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VILLAGE BOARD OF CLEVELAND
MONTHLY MEETING

TUESDAY, AUGUST 16, 2016

7:01 PM – 9:07 PM

CLEVELAND VILLAGE HALL

MINUTES

- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL.** Village President Kathy Stolzmann called the meeting to order and led the Pledge of Allegiance at 7:01pm on Tuesday, August 16, 2016, at the Cleveland Village Hall, 1150 W. Washington Avenue, Cleveland, Wisconsin.

Board Present: Kathy Stolzmann, President

John Ader

Robert Fink

Jacob Holzward

Nick Jaeger

Joel Roehrig

Andy Williams

Board Absent: None

Staff Present: Stacy Grunwald, Director of Village Services

Julie Rusch, Deputy Clerk-Treasurer

- II. **AGENDA APPROVAL.** Motion Nick Jaeger/Robert Fink to approve the agenda as posted; carried without negative vote.

III. **CITIZEN INPUT AND COMMUNICATIONS**

- A. **2016 POPULATION ESTIMATE.** The Wisconsin Department of Administration population estimate for January 1, 2016, is 1515 persons. The 2010 census count was 1485 persons; last year's estimate was 1519 persons.
- B. **THANK-YOU FROM SALVATION ARMY.** Director Grunwald read a thank-you email from the Salvation Army for allowing Village Hall to be used as a rest stop for the Salvation Ride.
- C. **MODEL ORDINANCE TO REGULATE DEMOLITION OF BUILDINGS.** Refer to Item III(D.)
- D. **MODEL ORDINANCE TO REGULATE SALVAGE AND NON-STRUCTURAL DEMOLITION.** Village Attorney Katherine Reynolds prepared model ordinances to regulate demolition of buildings and salvage and non-structural demolition. These ordinances were requested by the Manitowoc County Village Association. *Referred to Public Works and Utilities Committee.*

Director Grunwald reported that a request from American Mobile Home Communities to sell the Village excess property at Cleveland Heights Mobile Home Community was referred to the Plan Commission.

- IV. **JULY 19, 2016, REGULAR MEETING MINUTES.** Motion Joel Roehrig/Andy Williams to approve the minutes of the July 19, 2016, regular meeting; carried without negative vote.
- V. **MONTHLY VOUCHER REPORT.** Motion John Ader/Jacob Holzward to approve the July 2016 voucher report; carried without negative vote.
- VI. **OPERATOR'S LICENSE THRU 06/30/17: JENNIFER L. MATTE.** Motion Nick Jaeger/Robert Fink to grant an Operator's License to Jennifer L. Matte through June 30, 2017; carried without negative vote.
- VII. **AMPLIFIED SOUND REQUEST: MARILY GARCIA.** For purposes of enforcing noise ratings pursuant to Sec. 9-2-9(c)(1), Village of Cleveland Code of Ordinances, the Board determined the VFW Clubhouse falls within the category 'All Other Zones.' Motion Nick Jaeger/Jacob Holzward to approve the amplified sound request filed by Marily Garcia to use amplified music at the VFW Clubhouse in Veterans Park, with the condition the sound end at 11pm and the name and contact information of the disc jockey be placed on file prior to the event; carried without negative vote.
- VIII. **CONTRACTS AND AGREEMENTS**
- A. **LABORATORY SERVICES: BADGER LABS & ENGINEERING.** Director Grunwald reviewed the agreement with the Board and answered questions. Motion John Ader/Andy Williams to approve the Agreement for Professional Services for Sampling and Laboratory Testing with Badger Laboratories and Engineering through December 31, 2017; carried without negative vote.
- B. **TAX INCREMENT DISTRICT REALTOR SERVICES: HERITAGE REAL ESTATE.** Chair Jaeger explained the Finance Committee's recommendation to approve. Motion Joel Roehrig/Nick Jaeger to approve WB-42 Amendment to Listing Contract to extend the contract with Heritage Real Estate for sale of the Village's Tax Increment District lots through July 31, 2018; carried without negative vote.

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- C. **ASSESSMENT SERVICES: ACCURATE APPRAISAL LLC.** After discussion, the Board requested staff to return for Board consideration a five-year agreement with Accurate Appraisal LLC to conduct a market revaluation during a year of the Village's choosing and regular maintenance the other four years, at a cost of \$7700 per year.
 - D. **COOPERATIVE RECYCLING AGREEMENT: MANITOWOC COUNTY.** Chair Jaeger explained the Finance Committee's recommendation to approve. Motion Andy Williams/Nick Jaeger to approve the *Cooperative Agreement to Satisfy Eligibility for Recycling Consolidation Grant for Calendar Year 2017* with Manitowoc County for the period January 1, 2017, through December 31, 2017; carried without negative vote.
- IX. ORGANIZATIONAL CHART.** The chart reflected the organizational structure approved in 2015 when the Director of Village Services position was created. It is identified as an exhibit in the Compliance, Management, Operations and Maintenance Program, which was adopted last month. Motion Nick Jaeger/Andy Williams to approve the Village of Cleveland Organizational Chart dated August 16, 2016; carried without negative vote.
- X. DISTRIBUTION AND REVIEW OF VILLAGE MATERIALS**
- A. **IDENTIFICATION CARDS.** Director Grunwald distributed a Village of Cleveland photo identification card to each Board member and explained the need to carry the card to gain access to the Village in the event of an emergency.
 - B. **EMPLOYEE HANDBOOK UPDATES.** Board members turned in Employee Handbook copies for updating or were provided pages to update the books themselves.
- XI. STAFF AND COMMITTEE REPORTS.**
- A. **POLICE DEPARTMENT.** Report on file. Director Grunwald answered questions in Chief Barber's absence.
 - B. **ADMINISTRATION.** Director Grunwald reported on the health insurance renewal, stormwater infrastructure improvements, and utility training for the operators with Donohue & Associates.
 - C. **BOARD OF REVIEW, 07/20/16.** President Stolzmann reported the Board reviewed the assessment roll and no property owners appeared or filed an objection.
 - D. **EMERGENCY GOVERNMENT COMMITTEE, 07/22/16.** President Stolzmann reported on the tabletop training exercise conducted with the Committee and Village employees at Lakeshore Technical College.
 - E. **PLAN COMMISSION, 08/03/16.** Member Williams reported the Plan Commission worked on the sign ordinance update.
 - F. **FINANCE AND BUDGET COMMITTEE, 08/10/16.** Chair Jaeger reported the Committee discussed options for Cleveland Fire Department funding, in addition to items on this agenda.
- XII. ANNOUNCEMENTS AND EVENT REPORTS.**
- A. **TUE AUG 23 PUBLIC WORKS AND UTILITIES COMMITTEE, 7:00PM**
 - B. **THU SEP 1..... FINANCE AND BUDGET COMMITTEE, 7:00PM**
 - C. **WED SEP 7..... PLAN COMMISSION, 7PM**
 - D. **TUE SEP 20..... MUNICIPAL COURT, 4:30PM**
 - E. **TUE SEP 20..... VILLAGE BOARD, 7PM**
 - F. **SET COMMITTEE MEETINGS; REFER AGENDA ITEMS.** Human Resources and Public Safety Committee, 7pm, Tuesday, August 30.
 - G. **ANY OTHER ANNOUNCEMENTS/EVENTS.** No announcements or events were reported.
- XIII. CONVENE IN CLOSED SESSION PURSUANT TO SEC. 19.85(1)(c), WIS. STATS.** Motion Kathy Stolzmann; Nick Jaeger to convene in closed session pursuant to Sec. 19.85(1)(c), Wis. Stats., to consider the performance evaluation data of a Public Works employee over which the Village Board has jurisdiction or exercises responsibility. Roll call—all ayes; motion carried. Director Grunwald was invited to remain.

[Deputy Clerk-Treasurer Rusch left the meeting—8:18pm]

Director Grunwald reported on the performance of a Public Works employee and the Board offered direction.

- XIV. **RECONVENE IN OPEN SESSION PURSUANT TO SEC. 19.85(2), WIS. STATS.** The Board did not reconvene in open session.
- XV. **POSSIBLE ACTION ON MATTERS DISCUSSED IN CLOSED SESSION.** No action was taken.
- XVI. **ADJOURNMENT.** Motion John Ader/Joel Roehrig to adjourn; carried without negative vote. The meeting adjourned at 9:07pm.

Respectfully submitted,

Stacy Grunwald
Director of Village Services

Approved on 9/20/2016

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