



**COMMITTEE OF THE WHOLE**  
**Wednesday, January 21 2026, 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 Depies. Present were Gene Woelfel, Richard Snelson (via Teams), Steve Abrams, Brad Hess, Becca Mosier, Dan Watson, Norm Propson, and Kathy Schroeder. Also present were City Administrator Scott Depies, City Attorney Steve Sorenson, Fire Chief Craig Cary, Police Chief Eric Fisher, Police Captain Chuck Schroeder, Public Works Director Jason Meyer, and Library Director D Hankins.

**GUESTS:** Mark Sherry,

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES:**

A motion was made by Hess, seconded by Mosier, and carried to approve the January 6, 2026 Committee of the Whole Minutes.

**CITIZEN INPUT:**

- Pamela VanDera of the City of New Holstein spoke concerning the potential construction of an apartment complex on the Tecumseh site. She expressed concern about the potential for increased crime and urged the council to get more information.

**FINANCE AND PURCHASING:**

- a. The monthly invoices and financial report for the month ending in December were presented. A motion was made by Schroeder, seconded by Propson, and carried to recommend to the Common Council approval of the invoices as presented and acceptance of the financial report as presented.

**PROTECTIONS OF PERSONS AND PROPERTY:**

- None

**CITY BUILDINGS AND GROUNDS:**

- None

**RECREATION DIRECTORS:**

- None

**PERSONNEL:**

- The advertisement for part-time personnel closed on Monday with no applications received. The position is being readvertised until February 1<sup>st</sup>. A Request for Proposals has also been released to solicit bids from private companies.

**OLD BUSINESS:**

- None

**NEW BUSINESS:****a. Extending Commercial Real Estate Services Contract with NAI Pfefferle**

Administrator Depies informed the Council that the contract with NAI Pfefferle for commercial real estate services is scheduled to expire in February. A proposed one-year extension, with no changes to the existing terms, was presented. A motion was made by Propson, seconded by Mosier, and carried to forward the contract extension to the Common Council for approval.

**b. Purchase of Playground Equipment for Optimist Park**

Administrator Depies reported that, during a meeting with the Optimist Club, he was informed that fundraising for playground equipment at Optimist Park is nearing completion, with equipment anticipated to be ordered in early March. The Optimist Club requested that, consistent with past practice for similar organizations, the City purchase the equipment. A motion was made by Hess, seconded by Schroeder, and carried to forward the purchase to the Common Council for approval.

**c. Instillation of a Streetlight on Washington St.**

Administrator Depies informed the Council that a request was received for an additional streetlight on Washington Street to provide lighting for adjacent parking lots and an alleyway near 2019 Washington Street. An existing utility pole is located at the site, requiring only the installation of a lamp. In consultation with New Holstein Utilities, a technician will verify whether the pole can support the installation. Estimated monthly rental costs range from \$15 to \$25, depending on the lamp type. A motion was made by Mosier, seconded by Watson, and carried to forward the request to the Common Council for approval.

**D. Planned Apartment Complex Located on the Tecumseh Site**

Following concerns expressed by members of the community, the Council discussed the proposed apartment development at the Tecumseh site. Council President Woelfel noted that the project is in the early planning stages and that additional information is needed. Administrator Depies suggested scheduling a public informational session with representatives from WHEDA and the developer to provide further details on the proposal and comparable projects in other Wisconsin communities. No action was taken.

**E. Council Options if the Position of Mayor Remains Open after the April Elections**

After the January 6 deadline for candidates to file for placement on the spring ballot passed with no candidates for Mayor, questions were raised regarding the Council's available options. In response, City Attorney Sorenson provided an overview of the statutory options and legal requirements applicable to a mayoral vacancy. The City Attorney noted that the deadline for write-in candidates is April 3, and explained that if no candidate is elected, the City Council may proceed in one of the following ways:

- Fill the vacancy by majority vote of the City Council, with the selected individual serving as an unelected, acting Mayor;
- Appoint a successor to serve for the remainder of the unexpired term or until a special election is held, if ordered by the Council; or
- Allow the office to remain vacant until the next regular election.

The City Attorney further noted that if the office remains vacant, the City Council retains primary governance authority, acting through the Council President as Chief Administrative Officer.

As a long-term option, the City Attorney discussed the possibility of transitioning to a City Manager form of government, which would require adoption of a charter ordinance by a two-thirds vote of the Council. The City

Attorney indicated that he could provide the Council with additional procedural guidance should it wish to pursue this option.

There being no further business, the meeting was adjourned.

Scott Depies, City Administrator/Clerk-Treasurer