

VILLAGE BOARD OF CLEVELAND, WISCONSIN
MONTHLY MEETING

TUESDAY, JULY 20, 2021

MINUTES

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL/AGENDA APPROVAL.** Village President Jake Holzwart called the meeting to order and led the Pledge of Allegiance at 6:02pm on Tuesday, July 20, 2021, via meeting link <https://global.gotomeeting.com/join/331252373>. All attended remotely except Director of Village Services Stacy Grunwald, who attended from the publicly-accessible meeting room at the Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.

Village Board Present: Jake Holzwart, President
Jason Berdyck
Jonalee DeNoble
Al Forner

Village Board Absent: John Ader (excused)
Two Trustee seats were vacant.

Staff Present: Timothy Barber, Chief of Police (7:10pm – 7:43pm)
Stacy Grunwald, Director of Village Services

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

- II. CITIZEN INPUT AND COMMUNICATIONS.** Trustee DeNoble had been contacted for an update on replacement of the Village identification sign on Lakeshore Dr.; Director Grunwald reported it had not been ordered. President Holzwart had been contacted regarding rough street conditions on W. Washington Ave., west of Westview St.; Director Grunwald noted the street was slated for reconstruction in 2022 but she would look at whether a small amount of cold patch could ease some of the ride.

- III. SAXON HOMESTEAD FARM LLC: Certified Survey Map, 6111 Cleveland Rd, Town of Centerville.** Director Grunwald reviewed the purpose for the request and noted the Plan Commission recommended approval provided the Town of Centerville provided documentation the proposal was consistent with local zoning, which the Town had done. The Board reviewed each of the Commission's findings and accepted them as presented. Motion Berdyck/Forner to approve the Certified Survey Map filed by Saxon Homestead Farm LLC to create a 2.51-acre parcel located at 6111 Cleveland Rd., Town of Centerville; carried without negative vote.

IV. STREET PROJECTS

- A. 2020 W JEFFERSON AVE, PARK CT, AND PARK LN PUNCH LIST AND LANDSCAPING.** Director Grunwald noted the record drawings were in progress but that Buteyn was in its busy season, so the Village agreed to wait for the remaining information until there was a break in their schedule. Buteyn reported they had performed some landscape work two to three weeks ago, prior to the rain events. Trustee Berdyck noted his walk-through showed great improvement in lawn quality. Buteyn will return in a few weeks for reinspection. President Holzwart was asked about a hole and stakes located on W. Jefferson Ave.; Director Grunwald responded she would investigate.

- B. TIMELINE FOR PROJECT CLOSEOUT AND FINAL SPECIAL ASSESSMENTS.** The Board discussed the timeline to close the 2022 projects and prepare a final assessment schedule. Director Grunwald thanked the Public Works Committee for clarifying that the Board's 2022 Spring reinspection of the landscaping and any additional restoration activities would be outside of the assessable project costs. After discussion, Motion Berdyck/Holzwart to determine the 2020 Street and Utility Improvement Projects were substantially complete and a final special assessment schedule should be prepared; carried without negative vote.

- C. CONSIDERATION TO ADD CITRUS LN TO 2022 STREET PROJECTS.** The Village Board scheduled the Village Engineer for its August 17, 2021, meeting to present information on the reconstruction of Citrus Ln. or the option to bore new water main outside the existing paved surface.

V. VILLAGE TRUSTEE VACANCIES

- A. RESIGNATION OF TRUSTEE DeNOBLE, EFFECTIVE 08/16/21.** Noted.
- B. REVIEW OF TRUSTEE CANDIDATES AND CANDIDATE INTERVIEWS.** The interviewed candidates were Debra Cevaal; Linda Engel; Isaac Frampton; Jon Hoffmann; Danielle LaLonde; Barry Nelson; and Juliane Troicki. William Knoener had not attended his interview, so his name was withdrawn from consideration. The Board discussed the backgrounds, community involvement, availability, and prior Board meeting attendance of the candidates.
- C. SELECTION OF 3 CANDIDATES FOR POSSIBLE PRESIDENTIAL APPOINTMENT at the August 17, 2021, Village Board Meeting.** After discussion, the Board by consensus recommended that President Holzwart move forward with Linda Engel, Jon Hoffmann, and Barry Nelson for appointment at the August 17, 2021, meeting. President Holzwart will contact the candidates and seated Board members for the purpose of establishing Committee assignments.

VI. JUNE 15, 2021; JUNE 28, 2021; AND JULY 6, 2021, MEETING MINUTES. Motion Forner/DeNoble to approve the minutes of the June 15, 2021; June 28, 2021; and July 6, 2021, Village Board meetings; carried without negative vote.

VII. MONTHLY VOUCHER REPORT. Motion Berdyck/Forner to approve the June 2021 voucher report; carried without negative vote.

VIII. OPERATOR LICENSES, 07/20/21-06/30/22: Brianna Garbe, Scott McGeary. Staff recommended approval. Motion Berdyck/Forner to grant an Operator License to Brianna Garbe and Scott McGeary through the period ending June 20, 2022; carried without negative vote.

IX. MANITOWOC PUBLIC UTILITIES CONTRACT AMENDMENT. Director Grunwald explained the amendment allowed MPU employees to provide emergency coverage throughout the week, rather than weekends only. Motion Holzwart/Berdyck to approve the First Amendment to the Intergovernmental Agency Services Agreement with Manitowoc Public Utilities dated September 20, 2016; carried without negative vote.

X. REMOTE ATTENDANCE POLICIES

[Chief Barber joined the meeting—7:10pm]

- A. POLICY FOR VILLAGE STAFF.** Staff presented a draft telecommuting policy that included employee eligibility requirements, an internal review process, telecommuting agreement, trial period, equipment and security responsibilities, safety, timekeeping, and temporary arrangements. Motion Berdyck/DeNoble to approve Policy 503 Telecommuting, Employee Handbook, with changes recommended by Director Grunwald after review by the Village Attorney; carried without negative vote.
- B. POLICY FOR LOCAL GOVERNMENTAL MEETINGS.** The Board discussed whether governmental meetings could be in-person with optional remote attendance (a hybrid model) or in-person only. Director Grunwald reported Plan Commission Chair Opie's concerns the Village would have insufficient resources to properly equip a meeting room that would allow full participation by a remote attendee. Past experience utilizing the remote meeting options at Lakeshore Technical College was mixed at best, with remote attendees having difficulty hearing conversation or following exhibits. After discussion, the Board acknowledged there were situations where remote attendance was helpful but directed staff to return with a policy that required in-person attendance only due to the technological limitations that prevented equivalent participation when participating remotely.

XI. STAFF, COMMITTEE, AND REFERRAL REPORTS.

- A. INTERMUNICIPAL USE OF BURN SITE.** (Referral to Public Works and Utilities Committee.) The Howards Grove Director of Public Works informally proposed an exchange of street sweeping for access to the Village's burn site by Howards Grove residents. Since the Public Works Committee supported the conversation, he will discuss this agreement with members of his Village Board. This matter will only be brought back to the Board if Howards Grove wished to continue the discussion.
- B. BUILDING PERMIT PROGRAM REVIEW.** (Referral to Human Resources and Public Safety Committee.) Director Grunwald reported she hired a temporary employee with building permit and zoning experience to focus on fine-tuning the building permit program. She believed the Village had a strong framework in place but had lacked the time and resources to pull it all together. Initially, this person

was to work with the Village roughly 10-12 hours per week; a change in personal circumstances for the employee has reduced this to a few hours a week, meaning the changes will appear more slowly than originally planned. This employment is tentatively scheduled through end of year, with this matter returning to the Board for review as a lead-in to the 2022 budget process.

- C. **POLICE DEPARTMENT.** Chief Barber offered to answer questions regarding his report; there were none. He was asked about police coverage for the Fishing Derby and Dairyland Fest, and he indicated the Department was scheduled for those events.
- D. **ADMINISTRATION.** Director Grunwald reviewed the building permit report; there were no questions. In addition to the temporary employee reported under Item XI.B., she was also in the process of hiring a retired supervisor from Manitowoc Public Utilities who would work for the Village on a temporary, part-time basis. This was scheduled through year end and continuation would be reviewed as part of 2022 budget preparation. As a direct hire rather than MPU contract employee, he would be available for work outside the scope of the agreement with MPU, and at a lower cost.; and as a former supervisor, he was already familiar with some of the Village's higher-level projects, such as oversight of the lead and copper and the cross-connection inspection programs. It was not likely the Village would find a fully certified utility operator given the hyper-competitive labor market in this field. The Board should anticipate a window of 1.5 to 2 years to get a full-time new hire without experience certified in water and wastewater.
- E. **PLAN COMMISSION, 07/07/21.** No report; all items on this agenda.
- F. **PUBLIC WORKS AND UTILITIES COMMITTEE, 07/15/21.** Chair Berdyck reported the Committee received a quote to repaint the water tower lettering at an approximate cost of \$15,000; this would be considered as part of the 2022 budget preparation. A rewrite of the sanitary sewer ordinance was approved and would be sent to the Village Attorney for review; if no significant changes, it would proceed to the Village Board for action.

XII. ANNOUNCEMENTS AND EVENT REPORTS.

- A. **WED JUL 21** BOARD OF REVIEW, 5PM-7PM
- B. **JUL 23-25** CLEVELAND FISHING DERBY, HIKA PARK
- C. **MON JUL 26** PUBLIC WORKS AND UTILITIES, 6PM
- D. **TUE AUG 3** MUNICIPAL COURT, VFW, IN-PERSON ONLY, 4:30PM
- E. **WED AUG 4** PLAN COMMISSION, 6PM
- F. **AUG 7-8** DAIRYLAND FESTIVAL, DAIRYLAND PARK
- G. **MON AUG 9** FINANCE AND BUDGET COMMITTEE, 6PM
- H. **TUE AUG 17** VILLAGE BOARD, 6PM
- I. **MON AUG 23** PUBLIC WORKS AND UTILITIES, 6PM
- J. **ANY OTHER ANNOUNCEMENTS/EVENTS.** Trustee DeNoble thanked the Village Board for its understanding and noted her regret at needing to resign. The Salvation Army Ride was successful, with no problems experienced at Village Hall. The Village Board would not have an entry in the Dairyland Festival parade. The Manitowoc County Villages Association hadn't announced a return to meetings, but the next one this year would normally be in October.

XIII. CLOSED SESSION

- A. **Convene in CLOSED SESSION.** Motion Holzwart/Fornier to convene in closed session pursuant to Sec. 19.85 (1) (c), Wis. Stats., to consider the compensation of a public employee over which the Village Board has jurisdiction. Roll call: all ayes. The closed session convened at 7:45pm.

[The public, Chief Barber, and Director Grunwald left the meeting—7:43pm]

The Village Board discussed a severance proposal for the Chief of Police.

- B. **Reconvene in OPEN SESSION.** Motion Holzwart/DeNoble to reconvene in open session pursuant to Sec. 19.85 (2), Wis. Stats. Roll call: all ayes. The open session convened at 8:08pm via link <https://global.gotomeeting.com/join/379488733>.

[Director Grunwald joined the meeting—8:08pm]

- C. **Act on the Compensation Discussed in Closed Session.** Motion Holzwart/DeNoble to approve the monetary terms of the severance proposal for the Village Police Chief as discussed in closed session and to authorize the Village President and Village Clerk to sign a Severance Agreement on behalf of

the Village which is materially consistent with those terms, and which includes additional terms as recommended by counsel or as required by law; carried without negative vote.

XIV. ADJOURNMENT. Motion DeNoble/Fornier to adjourn; carried without negative vote. The meeting adjourned at 8:09pm.

Respectfully submitted,

/S/ Stacy Grunwald

Stacy Grunwald
Director of Village Services

Approved on 08/17/2021

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