

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

TUESDAY, JULY 21, 2020

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, July 21, 2020, by video conference at <https://global.gotomeeting.com/join/234670509>. All attended remotely except Director of Village Services Stacy Grunwald, who participated from the publicly-accessible Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.

Board Present: Kathy Stolzmann, Village President
John Ader
Jason Berdyck
Jonalee DeNoble
Al Forner
Jake Holzwart
Louis Wilmot

Board Absent: None

Staff Present: Timothy Barber, Chief of Police
Stacy Grunwald, Director of Village Services

Motion DeNoble/Holzwart to approve the agenda as posted; carried without negative vote.

- II. CITIZEN INPUT AND COMMUNICATIONS.** Director Grunwald reported the health insurance premium increase to renew the current policy was 2.9%. She would order the renewal unless the Village Board wished to refer the matter for discussion. By consensus, no referral was necessary.
- III. JUNE 16, 2020, MEETING MINUTES.** Motion Wilmot/Berdyck to approve the June 16, 2020, Village Board meeting minutes; carried without negative vote.
- IV. COMPLIANCE DEADLINE EXTENSION REQUEST.** The Board approved a site plan submitted by Daniel and Tracy Kaderabek for multiple uses at their Badass Trucking property, 1272 N. Westview St. Several noncompliance issues had been identified, and the Board previously established a July 3, 2020, deadline for compliance. Prior to the deadline, the Kaderabeks submitted a request for an extension to early September. All required permits were issued and the Kaderabeks were waiting on the contractor's availability and staff review of the drainage easements. Staff recommended approval of the request. Motion Ader/Holzwart to extend the deadline to September 4, 2020, for compliance with the site plan requirements stated in the Board's February 16, 2020, directive to Daniel and Tracy Kaderabek for the property at 1272 N. Westview St.; carried without negative vote.
- V. CAPITAL PROJECTS**
- A. BEECH, BIRCH, AND E JEFFERSON DESIGN.** By consensus, the agenda was amended to take up this topic as Item VII. D.
- B. WATER TOWER MAINTENANCE.** Mr. Brad Stuczynski of MSA Professional Services provided an update on the project status and work to date with JNB Industrial Painting.
- 1. RESOLUTION AUTHORIZING AGREEMENT WITH JNB INDUSTRIAL PAINTING.** Motion Berdyck/Ader to authorize the Village President and Director of Village Services to act on behalf of the Village to complete the bid award and project; and to authorize the Director of Village Services to issue, approve, and sign directives and orders that fall within the scope of the project; carried without negative vote. [Resolution No. 2020-R-07]
 - 2. SCOPE CHANGE: VALVE INSTALLATION BETWEEN TOWER AND HYDRANT.** Engineer Stuczynski explained there was room to install the valve and it would allow water for the maintenance work to be available on the site. Motion Berdyck/Holzwart to approve installation of a valve between the water tower and hydrant; carried without negative vote.
 - 3. CONSTRUCTION MANAGEMENT SERVICES WITH MSA.** Motion Berdyck/Holzwart to approve the Task Order with MSA Professional Services to perform construction-related services for the Elevated Water Tank Reconditioning project; carried without negative vote.
 - 4. WATER TOWER COLOR SELECTION.** After discussion, the Village Board approved dark blue on the stem and the top and bottom thirds of the spheroid, with a white band in the middle third that included 'Cleveland' on two sides in a font similar to the Village logo.

- C. **HIKA PARK REVETMENT ENGINEERING.** The Village Board opened the floor to Roger G. Miller and Taylor Rudlaff of Miller Engineers and Scientists. Mr. Miller explained the work already completed on the bathymetry of the lakefront for other projects. Their proposal was to complete a topographic survey of the land between the parking lot and revetment, and the revetment itself; analyze on-shore storm breaking wave energy profile, and provide schematic options compatible with the Hika Park Master Plan update being prepared by Cedar Corp. Motion Ader/DeNoble to approve the Proposal for Engineering Design Services – Hika Park Shoreline Protection with Miller Engineers & Scientists with amendments for public records law compliance and incorporating the Village’s statutory liability protections; carried without negative vote.

VI. COVID-19: VILLAGE HALL AND PARK/VFW OPERATIONS AND RESTRICTIONS

- A. **CLEVELAND ATHLETIC CLUB COVID-19 PLAN REVIEW.** Motion Stolzmann/Holzward to open the floor to members of the Cleveland Athletic Club; carried without negative vote. Mr. Dale Wagner reviewed Club operations, including the handling of fresh food sales, and explained bathroom sanitation was limited to hourly cleaning of touch points. The Board thanked the Club for their efforts to keep people safe.
- B. **SHEBOYGAN LEGION REQUEST TO USE VETS PARK.** Director Grunwald reported the Sheboygan Legion was working with Cleveland Athletic Club member Matt Kramer on use of Vets Park. The Legion would follow the COVID-19 plan approved for the Club, and the Club would operate the concession stand during games and keep the revenue. Motion DeNoble/Ader to approve the Sheboygan Legion’s request to use Veterans Park on July 25, 2020; August 7 and 8, 2020; and August 15, 2020. Motion carried without negative vote. Motion Stolzmann/Holzward to close the floor; carried without negative vote.
- C. **VILLAGE HALL CLOSURE; REOPENING PLAN.** Motion Wilmot/Holzward to accept the Human Resources and Public Safety Committee recommendation to keep Village Hall closed except by appointment through September 1, 2020. Director Grunwald extended the employees’ gratitude for the Board’s consideration. Chair Holzward also explained that the Committee reviewed a draft Reopening Plan that included relocation of the Municipal Court appearances and trials to an offsite location such as the VFW Clubhouse, installation of Plexiglas barriers and other changes to limit movement of the public in the Clerk’s Office to only the area by the entrance door, and modifications to Police and Court office operations that would eliminate public access to the basement.

VII. FINANCIALS

- A. **MONTHLY VOUCHER REPORT.** Motion Ader/Berdyck to approve the June 2020 voucher report; carried without negative vote.
- B. **CAPITAL PROJECT FINANCING.** Mr. Phil Cosson of Ehlers & Associates reviewed the Pre-Sale Report to authorize the sale of \$1.61 million of GO Notes. The Board discussed the sale of notes versus bonds, impact to debt levy, Village’s capital needs, and the opportunity presented by current low interest rates. Motion Stolzmann/Wilmot authorizing the sale of \$1.61 million of General Obligation Promissory Notes; carried without negative vote. Motion Stolzmann/Wilmot to amend the agenda to immediately take up the borrowing resolution while Mr. Cosson was present, rather than as Item VII.G.; carried without negative vote.
- C. **RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING.** No action required due to the 60-day expenditure window that applies to debt sales.
- D. **BEECH, BIRCH, AND E JEFFERSON DESIGN.** Since there was no change in the capital project financing or capital plan, motion Holzward/Ader to approve the Professional Services Agreement with MSA Professional Services to design and bid the 2021 Street and Utility Improvements (Beech St., Birch St., and E. Jefferson Ave.); carried without negative vote.
- E. **CAPITAL IMPROVEMENT PLAN ANNUAL UPDATE.** The Village Board decided to take up this topic following the Hika Park Master Plan update and the Public Works facility site selection.
- F. **SPECIAL ASSESSMENT POLICY.** The Finance Committee recommended amending the Special Assessment Policy to include all curb and gutter expenses as general roadway expenses and retain the current Village cost shares for taxable properties at 25% for interior lots and 40% for corner lots. Motion Wilmot/Holzward to amend Special Assessment Policy Sec. 7. e. by deleting from the table the exceptions for ‘Curb and gutter, new or full replacement’ and ‘Curb and gutter, spot repair’ with the result that all curb and gutter costs will be allocated in the same manner as all roadway costs. Motion carried without negative vote.
- G. **FEE SCHEDULE AMENDMENTS.** The Finance Committee recommended several amendments to the Fee Schedule; after review, all were accepted by the Village Board without change. Motion Ader/Forner to recommend the Village Board reduce the Administrative Fee for electrical, HVAC, and plumbing permits to \$30; for HVAC permits, apply the per equipment fee for new or upgraded systems to all installations except one- and two-family dwellings, and apply only the value-based fee for all one- and two-family installations and all replacements of like-kind; add a category for Fire Sprinkler Systems and Fire Alarm Systems, with a plan review fee of \$75, value-based fees of \$8 per \$1000 of project value, and a \$50 per unit kitchen hood suppression system fee in all installations except for a kitchen hood suppression system installed in a one- or two-family dwelling; add a \$35 fee for zoning letters; and eliminate the \$1.00 tax exempt report fee. All fee changes are to be effective August 1, 2020. Motion carried without negative vote.

- H. LINDEN BRIDGE PROJECT.** The Public Works and Utilities Committee recommended approval of the project pay requests. Motion Holzwart/DeNoble to approve Pay Request #1 in the amount of \$109,478.93 and Pay Request #2 in the amount of \$101,329.41 to Pheifer Construction for work on the Linden Bridge Reconstruction Project; carried without negative vote.
- I. SCADA PROJECT.** The Public Works and Utilities Committee recommended approval of the pay requests. Motion DeNoble/Berdyck to approve Pay Request #7 in the amount of \$5000.00 to Integrated Process Solutions as final payment for the SCADA project; carried without negative vote.
- VIII. COMMITTEE REFERRAL REPORTS: VILLAGE REALTOR SELECTION PROCESS.** *Referral to Finance and Budget Committee (informal).* There has been no activity since the last Village Board meeting.
- IX. STAFF, COMMITTEE, AND REFERRAL REPORTS.**
- A. POLICE DEPARTMENT.** Chief Barber answered questions relating to traffic control, particularly speed limit compliance efforts, and the types of controlled substances named on his statistical report.
- B. ADMINISTRATION.** Building permit report on file. Director Grunwald reported on the July 20, 2020, stakeholder meeting for the Hika Park Master Plan.
- C. HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 07/02/2020.** Chair Holzwart reported the Committee discussed forestry concerns, projects which may be excluded from building permitting, the Rebound program for injured workers and their families. The Committee also considered a request from support staff as a group to allow carry forward of more vacation hours than allowed under the Employee Handbook due to COVID-19 restrictions. Since the inability to use vacation in a typical manner was universal, and the Handbook already allowed managers to approve carrying forward 40 hours to the following year, the Committee declined the request.
- D. PUBLIC WORKS AND UTILITIES COMMITTEE, 07/07/2020.** All items on the Board agenda.
- E. FINANCE AND BUDGET COMMITTEE, 07/15/2020.** All items on the Board agenda.
- X. ANNOUNCEMENTS AND EVENT REPORTS.**
- A. MON JUL 27 PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- B. TUE JUL 28..... PLAN COMMISSION SPECIAL MEETING, 6PM.** Cancelled.
- C. WED JULY 29..... BOARD OF REVIEW, 5PM-7PM.** Board members who completed the training were reminded to submit their Training Affidavits to Director Grunwald.
- D. WED AUG 5 PLAN COMMISSION, 6PM**
- E. THU AUG 6..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- F. TUE AUG 11 PARTISAN PRIMARY ELECTION.** Trustee Wilmot was available.
- G. THU AUG 13..... FINANCE AND BUDGET COMMITTEE, 6PM**
- H. TUE AUG 18 VILLAGE BOARD, 6PM**
- I. ANY OTHER ANNOUNCEMENTS/EVENTS.** Cleveland Fish & Game will be holding a fish boil and trap shoot at their S. Union Rd. clubhouse in lieu of the Fishing Derby.
- XI. ADJOURNMENT.** Motion DeNoble/Holzwart to adjourn; carried without negative vote. The meeting adjourned at 8:30pm.

Respectfully submitted,

/S/ Stacy Grunwald

Stacy Grunwald
Director of Village Services

Approved on 8/18/2020