

*City of New Holstein*  
**COMMON COUNCIL PROCEEDINGS**

**COUNCIL CHAMBERS**

**6:30 P.M.**

**July 20, 2016**

**COMMON COUNCIL MEETING**

The regular monthly meeting of the Common Council was called to order by Mayor, Dianne K. Reese, presiding. The Pledge of Allegiance was recited. Council members Woelfel, Konkle, Price, Schmitz, Schwaller and Ziesemer were present at roll call. Others present were City Clerk Langenfeld, Attorney King, Police Chief Reedy, Director of Public Works Depies, Fire Chief Mayer, Nicholas Bolz.

It was duly noted that the meeting was properly announced.

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

A motion was made by Woelfel, seconded by Konkle, and carried to approve the minutes of the June 15, 2016 Common Council meeting.

Reports of officers and departments were placed on file for review including the June report for the Municipal Court - \$2,829.70; June report for the Police Department - \$2,098.29; Monthly Reports for June; Building Inspector June report - \$92,095.00; Library June receipt report - \$352.51.

The Common Council reviewed the balances as of June 30, 2016, in the City Wisconsin Development Fund - \$243,993.38; City General Account - \$2,576,991.00; Reserve Savings - \$83,092.09; Sanitary Sewer Account - \$447,289.86; and Utility Electric and Water Account - \$1,889,047.41.

A motion was made by Woelfel, seconded by Konkle, and carried to approve payment of bills, as approved by the Chairman of the Finance Committee, totaling \$781,699.29.

Minutes of the following meetings were reviewed: Library Board June 13; Historic Preservation Committee June 14; Human Resources Committee June 14; Airport Commission June 17; Police & Fire Commission June 21; Utilities & Sanitary Sewer Commission June 28; Plan Commission July 13.

A motion was made by Konkle, seconded by Schmitz, and carried to remove the retainer fee from attorney fees, city will pay based on hourly rate and Attorney King will attend meetings when requested. Attorney King will answer calls and questions dealing with city business using his discretion.

A motion was made by Woelfel, seconded by Schmitz, and carried to approve the new agenda layout, with the correct that the approval of the invoices are to be moved and New Business as an action item.

A motion was made by Price, seconded by Konkle, and carried to approve Ordinance Number 606 – An Ordinance Recreating Chapter 15, Emergency Management of the New Holstein Municipal code as recommended by the Emergency Management Committee.

A motion was made Woelfel, seconded by Schwaller, and carried to turn Ann Heus's position with the City and Library into a Full-time position, split with 75% of her time working for the Library and 25% working for the City Clerk's Office, benefits would be split 75% Library budget and 25% City budget, as recommended by the Human Resources Committee.

A motion was made by Woelfel, seconded by Price, and carried to allow the Police Department to hire an Administrative Assistant for 25 hours per week with the understanding that the employee needs to work less than 29 hours per week on average.

A motion was made by Woelfel, seconded by Price, and carried to approve the meeting attendance requests as submitted by: Cassandra Langenfeld & Lori Beck, Civic Systems Annual Symposium, September 15 & 16, 2016, Wisconsin Dells; Cassandra Langenfeld & Lori Beck, Excel Training 2013, September 8-October 13, 2016, Moraine Park Technical College, Fond du Lac; Sharon Hartman, 2016 Municipal Court Clerk Seminar, September 15 & 16, 2016, Stevens Point; Kurt Stephany, WJOA Conference, October 18-21, 2016, Wisconsin Dells.

A motion was made by Woelfel, seconded by Konkle, and carried to approve the division of parcel 30628, as recommended by the Plan Commission.

A motion was made by Konkle, seconded by Price, and carried to approve the following Applications for Operator Licenses, as approved by the Police Department, with an expiration date of June 30, 2018, and 3 temporary licenses valid for dates as follows:

Temporary Operator License valid July 10, 2016

- Richard J. Young, New Holstein American Legion

Temporary Operator License valid July 29, 2016

- Greg A. Hageman, New Holstein Historical Society

Temporary Operator License valid August 21, 2016

- Danielle L. Hankins, New Holstein Kiwanis Club

Permanent Operator License, Expire June 30, 2018

- Karen M. Goodacre, Weber's BP
- Diane M. Coffeen, Weber's BP
- Eric S. Daun, Kwik Trip

- Courtney R. Noss, Weber's BP
- Lori K. Johnson, Twisted Tap
- Pamela J. Costella, Kwik Trip

A motion was made by Schwaller, seconded by Price, and carried to deny the Operator License Applications as submitted by Nicole M. Reese and Makenzie M. Pfeifer for failure to disclose on their applications.

A motion was made by Price, seconded by Zieseemer, and carried to adjourn and to reconvene in closed session to consider employment, promotion, compensation or performance evaluation of public employee, over which the governmental body has jurisdiction or exercises responsibility, per Wisconsin State Statute 19.85 (1)(c).

- Employment Agreement – Cassandra Langenfeld
- Annual Evaluation – Cassandra Langenfeld

A motion was made by Konkle, seconded by Woelfel, and carried to adjourn in closed session and to reconvene in open session.

A motion was made by Woelfel, seconded by Konkle, and carried to approve the Employment Agreement with Cassandra Langenfeld.

The Mayor acknowledged the National Night Out Proclamation.

Being no further business the meeting adjourned.

Cassandra Langenfeld  
City Clerk