

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

**TUESDAY, OCTOBER 26, 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 6:03pm on Tuesday, October 26, 2021. All attended remotely, except Director of Village Services Stacy Grunwald attended from the publicly-accessible meeting room at the Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.

Board Present: Jake Holzwart, Village President (left 10:33pm)  
John Ader  
Jason Berdyck, President Pro Tempore (10:33pm-adjournment)  
Linda Engel  
Al Forner (arrived 6:24pm)  
Jon Hoffman  
Barry Nelson

Board Absent: None

Staff Present: Stacy Grunwald, Director of Village Services (left 10:09pm)  
Julie Rusch, Deputy Clerk-Treasurer (left 8:42pm)  
Jacob Schweigl, Police Officer (6:30pm-10:07pm)

Also Participating: Rory Agnew, W F Baird (left 7:44pm)  
Libby Ogard, Prime Focus (left 7:44pm)

Motion Engel/Berdyck to approve the agenda; carried without negative vote.

- II. CITIZEN INPUT AND COMMUNICATIONS, including possible Committee referrals on any matters reported to the Village Board.** No citizens were present. Director Grunwald reported the Village received a three year HydroCorp agreement/proposal. *Referred to Public Works and Utilities Committee.* President Holzwart received a communication from a resident regarding questions on high water bills. Will have the resident call Village Hall. President Holzwart also commented on the success of the walk to school day, and thanked Officer Schweigl.

- III. MEETING MINUTES: SEPTEMBER 21, 2021, and OCTOBER 14, 2021.** Motion Berdyck/Hoffman to approve the minutes of the September 21, 2021, meeting; carried without negative vote. Motion Berdyck/Hoffman to approve the minutes of the October 14, 2021, meeting with corrections in Item I.; carried without negative vote.

**IV. PARK PROJECTS**

- A. HIKA PARK GRANT WRITING CONTRACT: Libby Ogard, Prime Focus LLC.** Director Grunwald recommended two changes to the proposed contract: adding assistance with Open Meeting/Public Records compliance and removing the indemnification section since the Village's insurance does not provide coverage to a third party.

Holzwart/Berdyck to open the floor; carried without negative vote.

Ms. Ogard indicated she would accept the requested contract amendments. When asked if she would assist with grant administration, she indicated she would but has not done it before. Holzwart/Engel to approve the Prime Focus LLC contract with the addition of verbiage acknowledging the Village's obligations under Public Records Law and the contractor's duty to assist, and the removal of the indemnification section; carried without negative vote. Ms. Ogard also presented various grant options, requirements, timeframes, deadlines, etc. Due to the likelihood of being awarded the grant, the matching requirement, and the upcoming deadline, motion Nelson/Hoffman to approve applying for a Wisconsin Coastal Management Grant; carried without negative vote.

- B. HIKA PARK FEASIBILITY (WAVE) STUDY PROPOSAL: Rory Agnew, WF Baird.** Mr. Agnew gave a presentation on the proposed project timeframe, schedule and tasks required to evaluate

the functionality and feasibility of the three proposed boat launch alternatives. After discussion, motion Berdyck/Engel to accept the scope and proposal from W.F. Baird & Associates Ltd to determine the feasibility of constructing a new boat launch facility at Hika Park based upon the recommendations found in the Hika Park Master Plan, with the total cost not to exceed \$115,950; carried without negative vote.

Motion Holzwart/Hoffman to close the floor; carried without negative vote.

*[Trustee Forner arrived—6:24pm; Officer Schweigl arrived—6:30pm]*

- C. **DAIRYLAND PARK MASTER PLAN AMENDMENT: Cleveland Lions Club.** The Cleveland Lions Club is requesting an amendment to the 1997 *Dairyland Park Park Site Master Plan* to allow installation of a concrete pad from the west edge of the concrete under the shelter to a line west of the shelter just beyond the recently installed flagpole, plus the addition of three benches. The pad would include recessed anchors for the benches, but the benches will be detachable and could be moved. Director Grunwald noted the Plan Commission recommended approval. Motion Ader/Berdyck to amend the Dairyland Park Park Site Master Plan to allow installation of a 20' x 45' concrete pad with recessed anchors for three benches, to be located on the west side of the Dairyland Park shelter, adjacent to the existing concrete and extending west to encircle the flagpole; carried without negative vote.

## V. GOVERNMENTAL MEETINGS

- A. **LOCAL GOVERNMENT 101 TRAINING: GOVERNMENTAL MEETING PROCEDURES.** After discussion, it was noted that Robert's Rules of Order were being followed for Village meetings, and no changes were recommended to the current meeting procedures.
- B. **CONSIDERATION OF IN-PERSON GOVERNMENTAL MEETINGS.** By consensus, the Village Board preferred to hold governmental meetings in person, but there was insufficient space in Village Hall to meet CDC guidelines for six-foot social distancing for many of the meetings. *Referred to Human Resources and Public Safety Committee to draft a policy for in-person governmental meetings.*

## VI. FINANCIALS AND BUDGET

- A. **MONTHLY VOUCHER REPORT.** Trustee Hoffman will review the WE Energies invoices for potential cost savings. Motion Ader/Berdyck to accept the September 2021/Quarter 2 2021 voucher report; carried without negative vote.
- B. **AGREEMENT FOR ASSESSMENT SERVICES: ACCURATE APPRAISAL LLC.** Director Grunwald noted that the new contract did not include the Village addendum from the existing contract. The Board was also uncomfortable with the length of the agreement and directed Staff to obtain a one-year agreement. *Referred to the Finance and Budget Committee.*
- C. **AGREEMENT FOR FIRE & EMS SERVICES: CLEVELAND FIRE DEPARTMENT.** President Holzwart noted the Fire Department was using the 50/50 ARPA fund match with Manitowoc County to purchase as many radios as they could. There was no total cost yet for the parking lot project. The Village was pending receipt of a lighting plan. Motion Ader/Forner to approve the 2022 Cleveland Fire Department Agreement for Fire & EMS Services; carried without negative vote.

*[Deputy Clerk-Treasurer Rusch left the meeting—8:42pm]*

- D. **2020 FINANCIAL AUDIT.** The Village Board had no questions on the audit report.
- E. **2022 OPERATING AND DEBT LEVIES.** The Board reviewed the abated specials and calculation of allowable levy. The base levy could increase no more than 0.992% or \$2,039 from the prior year. If the Board chose to reimburse the committed fund the full amount of the remaining abated specials, the total tax levy would be 2.812% higher than the current year. By consensus, the Village Board directed the 2022 budget include payoff of the remaining abated specials.
- F. **WATER AND SEWER UTILITY RATE CHANGES.** The 2020 Financial Audit reported that the Water Utility experienced a net change in retained earnings of (\$49,685) and the Sewer Utility, a net gain of \$36,054. With every rate increase for water since 2017, the Village Board reduced the sewer rate so the impact on the bill was neutral. Director Grunwald suggested the Board consider a rate increase for both utilities due to the negative position of the Water Utility and near-negative position for the Sewer Utility. The Water Utility qualified for a 3.0% rate increase under Public Service Commission requirements, which would increase revenues about \$10,000; the same rate change for the Sewer Utility would increase revenues about \$13,000. A base bill (bill without consumption

charges) would increase from \$59.00 per month to \$60.77 per month. After discussion, motion Ader/Hoffman directing staff to file a Simplified Rate Case with the Public Service Commission to obtain a 3% rate increase for the Water Utility and to implement a 3% rate increase for the Sewer Utility at the same time; carried without negative vote.

**G. CAPITAL OUTLAYS.** No report.

**H. AMERICAN RESCUE PLAN ACT FUNDS; MANITOWOC COUNTY PROPOSAL.** Director Grunwald reported the Village was awarded \$158,188.08 under the American Rescue Plan Act; a distribution of \$76,094.04 was received this year and the remainder will be made available in 2022. Based on the revenue loss calculator, the Village lost \$368,781.61 in revenue in 2020. This means the funds can be spent on any government service, in addition to other options. She also shared an offer from Manitowoc County to split ARPA-eligible expenses for approved projects on a 50/50 basis.

## **VII. PERSONNEL**

**A. REALLOCATION OF DUTIES; ORGANIZATIONAL CHART AMENDMENT.** Director Grunwald shared a draft scope of work for the proposed new position of Deputy Director of Public Works. The scope included functions currently performed by the Director of Village Services and which Operator Chris Jost has agreed to perform. While she could delegate those duties without the new position, she believed the scope change was significant enough to warrant the new title. This was also the next step towards implementing a staffing plan conceptualized in 2014, albeit without the support employees the plan envisioned. She also presented a draft organizational chart that reflected the new position. The Village Board supported the new position and directed Staff to return the organizational chart after completing additional updates.

**B. COMPENSATION FOR MUNICIPAL JUDGE FOR THE 2022-2026 TERM OF OFFICE.** Director Grunwald asked if the Village Board wished to increase the \$2400 annual salary for the Municipal Court Judge since the position would be on the Spring Ballot. She shared the caseload history for the Court as reported to the State of Wisconsin. The Court generally met monthly and held trials once, maybe twice a year. The Board discussed the time and training commitment for the court and its salary in relation to compensation for Village Trustees. The Board appreciated the current Judge's long service in the position but did not believe a change in salary was warranted.

**C. COMPENSATION FOR CHIEF OF POLICE POSITION FOR 2022 BUDGET PURPOSES.** The Village Board set an estimated salary of \$70,000 for budget purposes only, noting the actual compensation for the position would be based upon the qualifications of the successful candidate.

## **VIII. STAFF, COMMITTEE, AND REFERRAL REPORTS.**

**A. POLICE DEPARTMENT.** Officer Schweigl reported he completed approximately 42 traffic stops during the Ryder Cup, and the State Patrol complimented the Village on its interagency work during that time. President Holzwart reported that he and Officer Schweigl participated in the walk to school event, and Officer Pritzl distributed candy during the elementary school's Halloween bash. The President was pleased with the Department's renewed focus on community participation. Officer Schweigl acknowledged the work of Police Secretary Rhonda Deehr, who arranged much of the public relations work for the Department. Trustee Berdyck thanked Officer Schweigl for distributing police badges to children during the walk, which his daughter and others greatly enjoyed.

**B. ADMINISTRATION.** There were no questions on the building permit report.

**C. PLAN COMMISSION, 10/06/21.** President Holzwart reported Andy and Jamie Williams were returning to the next Plan Commission with an operations plan for the Christmas tree farm.

**D. MANITOWOC CO VILLAGE ASSN, 10/20/21.** President Holzwart, Trustee Ader and Trustee Forner attended the meeting, which included a presentation by the Valders Fire Department Fire Chief on fire department services.

**E. CLEVELAND FIRE DEPT BUDGET PRESENTATION, 10/25/21.** President Holzwart reported previously in the meeting that not many questions were raised regarding the budget and the Fire Department increased its request for pager and radio funding to capitalize on Manitowoc County's offer to share the cost 50/50.

## **IX. ANNOUNCEMENTS AND EVENT REPORTS.**

**A. THU OCT 28 ..... VILLAGE BOARD SPECIAL MEETING ON THE BUDGET, 6PM.**  
Cancelled.

**B. WED NOV 3..... PLAN COMMISSION, 6PM**

**C. MON NOV 8..... FINANCE AND BUDGET COMMITTEE, 6PM**

**D. TUE NOV 9..... MUNICIPAL COURT, VFW, IN-PERSON ONLY, 4:30PM**

**E. WED NOV 10..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**

- F. TUE NOV 16 .....** VILLAGE BOARD, 6PM. Moved to Tuesday, November 23.
- G. MON NOV 22.....** PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM. Moved to November 29, 2021.
- H. REVIEW 2022 BUDGET TIMELINE.** The Board cancelled the meeting on October 28, added a meeting on November 1, and moved the Board meeting to November 23, 2021.
- I. ANY OTHER ANNOUNCEMENTS/EVENTS.** No announcements or events.

*[Officer Schweigl left the meeting—10:07pm]*

- X. CONVENE IN CLOSED SESSION.** Motion Holzward/Nelson to convene in closed session pursuant to Sec. 19.85 (1) (c), Wis. Stats. to consider the compensation of public employees over which the Village Board has jurisdiction. Roll call—all ayes. Motion carried. The meeting convened in closed session at 10:08pm.

*[Director Grunwald left the meeting—10:09pm]*

After discussion, the Board agreed upon a wage increase for Director Grunwald for 2022, and a bonus in recognition of how difficult 2021 was with the lack of staff and additional workload resulting from the resignation of Police Chief Barber.

*[President Holzward left the meeting—10:33pm]*

By consensus, Trustee Berdyck assumed the chair and responsibility for the minutes after President Holzward left the meeting. After discussion, motion Nelson/Fornier to pay the Acting Police Chief \$15.00 per hour, not to exceed 160 hours per year, beginning 01/01/2022; carried without negative vote. The Board will request direction from Staff on the best committee or department to track the hours of work and clarification on options to recognize service in the current year.

- XI. ADJOURNMENT.** Motion Fornier/Ader to adjourn; carried without negative vote. The meeting adjourned at 10:53pm.

Respectfully submitted,

*/S/ Stacy Grunwald*

Stacy Grunwald  
Director of Village Services

Approved on 11/23/2021