



CITY OF NEW HOLSTEIN COMMON COUNCIL MEETING MINUTES

cityofnewholstein.gov
New Holstein, WI 53061
Phone: 920.898.5766
FAX: 920.898.5879

Wednesday, November 16, 2022

6:30 PM

City Hall

The regular monthly meeting of the Common Council was called to order by Mayor Richard Snelson, presiding. The Pledge of Allegiance was recited. Council members Gene Woelfel, Rane Raether, Norman Propson, Brad Hess, Fran Schmitz, Eric Mayer, Becca Mosier, and Steve Abrams were present at roll call. Others present were Fire Chief Denis Mayer, Police Captain Chuck Schroeder, Public Works Director Jason Meyer, Deputy Clerk/Treasurer Lori Beck, Recreation Director/Administrative Assistant April Lisch, City of New Holstein Attorney Steve Sorenson, Municipal Judge Kelly Sippel, Emergency Management Director Russ Thiel.

Others in attendance: Mark Sherry

It was noted that the meeting was properly announced.

A motion was made by Mosier, seconded by Hess, and carried to approve the agenda.

Mayor Snelson called the Public Hearing for the 2023 Budget to Order. The notice was properly published as required by law. No comments were made. Mayor Snelson adjourned the public hearing.

A motion was made by Woelfel, seconded by Mayer, and carried to approve the minutes from the previous Common Council meeting October 19, 2022 and Special Council Meeting November 7, 2022 and Special Council Meeting November 10, 2022.

A motion was made by Hess, seconded by Mosier, and carried to approve the Consent Agenda.

Approval of Financial Reports

Invoices, totaling \$67,811.84

Financial Report as of October 31, 2022

Approval of License Applications: None

Approval of Park Use and Special Event Applications: Community Center and Kiwanis Park – Trinity Lutheran Church Soccer Tournament September 22 and 23, 2023.

Reports of Departments and Committees: Police Department Petty Cash - \$109.92; Municipal Court \$2,072.42; Building Permits \$1,045,398.00; Library Receipt Report \$257.00.

Minutes: Committee of the Whole, October 19 & November 1; Airport Commission October 25; Utilities and Sanitary Sewer Commission October 25; Police and Fire Commission November 10; Plan Commission November 14.

A motion was made by Woelfel, seconded by Propson, and carried to approve Ordinance No. 671 with a 1st presentation only– An Ordinance Appropriating the Necessary Funds for Operation of the Government and Administration of the City of New Holstein for the Year 2023. Upon a call of the vote the vote passed with Mayer, Raether, Mosier, Propson, Hess, Schmitz, Abrams, Woelfel voting aye.

Darrell Hofland and Chris Swartz from Public Administration Associates, LLC (PAA) presented a timeline for hiring a City Administrator, along with the job description, Survey Assessment Results and wage comparisons. A motion was made by Mosier, seconded by Propson and carried to approve the recommendations as presented from the PAA. Upon a call of vote the vote passed with Mayer, Raether, Mosier, Propson, Hess, Schmitz, Abrams and Woelfel voting aye.

A motion was made by Mosier, seconded by Abrams, and carried to approve the hiring of Todd Michaels as the Interim City Administrator through GovHR/Temp. Upon a call of the vote the vote passed with Hess, Schmitz, Abrams, Woelfel, Mayer, Raether, Mosier and Propson voting aye.

A motion was made by Woelfel, seconded by Hess, and carried to approve the Fire Protection Service Agreement – Town of Charlestown. Upon a call of the vote the vote passed with Raether, Woelfel, Abrams, Propson, Mayer, Schmitz, Mosier and Hess voting aye.

A motion was made by Hess, seconded by Mayer, and carried to approve advertising for Lawn Care Proposals for the 2023/2024 Lawn Mowing Seasons. Upon a call of the vote the vote passed with Mayer, Raether, Mosier, Propson, Hess, Schmitz, Abrams and Woelfel voting aye.

A motion was made by Woelfel, seconded by Schmitz, and carried to approve new stop sign placement with stop lines painted on Altona Ave at Kennedy Dr and on Quality Dr at Hwy 57. Upon a call of the vote the vote passed with Schmitz, Mosier, Abrams, Propson, Woelfel, Hess, Mayer and Raether voting aye.

A motion was made by Hess, seconded by Mayer, and carried to approve the Mayor's appointment of Pauly Paul to the Utilities Commission with a term expiring 9/30/2027. Upon a call of the vote the vote passed with Raether, Woelfel, Abrams, Propson, Mayer, Schmitz, Mosier and Hess voting aye.

A motion was made by Abrams, seconded by Propson, to approve the 2023 Wage Schedule. A motion was made by Schmitz, seconded by Mosier to amend the motion to give the Public Works Director a 5% wage increase for 2023. Upon a call of the motion that motion passed with Mayer, Raether, Mosier, Propson, Hess, Schmitz, Abrams and Woelfel voting aye. The original motion with the amendment passed with Raether, Mosier, Propson, Hess, Schmitz, Abrams and Woelfel voting aye, Mayer abstained.

A motion was made by Woelfel, seconded by Mosier, and carried to approve the changes as presented to the Public Works Director job description. Upon a call of the vote the vote passed with Schmitz, Mosier, Abrams, Propson, Woelfel, Hess, Mayer and Raether voting aye.

A motion was made by Woelfel, seconded by Schmitz, and carried to approve the changes as presented to the Deputy City Clerk job description. Upon a call of the vote the vote passed with Mayer, Raether, Mosier, Propson, Hess, Schmitz, Abrams and Woelfel voting aye.

No action was taken on the Development Agreement for the park located on the corner of Michigan Ave and Railroad Street. Attorney Sorenson will contact the attorney for Calumet Feeds to discuss the property agreement and report back.

A motion was made by Hess, seconded by Propson, and carried to approve the CSM for Tax ID#9036 on behalf of Ken Kleinhans as recommended by the Plan Commission. Upon a call of the vote the vote passed with Hess, Schmitz, Abrams, Woelfel, Mayer, Raether, Mosier and Propson voting aye.

A motion was made by Abrams, seconded by Woelfel, and carried to approve of the purchase of 3 sets of fire gear.

No Action was taken on the City Engineering.

A motion was made by Abrams, seconded by Propson, to adjourn into Closed Session for the purposes listed pursuant to Wis. Stats Sec. 19.85 (1)(c) for the purpose of considering the employment, compensation or performance evaluation data of the City Administrative Assistant and Recreation/Aquatic Director. Upon the call of the vote the vote passed with Woelfel, Schmitz, Abrams, Hess, Mayer, Raether, Mosier and Propson voting aye.

A motion was made by Mosier, seconded by Hess, to adjourn the closed session and to reconvene in open session. Upon a call of the vote the vote passed with Mosier, Schmitz, Mayer, Abrams, Hess, Raether, Woelfel and Propson voting aye.

Being no further business the meeting adjourned.

Lori Beck
Deputy Clerk/Treasurer