

VILLAGE BOARD OF CLEVELAND, WISCONSIN
MONTHLY MEETING

TUESDAY, AUGUST 15, 2017
7:00 PM – 8:10 PM
CLEVELAND VILLAGE HALL

MINUTES

- I. **CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL/AGENDA APPROVAL.** Village President Kathy Stolzmann called the meeting to order and led the Pledge of Allegiance at 7:00pm on Tuesday, August 15, 2017, at the Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.

Board Present: Kathy Stolzmann, Village President
John Ader
Robert Fink
Jacob Holzward
Nick Jaeger
Joel Roehrig
Andy Williams

Board Absent: None

Staff Present: Timothy Barber, Chief of Police
Stacy Grunwald, Director of Village Services
Julie Rusch, Deputy Clerk-Treasurer

Motion Jaeger/Fink to approve the agenda as posted; carried without negative vote.

- II. **EASEMENTS: HILARY HEIGHTS CONDOMINIUM OWNERS ASSN.** President Stolzmann noted the Plan Commission recommended conditional approval of the Trail Easement; the other easements were direct reports to the Board. Director Grunwald explained each Staff recommendation.
- A. **WALKING TRAIL EASEMENT.** Motion Roehrig/Jaeger to approve the *Walking Trail Easement* with the Hilary Heights Condominium Owners Association with the following conditions: (1) the legal description and Easement Exhibit expand the south easement boundary to 30 feet, as measured from the lot line, and (2) the Easement Exhibit is corrected to read the North Branch of Centerville Creek. Motion carried without negative vote.
- B. **STORM DRAINAGE EASEMENT.** Motion Williams/Fink to approve the *Storm Drainage Easement* with the Hilary Heights Condominium Owners Association with the following conditions: (1) the legal description and Easement Exhibit are updated to include the storm easement areas submitted by Mr. Kevin Kleinert of Expedite Development LLC in 2001; (2) there is a Village Board-approved property maintenance agreement with the HHCOA on file; and (3) the Easement Exhibit is corrected to read the North Branch of Centerville Creek. Motion carried without negative vote.
- C. **UTILITY EASEMENT.** Motion Ader/Jaeger to approve the *Sanitary Sewer and Water Easement* with the Hilary Heights Condominium Owners Association, with the condition that the Easement Exhibit is corrected to read the North Branch of Centerville Creek; carried without negative vote
- III. **CITIZEN INPUT AND COMMUNICATIONS; COMMITTEE REFERRALS.** No one was present to offer input. Director Grunwald reported the Wisconsin Department of Administration estimated the Village's January 1, 2017, population at 1512 persons, an increase of 27 persons from the 2010 Census but a decrease of 3 persons from January 1, 2016. The Village Board accepted the information for filing.
- IV. **JULY 18, 2017, MEETING MINUTES.** Motion Williams/Holzward to approve the minutes of the July 18, 2017, meeting; carried without negative vote.
- V. **FINANCIALS**
- A. **MONTHLY VOUCHER LIST.** The Finance Committee recommended approval. Motion Holzward/Jaeger to approve the July 2017 voucher list; carried without negative vote.
- B. **LISTING CONTRACT FOR 1039 N. LINDEN ST: HERITAGE REAL ESTATE.** The Finance Committee recommended approval. Chair Jaeger noted the contract would not be effective until the

purchase from Manitowoc County had closed. Motion Jaeger/Fink to approve the *Vacant Land Listing Contract – Exclusive Right to Sell* with Heritage Real Estate, Inc., for 1039 N. Linden Street, Cleveland; carried without negative vote.

- C. **STAFF REQUEST FOR PER DIEM PAYMENT TO BOARD OF APPEALS MEMBERS SANDY BROST AND VICTOR FRAUENFELD (NO QUORUM ON JULY 22, 2017).** The Human Resources and Public Safety Committee recommended approval. Motion Williams/Fink to authorize per diem payments to Sandra Brost and Victor Frauenfeld for their participation in training and an onsite visit as part of their Board of Appeals duties; carried without negative vote.
- D. **VFW CLUBHOUSE RENTAL POLICY AND SECURITY DEPOSIT.** Chair Williams explained the Public Works Committee's recommendation to change the rental period and security deposit for the VFW Clubhouse. Staff reported on issues with facility use. Motion Jaeger/Ader to increase the VFW Clubhouse rental security deposit to \$200; continue weekday rentals per current policy, but limit Friday through Sunday rentals to one renter only with access all three days; and require all rentals to end at 11pm. Motion carried without negative vote.
- E. **2018 COOPERATIVE AGREEMENT FOR RECYCLING CONSOLIDATION GRANT.** Director Grunwald explained this would renew the current agreement with Manitowoc County. The Village turns over 50% of the grant to Manitowoc County as payment for their educational and promotional materials. Motion Williams/Fink to renew participation in the 2018 Cooperative Agreement for Recycling Grant with Manitowoc County; carried without negative vote.

VI. BUILDING INSPECTION CONTRACT TERMINATION; SEARCH FOR NEW PROVIDER.

Director Grunwald reported Paul Hermes provided notice to end the contract for building inspection services effective December 31, 2017. Director Grunwald received authorization to pay the adjusted 2017 invoice. *Search for new provider referred to Human Resources and Public Safety Committee.*

VII. REPORTS ON COMMITTEE REFERRALS

- A. **ACTIVE SHOOTER TRAINING FOR VILLAGE BOARD AND PERSONNEL.** The Human Resources and Public Safety Committee recommended by consensus that Board members take turns viewing a 10-minute training CD from Chief Barber. The CD will be made available on a rotational basis. Let Clerk's Office staff know when it is borrowed and returned.
- B. **RESPONSE TO INSURANCE SERVICES OFFICE COMMERCIAL RATING CHANGE.** The Human Resources and Public Safety Committee determined the Village accept the ISO commercial rating change. The downgrade results primarily from the State not adopting the most recent international code, and Staff research indicated the rating does not carry the same weight with insurers it once did. Staff resources and Village funds would be better invested elsewhere.
- C. **REVISION OF TITLE 10, ARTICLE I SWIMMING POOLS, CODE OF ORDINANCES.** The Human Resources and Public Safety Committee was working to revise the current Swimming Pool ordinance. It does not reflect the latest recommended construction code or the styles of pools which have become available since the current code was adopted in 1985.
- D. **PORTABLE SANITARY FACILITIES AT CONSTRUCTION PROJECTS.** The Human Resources and Public Safety Committee determined no action by the Village was required. The Occupational Safety and Health Administration regulated portable sanitary facilities for construction workers that were sufficient for operations within the Village.

VIII. STAFF AND COMMITTEE REPORTS.

- A. **POLICE DEPARTMENT.** Report on file. Chief Barber answered questions from the Board.
- B. **ADMINISTRATION.** Director Grunwald briefed the Board on issues related to stormwater on Jackson Drive and Marshall Avenue; a street failure on Hemlock Street; and expansion of the Corpro contract to include inspection of the water tower due to concerns raised during the Wisconsin Department of Natural Resources sanitary survey.
- C. **BOARD OF REVIEW, 07/19/17.** President Stolzmann reported no objections were filed.
- D. **BOARD OF APPEALS, 07/22/17 and 07/24/17.** President Stolzmann reported the appeal was granted.
- E. **HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 07/25/17.** In addition to items on this agenda, Chair Roehrig reported the Committee heard reports on (1) cross-training between the Clerk's Office and Police Department, and (2) an upcoming meeting between the Director and Fire Chief to address long-term Cleveland Fire Department funding. The Committee was scheduled to

take up management compensation at its next meeting.

- F. **PLAN COMMISSION, 08/02/17 and 08/14/17.** In addition to the Walking Trail Easement, the Commission conditionally approved an accessory structure modification request submitted by American Mobile Home Communities to install a new entrance sign, and continued work on the Sign Ordinance and 20-Year Comprehensive Plan Update.
 - G. **PUBLIC WORKS AND UTILITIES COMMITTEE, 08/03/17.** In addition to items on this agenda, Chair Williams reported the Public Works and Utilities Committee heard background information on the easements and utility infrastructure at the Schmitz Ready Mix plant property; and received an update from the Director on several ongoing projects.
 - H. **FINANCE AND BUDGET COMMITTEE, 08/08/17.** In addition to items on the agenda, Chair Jaeger reported the Finance and Budget Committee also reviewed a draft ordinance to initiate a wheel tax and discussed Year 2018 capital outlays and utility revenues.
- IX. ANNOUNCEMENTS AND EVENT REPORTS.**
- A. **MON AUG 28..... JOINT REVIEW BOARD, 4:45PM**
 - B. **THU AUG 31..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 7:00PM**
 - C. **WED SEP 6 PLAN COMMISSION, 7:00PM**
 - D. **MON SEP 11 PUBLIC WORKS AND UTILITIES COMMITTEE, 7:00PM**
 - E. **TUE SEP 12..... MUNICIPAL COURT, 4:30PM**
 - F. **TUE SEP 12..... FINANCE AND BUDGET COMMITTEE, 7:00PM**
 - G. **TUE SEP 19..... VILLAGE BOARD, 7:00 PM**
 - H. **YEAR 2018 BUDGET TIMELINE.** The Board is scheduled to meet the following Tuesdays to review the budget: October 10, October 24, and October 31.
 - I. **ANY OTHER ANNOUNCEMENTS/EVENTS.** (1) Trick-or-Treat will be held from 4pm-6pm on Sunday, October 29, 2017. (2) Officer Aaron Katzka's last day will be December 31, 2017, and Officer Jacob Schweigl will be promoted to the full-time position effective January 1, 2018.
- X. CLOSED SESSION PURSUANT TO SEC. 19.85(1)(e), WIS. STATS.** There being no matters to discuss regarding the TID Development Agreements, the Board did not meet in closed session.
- XI. ADJOURNMENT.** Motion Ader/Williams to adjourn; carried without negative vote. The meeting adjourned at 8:10pm.

Respectfully submitted,

/S/STACY GRUNWALD

Stacy Grunwald
Director of Village Services

Approved on 9/19/17