

**VILLAGE BOARD OF CLEVELAND, WISCONSIN
MONTHLY MEETING**

**TUESDAY, DECEMBER 18, 2018
7:00 PM – 9:19 PM**

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, December 18, 2018, at the Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.

Board Present: Kathy Stolzmann, Village President
John Ader
Jonalee DeNoble
Terry Gottsacker
Jacob Holzwart
Andy Williams
Louis Wilmot

Board Absent: None

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

- II. CITIZEN INPUT AND COMMUNICATIONS.** No one was present to offer input. President Stolzmann reported the Fischer Trust land donation was expected to close before the end of the year.

- III. NOVEMBER 20, 2018, REGULAR MEETING MINUTES.** Motion DeNoble/Holzwart to approve the November 20, 2018, meeting minutes; carried without negative vote.

- IV. CERTIFIED SURVEY MAP, TOWN OF CENTERVILLE: NANCY SALM.** The Plan Commission recommended conditional approval. President Stolzmann reviewed the Commission's findings as stated in the Staff Report. Motion Wilmot/Ader to approve the Certified Survey Map filed by Nancy Salm to subdivide the western 13.39-acre parcel located at 8526 County Line Rd., Town of Centerville, into two lots, based on the Plan Commission's findings and the following conditions: the applicant, or the Town on behalf of the applicant, provides a written determination confirming the existing zoning district and the conformance of the proposed subdivision to the regulations of that district; and the Zoning Administrator finds the Town's determination meets the requirements of Sec. 10-4-3, Code of Ordinances, and the CSM submitted for signature complies with Ch. 236 of the Wisconsin Statutes, prior to signing the Certified Survey Map Certificate. Motion carried. [Parcel No. 002-032-012-001.00]

- V. ALCOHOL AND SPECIAL EVENT LICENSING**

- A. TEMPORARY CLASS "B" RETAIL LICENSE.** Motion Holzwart/DeNoble to grant a Temporary Class "B" Retail License to the Cleveland Athletic Club, Inc, for February 10, 2019, at the VFW Clubhouse; carried without negative vote.
- B. OPERATOR'S LICENSE.** Motion DeNoble/Williams to grant an Operator's License to Paul J. Albright through the period ending June 30, 2019; carried without negative vote.

- VI. FINANCIALS**

- A. MONTHLY VOUCHER LIST.** Motion Wilmot/Ader to approve the November 2018 voucher list; carried without negative vote.
- B. REQUEST FOR SEWER UTILITY CREDIT: DAVID AND AUDREY AARDAPPEL.** The Public Works Committee recommended approval. Motion Gottsacker/Holzwart to grant a Sewer Utility credit of \$56.24 to David and Audrey Aardappel due to a contractor error resulting in the use of water where that water did not enter the sanitary system and require treatment; carried without negative vote.
- C. HILLTOP DEVELOPMENT LLC PENALTIES AND INTEREST.** The Finance Committee recommended approval. Motion Ader/Gottsacker to invoke a penalty of \$13,358.89 for the 2018 tax equivalent, plus interest for balances which remain unpaid after due date; and directing extension of the entire unpaid balance to the 2019 tax roll; carried without negative vote.

- D. FEE SCHEDULE AMENDMENTS**
1. **TOBACCO LICENSING.** The Finance Committee recommended approval. Motion Ader/Gottsacker to establish a \$100 application fee for a tobacco license, effective upon publication; carried with one negative vote (Williams). [Resolution No. 2018-R-06]
 2. **BUILDING AND CONSTRUCTION PERMITS.** The Finance Committee recommended approval. The Board added some clarifying language. Motion Holzwart/Williams to repeal the following fees on the INSPECTION FEE SCHEDULE dated October 26, 2009, and last modified July 21, 2017, as follows: the block of RESIDENTIAL fees; the block of COMMERCIAL, BUSINESS, and INDUSTRIAL fees; the MISCELLANEOUS fee for remodeling where no inspection is required; the MISCELLANEOUS fee for driveways, windows, roofs, decks, fences, siding, etc., where no inspection is required; and the MISCELLANEOUS fee for swimming pools and swimming pool inspections. Further, to approve the CONSTRUCTION AND BUILDING PERMIT FEE SCHEDULE, to be effective December 22, 2018. Motion carried without negative vote. [Resolution No. 2018-R-07]
- VII. WAYFINDING SIGNAGE PLAN ADOPTION.** The Plan Commission recommended approval. It was noted there were no funds set aside for implementation this year. The plan terms would be wrapped into the draft sign ordinance. Motion Williams/Ader to approve the Wayfinding Signage Plan; carried without negative vote.
- VIII. CONTRACTS AND AGREEMENTS**
- A. **2019 FIRE & EMS SERVICES: CLEVELAND FIRE DEPARTMENT.** The Human Resources and Public Safety Committee recommended approval. The agreement proposed changing to semiannual rather than quarterly payments. Motion Williams/Holzwart to approve the 2019 Agreement with Cleveland Fire Department for fire & EMS services; carried without negative vote.
 - B. **2019 ANIMAL IMPOUND SERVICES: EASTSHORE HUMANE ASSN.** The Human Resources and Public Safety Committee recommended approval. Motion Holzwart/Williams to approve the 2019 Agreement with Eastshore Humane Association for animal impound services; carried without negative vote.
 - C. **PROFESSIONAL SERVICES AGREEMENT; MSA PROFESSIONAL ENGINEERS**
The agreement covered engineering and survey services for street reconstruction or rehabilitation projects for Park Ct., from Linden St. east to the terminus; Park Ln., from Linden St. west to Veterans Park; and W. Jefferson Ave., from Linden St. east to the terminus. The Public Works Committee recommended approval. Motion Williams/Ader to approve the Professional Services Agreement with MSA Professional Engineers for street project engineering and survey services; carried without negative vote.
- IX. POLICIES**
- A. **TIMESHEETS AND THE PAY WEEK [HANDBOOK POLICY 401]**
 - B. **PAYDAYS [HANDBOOK POLICY 403]**
 - C. **OVERTIME AND COMPENSATORY TIME [HANDBOOK POLICY 507]**
The Human Resources and Public Safety Committee recommended approval. All changes had been previously reviewed with the employees. Motion Gottsacker/DeNoble to repeal the following Employee Handbook policies and replace with the approved language: Sec. 401 Timesheets and the Pay Week, Sec. 403 Paydays, and Sec. 507 Overtime and Compensatory Time. Motion carried without negative vote.
- X. ORDINANCES**
- A. **DISSOLUTION OF POLICE COMMISSION.** The Police Commission recommended it be dissolved. Motion Wilmot/Williams to dissolve the Cleveland Police Commission and thank the Commissioners for their service; carried without negative vote. [Ord. No. 2018-O-05]
 - B. **UNIFORM DWELLING CODE.** The Board maintained the 60-day window to start work under a permit; required requests for final inspection to be made within 14 calendar days of completion before penalties would apply; and clarified language regarding the start of work in emergency situations. Motion Ader/Holzwart to approve the amendment to the Uniform Dwelling Code addressing fees, permit expiration, and penalties; carried without negative vote. [Ord. No. 2018-O-04]
- XI. DISCONTINUANCE OF W. GRANT AVE, WEST OF JUNIPER ST, AND ADJACENT ALLEY**
- A. **INCORPORATION OF UTILITY OR OTHER EASEMENTS.** The Board directed that the vacated rights-of-way include reserved Village and utility easements.
 - B. **INTRODUCTION OF RESOLUTION TO DISCONTINUE.** President Stolzmann introduced the resolution to discontinue the portion of W. Grant Ave. lying west of Juniper St. and adjacent alleys.

- C. **SET DATE AND TIME FOR PUBLIC HEARING.** The public hearing was set for the first regular Board meeting that complied with statutory public notice requirements.
- D. **ORDER FILING OF NOTICE OF LIS PENDENS AND SERVICE OF NOTICE.** Motion Holzwart/Gottsacker directing staff to record the Notice of Lis Pendens and serve notice on the affected property owners; carried without negative vote.

XI. STAFF AND COMMITTEE REPORTS.

- A. **POLICE DEPARTMENT.** Chief Barber reported on recent assault and overdose incidents and the spate of illegal entry to vehicles.
- B. **ADMINISTRATION.** Director Grunwald provided information on November 2018 building permits; her assistance to the Village of Howards Grove as interim Deputy Clerk-Treasurer; her review of a draft quit claim deed to clarify the Hickory St. right-of-way; property tax collection; correction to the map of certified road miles for the E. Jefferson Ave. and Lakeshore Dr. rights-of-way; illegal dumping on N. Maple St.; and progress with the accountant on 2018 financial reports.
- C. **PLAN COMMISSION, 12/05/18.** President Stolzmann summarized a conditional use permit application filed by Derenz Transport, a concept plan presented by Dan and Tracy Kaderabek; and authorization given to pursue a lakefront sediment transport and wave study.
- D. **HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 12/10/18.** Chair Holzwart reported the Committee continued work on the Village's work break and harassment policies; anticipated revising the hunting ordinance; and would review the Police Department's vehicle fuel drive-off policy.
- E. **FINANCE AND BUDGET COMMITTEE, 12/11/18.** Chair Ader stated the Committee offered direction to staff regarding accounting reports and services; determined no change was needed to the fee schedule for copying and duplicating charges; and began discussions on funding for the lakefront study authorized by the Plan Commission.
- F. **PUBLIC WORKS AND UTILITIES COMMITTEE, 12/13/18.** Chair Williams noted the Committee directed attorney review of the revised sanitary sewer ordinance, which was tentatively scheduled to return to the committee in February.

XII. ANNOUNCEMENTS AND EVENT REPORTS.

- A. **FRI DEC 21..... DEADLINE TO FILE NOTICE OF NONCANDIDACY, 5PM**
- B. **DEC 24-25 STAFF HOLIDAY; VILLAGE HALL CLOSED**
- C. **MON DEC 31 STAFF HOLIDAY; VILLAGE HALL CLOSED AT 12NOON**
- D. **TUE JAN 1 STAFF HOLIDAY; VILLAGE HALL CLOSED**
- E. **WED JAN 2..... DEADLINE TO FILE PAPERS FOR SPRING BALLOT, 5PM**
- F. **WED JAN 2..... PLAN COMMISSION, 7PM - CANCELLED**
- G. **THU JAN 3..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 7PM**
- H. **MON JAN 7..... PUBLIC WORKS AND UTILITIES COMMITTEE, 7PM**
- I. **TUE JAN 8 MUNICIPAL COURT, 4:30PM**
- J. **TUE JAN 8 FINANCE AND BUDGET COMMITTEE, 7PM**
- K. **MON JAN 14..... CLEVELAND FISH & GAME, 14913 S UNION RD, 7PM**
- L. **TUE JAN 15 VILLAGE BOARD, 7PM**
- M. **WED JAN 16..... MANITOWOC CO VILLAGE ASSN, HICKORY HOUSE, 6:30PM.**
Trustees Ader, Holzwart, Wilmot and Williams will attend.
- N. **ANY OTHER ANNOUNCEMENTS/EVENTS.** There were no announcements or events reported.

XIII. ADJOURNMENT. Motion DeNoble/Holzwart to adjourn; carried without negative vote. The meeting adjourned at 9:19pm.

Respectfully submitted,

/S/ Stacy Grunwald

Stacy Grunwald
Director of Village Services

Approved on 01/15/2019