

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

THURSDAY, OCTOBER 14, 2021

MINUTES

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL.** Director of Village Services Stacy Grunwald called the meeting to order and led the Pledge of Allegiance at 6:03pm on Thursday, October 14, 2021. 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.

Board Present: Jake Holzwart, Village President (joined 6:07pm)
Jason Berdyck (President *Pro-Tempore*, until 6:07pm)
Linda Engel
Al Forner
Jon Hoffman
Barry Nelson

Board Absent: John Ader (excused)

Staff Present: Stacy Grunwald, Director of Village Services
Dan Rammer, Village Engineer, MSA Professional Services

Motion Forner/Nelson to appoint Jason Berdyck to act as President *Pro-Tempore* until President Holzwart joined the meeting; carried without negative vote. Motion Hoffman/Berdyck to take up Item VI.A. immediately and approve the agenda as amended; carried without negative vote.

VI. A. TUE OCT 19 -- VILLAGE BOARD SPECIAL ASSESSMENT HEARING

The Village received a request to delay the October 19, 2021, special assessment public hearing for the W. Jefferson Ave. and Park Ct. street projects to allow more time for property owners to prepare. The Village Board had no objection. Motion Engel/Nelson to take up scheduling the public hearing for the W. Jefferson Ave. and Park Ct. final special assessments after January 1, 2022; carried without negative vote.

II. STREET AND UTILITY PROJECTS

A. WATER MAIN BREAKS; POLICY re UTILITY INFRASTRUCTURE REPLACEMENT.

The Board discussed the age of current water main and the limitations to inspecting it prior to a street project. It was decided by consensus that ductile iron water main should be tagged for replacement when planning a street project. The Board also requested an agreement amendment from Engineer Rammer to add replacement of water main to the Beech, Birch, and E. Jefferson street projects.

B. W. JEFFERSON AVE/PARK CT/PARK LN PROJECT REVIEW. Engineer Rammer reviewed the history of the W. Jefferson Ave., Park Ct. and Park Ln. street projects, including the delay to 2020 resulting from no bids being submitted to the 2019 bid request; the changes in scope from initial planning to construction; and the issues with restoration at project completion. Director Grunwald reviewed the changes in the Special Assessment policy made by the Village Board after the preliminary assessments were issued and how these changes affected individual assessments and the Village's share of project costs.

C. FUNDING, inc. ASSESSMENT REVIEW and LRIP GRANTS. The Village Board did not review the special assessment schedule for W. Jefferson Ave. and Park Ct. since the public hearing had been moved to 2022. Staff reviewed the Local Road Improvement Program and the State's funding of the LRIP-S program, which offered up to 90% matching funds, which the Village had applied for last term but was denied. By consensus, the Village Board directed staff to renew the Village's prior application for funding assistance with the Linden St., S. Maple St., and W. Washington Ave. street reconstruction projects.

D. CAPITAL IMPROVEMENT PLAN UPDATE, inc. ADDITION OF CITRUS LN AND DEFERRAL OF LINDEN ST, MAPLE ST, AND W WASHINGTON AVE TO 2023. The Village Board reviewed the current schedule for street improvements in the Capital Improvement Plan

and made the following changes: 2022—move back Beech, Birch, E. Jefferson from 2021, move forward Cherry Hill from 2025 & Beyond, and add Citrus; 2023—move back Linden, S. Maple, and W. Washington from 2022; 2024—move forward Lincoln Ave. from 2022 and the Mobile Home Park from 2023; and 2025—reclassify Center, S. Cleveland, and N. Westview from 2025 & Beyond. Motion Berdyck/Fornier to amend the *Capital Improvement Plan 2020-2025* to reflect the street project schedule as discussed; carried without negative vote.

- E. **PROFESSIONAL SERVICES AGREEMENT: MSA PROFESSIONAL SERVICES.** The Village Board previously approved the addition of Citrus Ln. and Cherry Hill Dr. to the 2022 Street and Utility Improvements; the proposed amendment altered the scope of work to add these two projects. Motion Nelson/Berdyck to approve Amendment No. 1 to the Professional Services Agreement with MSA Professional Services dated June 11, 2021, at an estimated cost of \$29,800; carried without negative vote.

[Engineer Rammer left the meeting—7:23pm]

III. RESOLUTION TO ADOPT WARD PLAN AND COMBINE WARDS FOR VOTING PURPOSES.

Director Grunwald explained the Village was required to adopt a ward plan after each decennial census due to its population size. If the Village Board did not combine the wards for voting purposes, the Village would be required to set up separate polling places for each of the two wards. The plan as presented did not change any ward boundaries. Motion Fornier/Nelson to adopt the ward plan as proposed and combine wards for voting purposes; carried without negative vote. [Resolution No. 2021-R-18]

IV. FINANCIALS

- A. **AUTHORIZING RESOLUTION FOR ROOTS GRANT.** The sponsor organization for the grant is ROOTS, or Restoration of Our Trees-Sheboygan. Dr. Jim Kettler of Lakeshore Natural Resource Partnership was instrumental to the Village receiving a \$10,000 grant award from ROOTS to assist with emerald ash borer mitigation. This grant was intended for Sheboygan County communities only but the Village's presence in the Sheboygan Area School District, strong affiliation with Sheboygan and Sheboygan County, and existing budgetary commitment to the project was persuasive. The Village has already met the grant match requirements. Approval of the resolution would allow the Village to accept the award. Motion Engel/Hoffman to approve the authorizing resolution for the ROOTS grant; carried without negative vote. [Resolution No. 2021-R-19]
- B. **AUTHORIZING RESOLUTION FOR URBAN FORESTRY GRANT.** To complement the ROOTS grant application, Director Grunwald submitted a grant request to the Wisconsin DNR for funding under its Urban Forestry Grant program. The purpose is to update the Village's 2001 Urban Forest Management Plan to provide coordinated tree removal and replacement, obtain GIS coordinates for Village-owned public trees, and create a forestry layer for the GIS mapping. This is a 50/50 matching grant, and the Village would not need to increase its current forestry budget in 2022 to meet program requirements. Motion Nelson/Fornier to approve the authorizing resolution for the Urban Forestry Grant program; carried without negative vote. [Resolution No. 2021-R-20]
- V. **2020 FINANCIAL REPORT REVIEW, if time allows.** Director Grunwald reviewed the 2020 financial audit, noting the following:
- 1) The Village utilized multiple funds—three governmental funds (general, debt service, and capital project), two enterprise funds (water utility and sanitary sewer utility), and one fiduciary fund (agency property tax). The governmental funds rely mostly upon property taxes, state aids, and fees; and enterprise funds, on utility rate revenue. The fiduciary fund represented tax moneys collected by the Village for the State, County, Technical College, and School District; no money in the fiduciary fund was retained by the Village.
 - 2) There are two types of taxes levied by the Village for its use—operating levy, which is intended to fund day-to-day expenses, and debt levy, which funds the general fund share of debt payments.
 - 3) In 2020, the Village expended \$192,839 for the W. Jefferson Ave./Park Ct./Park Ln. street projects with the expectation these funds could be reimbursed to the general fund from the debt issue. The Village was unable to complete the sale until more than 60 days had passed from the payment date, meaning the payment was drawn from unassigned cash. The result was an overall decrease in fund balance at year's end rather than the gain that would have been seen.

- 4) The Water Utility experienced an operating loss of -\$48,841 in 2020; the Sewer Utility, an operating gain of \$17,647. The 2021 budget for the Water Utility already anticipated a Water Utility rate increase for new and pending debt financing. However, the Village Board's policy to offset any Water Utility rate increase with a decrease to the Sewer Utility rates would be risky to continue given the narrow operating gain experienced by the Sewer Utility in 2020.
- 5) The Village issued \$1,210,000 in debt in 2020; \$656,626 remained available at the end of 2020.

VI. MEETING SCHEDULE

- A. TUE OCT 19 VILLAGE BOARD SPECIAL ASSESSMENT HEARING, LTC, 6PM.**
Cancelled. (Refer to discussion prior to Item II.)
- B. WED OCT 20 MANITOWOC COUNTY VILLAGE ASSN, REEDSVILLE, 6PM.**
President Holzwart and Trustees Ader and Forner are scheduled to attend.
- C. MON OCT 25 CLEVELAND FIRE DEPT BUDGET MTG, FIRE STATION, 7PM.**
President Holzwart will attend; Trustee Nelson may attend.
- D. TUE OCT 26 VILLAGE BOARD, 6PM**
- E. WED NOV 3 PLAN COMMISSION, 6PM**
- F. MON NOV 8 FINANCE AND BUDGET COMMITTEE, 6PM**
- G. WED NOV 10 HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- H. TUE NOV 16 VILLAGE BOARD, 6PM**
- I. MON NOV 22 PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM.** Chair Berdyck can attend if the meeting is virtual.
- J. REVIEW 2022 BUDGET PREPARATION SCHEDULE, inc. DISCUSSION ON COMPENSATION FOR MANAGERS.** The Village Board scheduled a closed session meeting for Thursday, October 21, 2021, to discuss manager compensation and a special meeting for Thursday, October 28, for additional work on the budget if needed. Both meetings would be virtual.

VII. ADJOURNMENT. Motion Berdyck/Nelson to adjourn; carried without negative vote. The meeting adjourned at 8:28pm.

Respectfully submitted,

/S/ Stacy Grunwald

Stacy Grunwald
Director of Village Services

Approved on 10/26/2021