school resource officers are doing well.
- b. 1. Mayer provided a monthly report: 56 calls for the year; 8 this month; CO call at Metko, propane leak in a house, 2 mutual aids, vegetation fire, and a vehicle accident; the Town of New Holstein replied to the contract proposal with 1% increases and he would like to review at the next Committee of the Whole meeting.
- c. 1. Thiel provided an update on the meeting with Bernie Sorenson and Robyn Fenning to address the areas of concern with flooding in the city. Will be meeting with Fenning to review the retention pond and State Street/Wisconsin Ave/Plymouth St to review the projects to see if a scope grant or a technical assistance grant would be the best option for the city.
- d. 1. Sippel provided an update: June 27 adult cases 10 juvenile; July 18 adults no juveniles; August 26 adults 2 juveniles; 4 trials this year; the court costs were discussed and he will work to reduce the number of court days next year which will reduce Sharon's hours next year after they are caught up; hope to recover some costs through the SDC tax recovery system; courts are not designed to generate revenue; trials end up costing the city more money through wages and attorney fees, Sippel expressed that it is a luxury to offer municipal court to the residents of New Holstein.

CITY BUILDINGS AND GROUNDS:

- a. Meyer provided his monthly report: football and soccer fields prepped; asphalt patches were done; Quality Drive and Kennedy Drive have curb and gutter; Meyer explained that the reason that the main paving isn't complete is because of a hold up with Frontier in moving fiber; base work completed on Prospect; Stonewall base is ready, and curb and gutter is done; added dirt and seed. Propson asked if there is anything that the city can do to push Frontier to move.

RECREATION DIRECTORS:

- a. Lisch provided an update on programs: wrapped up the pool season 365 season passes 289 kids in lessons which was an increase due to Kiel cancelling their lessons; 3 community sponsored free events; Tom Pease will be in the park this Friday; offering a Trunk or Treat in Kiwanis Park no cost to the city. Woelfel asked for updates on the maintenance updates to the pool.

PERSONNEL: None

OLD BUSINESS:

- a. Langenfeld and Fisher asked for clarification on what direction to take with the PSLO contract with the school district. Additional discussion occurred. Langenfeld will meet with Fisher and Snelson to review the contract language and job description and bring it back to the Committee for review and then they will set up a time to meet with the school to discuss the agreement.

NEW BUSINESS:

- a. Langenfeld provided information on the City's Park & Recreation Outdoor Comprehensive Plan. It was due to be redone in 2022, however the City did not receive assistance from ECWRPC. The cost was around \$18,000 when the plan was updated in 2017. Langenfeld conferred with the League and received confirmation that the City isn't required to update the plan. Langenfeld discussed the plan with Meyer

and Lisch and they agree that a 10 year plan is more realistic. The City will address revising the plan in 5 more years.

- b. The Committee reviewed the City ordinance on Winter Parking. Meyer requested to remove the 30 minutes wording and to change the dates from December 1 to March 1. Fisher requested to reduce the parking fee to \$20. Additional discussion occurred including updating the signage at each entrance to the city. A motion was made by Propson, seconded by Schmitz, and carried to recommend to the Council to remove the 30 minutes, change from November 1 to December 1, change April to March 1, and change the rate to \$25.

Being no further business, the meeting adjourned.

Cassandra Langenfeld

City Administrator/Clerk-Treasurer