

VILLAGE BOARD OF CLEVELAND, WISCONSIN  
MONTHLY MEETING

TUESDAY, JUNE 18, 2019

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 6:00pm on Tuesday, June 18, 2019, at the Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.
- Board Present: Kathy Stolzmann, Village President  
John Ader  
Jason Berdyck  
Jonalee DeNoble  
Jacob Holzwart  
Andy Williams (arrived 6:36pm)  
Louis Wilmot
- Board Absent: None
- Staff Present: Stacy Grunwald, Director of Village Services
- Motion Holzwart/Berdyck to approve the agenda as posted; carried without negative vote.
- II. CITIZEN INPUT AND COMMUNICATIONS.** No citizens were present at this time. Director Grunwald reported the Village was awarded its full grant request by the Wisconsin Coastal Management Program for Hika Park planning, and public works facility site selection and design.
- III. CERTIFIED SURVEY MAP: ORTH TRUST, 9208 NORTH AVE, TOWN OF CENTERVILLE.** Director Grunwald summarized the purpose and history of the application, and the Plan Commission's findings and recommendation for approval. Motion Holzwart/Ader to adopt without change the findings of the Plan Commission as stated in the staff report, and to approve the Certified Survey Map submitted by Orth Trust to create a 1.513-acre lot at 9208 North Avenue, Town of Centerville; carried without negative vote. [Resolution No. 2019-R-07]
- IV. TOURIST AND TRANSIENT GUEST HOUSING FACILITY**
- A. Petitions to Amend the Zoning Ordinance**
- 1. 2019-PTA-03:** Zoning of Tourist and Transient Guest Housing Facilities
  - 2. 2019-PTA-04:** Parking Requirements for Single-Family Properties and Tourist and Transient Guest Housing Facilities
  - 3. 2019-PTA-05:** Amend Title 10, Chapter 1, Article L *Definitions*
- B. Tourist and Transient Housing Facility Licensing Ordinance**
- C. Staff Report and Committee/Commission Recommendations.** The Board had no questions on the three zoning ordinance amendments. Director Grunwald reviewed changes to the licensing ordinance proposed by staff, the attorney, and the insurer.
- D. Public Hearing and Correspondence.** President Stolzmann opened the floor. No members of the public were present. Staff reported on communications received to date, which had previously been distributed to the Board. Generally, correspondents did not support tourist rooming houses, but supported licensing as a method to retain some control over the use. President Stolzmann closed the floor.
- E. Possible Action on Item IV.A. and Item IV.B.** Motion Williams/Ader to approve Zoning Ordinance amendments 2019-PTA-03 Zoning of Tourist and Transient Guest Housing Facilities [Ordinance 2019-O-04], 2019-PTA-04 Parking Requirements for Single-Family Properties and Tourist and Transient Guest Housing Facilities [Ordinance 2019-O-05], and 2019-PTA-05 Amend Title 10, Chapter 1, Article L Definitions [Ordinance 2019-O-06]; and approve the Tourist and Transient Housing Facility Licensing Ordinance as recommended by staff, with removal of requirements that applicants have a specific type or dollar amount of insurance [Ordinance 2019-O-07]. Motion carried without negative vote.
- V. SIGN ORDINANCE**
- A. 2019-PTA-06:** Repeal and Replace Title 10, Chapter 1, Article G *Signs*
- B. Staff Report and Committee/Commission Recommendations.** Director Grunwald reported the proposed effective date was July 1, 2019, and noted the ordinance had been reviewed by staff, the attorney, and the insurer. The Board had no questions on the changes.
- C. Public Hearing and Correspondence.** President Stolzmann opened the floor. No members of the public were present and no communications were reported. President Stolzmann closed the floor.
- D. Possible Action on Item V.A.** Motion Holzwart/Ader to repeal and replace Title 10, Chapter 1, Article G *Signs* as recommended by the Plan Commission; carried without negative vote.
- VI. MAY 21, 2019, REGULAR MEETING MINUTES.** Motion Ader/Wilmot to approve the minutes of the May 21, 2019, Village Board meeting; carried without negative vote.
- VII. ELECTION INSPECTOR APPOINTMENTS.** Motion Holzwart/Berdyck to appoint Roxanne Bernhardt, Jennifer Moehring, and Lana Prigge as Election Inspectors through term ending December 31, 2019; carried without negative vote.

**VIII. ALCOHOL, TOBACCO AND SPECIAL EVENT LICENSING AND REQUESTS**

- A. TEMPORARY RETAIL.** Motion Ader/Wilmot to grant a Temporary Retail Class “B” Fermented Malt Beverage License to Cleveland Fish & Game for Hika Park for the period July 26, through July 28, 2019; carried without negative vote.
- B. TEMPORARY OPERATOR’S.** Motion Holzwart/Berdyck to grant a Temporary Operator’s License for the period July 26, 2019, through July 28, 2019, to Bradley Dassler, Elizabeth Sohn, Jason Sohn, and Greg Stoeckigt; carried without negative vote.
- C. AMPLIFIED SOUND.** Motion Holzwart/Berdyck to approve the Amplified Sound Request submitted by Cleveland Fish & Game for Hika Park as follows: 4pm-7pm, July 26, 2019; 7pm-11pm, July 27, 2019; and 4pm-7pm, July 28, 2019.
- D. TOBACCO.** Motion Wilmot/Holzwart to grant a Tobacco License to Bonde’s Quik Mark, Inc., for the period July 1, 2019, through June 30, 2020; carried without negative vote.
- E. RETAIL.** Motion Ader/Holzwart to grant a “CLASS B” Fermented Malt Beverage and Intoxicating Liquor Retail License to HIGHLAND LODGE LLC/Theresa Kaderabek, Agent; a “CLASS A” Fermented Malt Beverage and Intoxicating Liquor Retail License to BONDE’S QUIK MART, INC./Karen Hennings, Agent; a “CLASS B” Fermented Malt Beverage and Intoxicating Liquor Retail License to HICKORY HOUSE LLC/Brian Kieliszewski, Agent; a “CLASS B” Fermented Malt Beverage and Intoxicating Liquor Retail License to RJK-HBT, LLC/Jill A Pope, Agent, dba Hika Bay Tavern; and a “CLASS B” Fermented Malt Beverage and Intoxicating Liquor Retail License to RUPP’S ON WASHINGTON LLC/Larry Rupp, Agent; all for the period July 1, 2019, through June 30, 2020. Motion carried without negative vote.
- F. AGENT.** Motion Holzwart/Berdyck to appoint Theresa Kaderabek as Agent for HIGHLAND LODGE LLC; carried without negative vote.
- G. NEW OPERATOR’S.** Motion Berdyck/Holzwart to grant an Operator’s License for the period July 1, 2019, through June 30, 2020, to Elouise Kaderabek, Debra Meyer, and Rory Silbernagel; carried without negative vote.
- H. RENEWAL OPERATOR’S.** Motion Wilmot/Holzwart to renew an Operator’s License for the period July 1, 2019, through June 30, 2020, for Paul Albright, Brad Bunge, Keith Buvid, Alexis Czerp, Janelle Deehr, Tanya Finch, Diane Hoffman, Amy Kapelka, Constance Keip, Alonna Koenig, Brittany Koenig, Candice Koepke, Deborah Long, Liliana Lopez, Colton Marcoe, Jessica McWilliams, Thomas Pope, Lisa Rhein, David Salm, Ronald Schisel, Samantha Schneider, Sarah Schuette, Natalie Serketich, Tammy Serketich, Bonnie Stiefvater, Gregory Stoeckigt, James Worley, and Janet Wuestenhagen. Motion carried without negative vote.

**IX. CONTRACTS AND AGREEMENTS**

- A. WESTVIEW LIFT STATION CATHODIC PROTECTION SURVEY: CORRPRO.** The Public Works Committee recommended approval. Motion Holzwart/Wilmot to approve the agreement with Corpro to perform the cathodic protection survey for the Westview Lift Station; carried without negative vote.

[Trustee Williams arrived – 6:36pm]

- B. CAPITAL IMPROVEMENT PLANNING: MSA PROFESSIONAL SERVICES.** Chair Ader reported the Finance Committee recommended approval. After discussion, motion Berdyck/Ader to approve the Professional Services Agreement with MSA Professional Services for Capital Improvement Planning assistance; carried without negative vote.
- C. CONSTRUCTION DEADLINE EXTENSION: KJB INDUSTRIAL PROPERTIES LLC.** Director Grunwald reported on the request from KJB Industrial Properties LLC to extend the deadline for substantial construction at Parkview Subdivision Lot 12 (formerly part of Tax Increment District No. 1). After discussion, motion Williams/Holzwart to amend the agreement with KJB Industrial Properties LLC to require start of construction on or before December 31, 2019; payment of \$500; and reimbursement to the Village of any recording fees that may be required. Motion carried without negative vote.

**X. FINANCIALS**

- A. MONTHLY VOUCHER REPORT.** Motion Holzwart/Berdyck to approve the May 2018 voucher report; carried without negative vote.
- B. VETS CLUBHOUSE FEE WAIVER REQUEST: COMBAT VETERANS CYCLE ASSN.** President Stolzmann explained the Combat Veterans Motorcycle Association requested waiver of the rental fee for their monthly meetings at the VFW Clubhouse. There were 15 members from Sheboygan and Manitowoc, and none from Cleveland, but it was their intent to grow the chapter. Their focus is raising awareness of veterans’ issues, supporting veterans in need, and community service. They would pay a required security deposit if it were reasonable. The Board discussed the importance of supporting veterans and the benefits of bringing people from outside Cleveland into the community. Motion Holzwart/Berdyck to approve the use of the VFW Clubhouse by the Combat Veterans Motorcycle Association once a month through December 2019, with the conditions that (1) use is limited to the Association’s meetings and not public events; (2) the Association must remit the \$100 security deposit to the Clerk’s Office prior to the first use; and (3) the Association must adhere to the rules and regulations for the facility and park. Motion carried without negative vote.
- C. FEE SCHEDULE AMENDMENT**
  - 1. DUMPSTER PERMIT.** Accepted as presented.
  - 2. SIGN PERMIT.** Accepted as presented, except the fee for New Permanent Sign Permits will be \$75.00 and the Electrical Permit will be \$60.00 per sign.
  - 3. TOURIST AND TRANSIENT GUEST HOUSING LICENSES.** Accepted as presented, except the minimum fee for Boarding and Rooming Houses, Tourist Rooming Houses, and Bed and Breakfast Establishments will be \$150.
  - 4. DOG LICENSE FEES AND LATE CHARGES.** Accepted as presented.
  - 5. BUILDING PERMIT FEES/INSPECTOR CONSULTATIONS.** Accepted as presented.
  - 6. SITE DEVELOPMENT PLANS.** Accepted as presented.
  - 7. LABOR RATES.** Accepted as presented.
  - 8. LAWN AND YARD MAINTENANCE.** Accepted as presented.

Motion Ader/Wilmot to approve the amendments to the fee schedule with the identified changes; carried without negative vote.  
[Resolution 2019-R-04]

**XI. STAFF AND COMMITTEE REPORTS.**

- A. POLICE DEPARTMENT.** Director Grunwald reported Officer Jacob Schweigl earned his designation as a Drug Recognition Expert. The Board directed a letter of congratulations and appreciation be sent with the Village President's signature.
- B. ADMINISTRATION.** The Board received the Building Permit report in their packets and a copy of the communication from the League of Wisconsin Municipalities Mutual Insurance announcing the 2018 dividend payment of \$4,756, for a total dividend return of \$31,367 over the past 13 years. Director Grunwald briefed the Board on multiple projects and recent water main breaks, and the pending vacancy in the Administrative Assistant position.
- C. PUBLIC WORKS AND UTILITIES COMMITTEE, 05/29/19.** Chair Williams reported the Public Works Committee reviewed the addition of sanitary sewer main to the W. Jefferson St. project, determined the Vets Park parking lots would not be included with the street projects, and the addition of sanitary sewer service in the Alpine Ct. area would be revisited next year.
- D. PLAN COMMISSION, 06/05/19.** President Stolzmann reported the Plan Commission approved a modification request for a shed submitted by Steve and Sheryl Holzwart. She also briefed the Board on the 10-year update of the Comprehensive Plan.
- E. FINANCE AND BUDGET COMMITTEE, 06/10/19.** Chair Ader reported President Stolzmann would send a letter to MSA in response to their requested amendment of the SCADA agreement; determined the Linden St. Bridge should be replaced in 2020 and requested the necessary analysis for that to move forward; decided the Village revaluation would be held in 2021; and received an update from Director Grunwald on County Board Supervisor Kevin Behnke's position with regard to the County 0.5% sales tax.

**XII. ANNOUNCEMENTS AND EVENT REPORTS.**

- A. MON JUNE 24..... PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- B. TUE JULY 2 ..... FINANCE AND BUDGET COMMITTEE, 6PM**
- C. TUE JULY 9 ..... MUNICIPAL COURT, 4:30PM**
- D. TUE JULY 16 ..... VILLAGE BOARD, 6PM**
- E. THU AUGUST 1..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- F. ANY OTHER ANNOUNCEMENTS/EVENTS.** A special meeting was scheduled to begin at 6pm on Thursday, June 27, 2019. President Stolzmann and Trustees Berdyck, DeNoble, Holzwart, and Wilmot will attend.

**XIII. ADJOURNMENT.** Motion Ader/Holzwart to adjourn; carried without negative vote. The meeting adjourned at 8:11pm.

Respectfully submitted,

*/S/ Stacy Grunwald*

Stacy Grunwald  
Director of Village Services

Approved on 07/16/2019