



COMMITTEE OF THE WHOLE

Tuesday, May 6, 2025, at 6:00 PM

New Holstein City Hall, 2110 Washington Street, New Holstein, WI 53061

CALL TO ORDER:

The meeting was called to order by Council President Woelfel.

ROLL CALL:

Roll call was taken by Peltier. Present were Gene Woelfel, Becca Mosier, Steve Abrams, Richard Snelson, Dan Watson, Brad Hess, Paula Oakley, Kathy Schroeder, and Norm Propson. Also present, City Administrator Cullen Peltier, Fire Chief Craig Carey, Police Chief Eric Fisher, Police Captain Chuck Schroeder, and Public Works Director Jason Meyer.

GUESTS: Ken Irwin

APPROVAL OF THE AGENDA:

A motion was made by Propson, seconded by Watson, and carried to approve the agenda as presented.

APPROVAL OF MINUTES:

A motion was made by Oakley, seconded by Abrams, and carried to approve the minutes from the previous meeting.

CITIZEN COMMENT: None.

FINANCE AND PURCHASING: None.

PROTECTIONS OF PERSONS AND PROPERTY:

- a. 1. Chief Fisher reported for the month; they had 248 incidents. The police department just completed its audit for the state this past week. Every law enforcement agency gets audited every three years. The audit is very in-depth and time-consuming, consisting of making sure the department follows all Criminal Justice Information and TIME System policies and procedures. Both consist of highly sensitive confidential information that law enforcement agencies utilize to determine an individual's criminal history, driver's license status, warrants, vehicle registration, among many other areas that are sensitive. This year's audit was a 2-part audit. The first was the data gathering and technical portion, which was done online, and the second part was the onsite portion where the state does an in-person audit of the facility, squad computers, and to question if there were any discrepancies in the online portion. This audit from start to finish took about 6 weeks to be completed, the good news is that the department complies for the next 3 years. For this year's audit Pros4 was needed to attend the onsite audit due to several discrepancies in our cybersecurity as well as to assist in answering many of the technical questions that were IT related. This will be an additional charge as this is outside the scope of our contract with Pros4. The department had several notable incidents. They have had continuous issues with residents on Taft Street. In the month of April, there were 11 calls for service for the same residents. We have now confirmed that they have moved out of the city. On 4/13/2025 – They received a report of juveniles throwing eggs at passing vehicles. The juveniles struck a motorhome. Officer Goldschmidt received video footage of the suspects and working with Officer Schallmo, they were able to identify the suspects and disorderly conduct citations were issued. 04/16/2025 –

Violation of court order. Ex-significant other was seen on camera in the middle of the night lurking outside complainant's home. Charges of stalking and knowingly violating a domestic abuse order – injunction were filed. Charges referred to the DA's office. 04/30/2025 – Arrest for drug paraphernalia. Reporting party indicated that he came home to find significant other intoxicated and high on drugs. Found empty bags containing a white powdery substance that tested positive for methamphetamine. Drug paraphernalia was found during the arrest. Chief stated a trial was completed for a 10-year-old case involving sexual assault of a child. The accused was convicted and faces a possible life sentence. Chief acknowledged the work of Officer Goldschmidt and the rest of the officers.

- b. 1. Chief Carey reported the department had 4 calls for the month of April. There was a carbon monoxide call in the city where the house had a very high level of CO in the home that could have resulted in tragedy if the homeowners had not installed a CO Detector that day. There was fire alarm on Hoover Street and two vegetation fires in the Town of New Holstein. Cameron Schmitz has completed his Firefighter 1 Certification. Chief reminded the Committee about the individual who wanted to donate the 1926 former New Holstein Fire Department pumper back to the city. He said the department didn't have the space to store the pumper or the resources to maintain it, but a member of the department is willing to do that. The Chief suggested we accept the donation and sell the pumper to that member at a low cost. Peltier will draft a sales contract and bring it to a future meeting for review.
- c. 1. Peltier stated he received an email from Emergency Management Director Thiel stating FEMA/WEM did process our grant reimbursement for the 75% of the amount submitted (\$20,736.00) for the BRIC Grant, which is \$15,552.00. We should see a check soon from WEM.
- d. 1. Peltier stated he did not receive a written report from Judge Sippel. The Judge would like to transition to quarterly reports. There were no objections from the Committee.

CITY BUILDINGS AND GROUNDS:

a. Director Meyer stated that all the streets in the city were swept. They put wood chips in all the flower gardens, rolled all the city grounds, put the snow equipment away, got all 9 soccer fields laid out and painted, filled barricades with sand for the PD, trimmed low hanging branches on the trees and held Heavy Refuse Day.

RECREATION DIRECTORS:

- a. Park Rental and Special Event Applications - None
- b. Review of Monthly Report - None

PERSONNEL: None

OLD BUSINESS:

- a. Director Meyer was asked to put together cost estimates for installing sidewalks on both sides of Calumet Street, south of Heritage to the Kiwanis Park Entrance. He stated the costs in the e-mail were only for the East side of the road. Watson asked for clarification on whose Ward that was and if this was on City property. The East side is Ward 1, and the West side is Ward 4. Most of this project would be on City property. Watson clarified that there are no other sidewalks in the subdivision. Mosier stated the constituents concern was safety and this would be a good option for getting people safely to the park. A discussion occurred about the cost to affected residents and if a payment plan could be set up for the assessment. Peltier stated the Council could set the terms of the payment plan. Hess asked if the resident could get his own contractor. The ordinance states a resident would have to petition the COW to use an outside contractor. Watson asked if we were going to talk about putting sidewalks on the other side. Mosier stated that it was part of the larger discussion about sidewalks in the entire subdivision. The construction on the East side would address the safety

concerns. The portion of the ordinance that requires sidewalks after 50% of the property in the block has been improved would be a subsequent discussion. Woelfel stated that we shouldn't move forward with the project until there is communication with the homeowner. It was determined that Peltier would contact the owner to discuss the project.

- b. Peltier presented the ordinance Attorney Sorenson drafted. He stated he did share with the REACH Team for review and that Ken Irwin was present discuss. Irwin stated that REACH was comfortable with the Ordinance as written. Peltier stated he would prepare the Ordinance for a first reading at a future Council meeting.

NEW BUSINESS:

- a. Peltier informed the Committee that the chassis for the new Fire Department Tender will be completed June 2nd. This resolution allows us to reimburse any expenditures for this project out of the General Fund from the proceeds of borrowing (bank loan, bond, etc.). **A motion was made by Mosier, seconded by Oakley, and carried to send to Council for approve Resolution 1582 – A Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing.**
- b. Peltier stated they received four responses to the PD Facilities Needs Assessment that ranged from roughly \$40,000 to \$100,000. There was one that came in at \$7500 but it didn't seem all-inclusive. He stated that after discussion with another community that did a similar study last year, that he may have asked for more than we needed in the RFP. The outcome of their study was what we were looking for and the bids were in the \$25,000 - \$30,000 range, which is what we had anticipated. He suggested that he update the RFP to better reflect our needs and re-issue it. He said he would reach out to the respondents to update them and allow them to respond to the updated RFP. There were no objections.
- c. Director Meyer stated he is looking at doing two small road projects. The first is Calumet Drive from Wisconsin to Illinois and the second is Illinois from Railroad to Jackson (South side of Kwik Trip). He received quotes from two companies that were similar in cost. Meyer stated there was money in the 300 account to cover this. Abrams asked if the Illinois project would require anything different because of the semi traffic in that area. Meyer stated we would not need to do anything different. The consensus was to move forward with both projects. **A motion was made by Hess, seconded by Schroeder, and carried to move to Council to have Director Meyer move forward with both projects and choose the vendor that best fits our schedule.**
- d. Mosier explained that a licensed concrete contractor that does work in the city asked her to request this be put on the agenda. Peltier explained that some of the surrounding communities require any contractor doing business in their cities to purchase an annual contractor fee which is typically around \$125 dollars. This ensures the contractors are licensed and qualified. Concerns were raised about how this would be enforced. Mosier suggested that the contractor that brought this to her attention should come to the next COW to discuss.
- e. Abrams stated someone in his ward would like to see a dog park in New Holstein. He stated it was on the agenda in the past, but the questions were where would it go and what would it cost? Peltier asked what location had been discussed. Mosier stated it would be at Matenaer Park. A discussion occurred about the viability of building a dog park there. Locations at the end of Monroe Street and near the compost site were also discussed. It was determined the cost of construction and maintenance would need to be funded by donations to make it work.
- f. **A motion was made by Mosier seconded by Abrams and carried, to move to Council to create an ordinance amending Municipal Code changing the start time of the Common Council meeting to 6:15 pm.**

MISCELLANEOUS

- a. Peltier shared information on upcoming League of Municipalities Roundtables.

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- b. The Mayor stated he would have his appointments done soon.

FUTURE AGENDA ITEMS: None

Being no further business, the meeting was adjourned.

Cullen Peltier

City Administrator