

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

**TUESDAY, JUNE 21, 2022**

**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 6:10pm on Tuesday, June 21, 2022, at the Cleveland Village Hall, 1150 W. Washington Ave., Cleveland, Wisconsin.

Board Present: Jake Holzwart, Village President and Acting Police Chief  
John Ader  
Debi Cevaal  
Al Forner  
Barry Nelson

Board Absent: Jason Berdyck (excused)  
Jon Hoffman (excused)

Staff Present: Stacy Grunwald, Director of Village Services  
Julie Rusch, Deputy Clerk-Treasurer  
Jacob Schweigl, Police Officer

Motion Forner/Nelson to approve the agenda; carried without negative vote.

**II. CITIZEN INPUT AND COMMUNICATIONS**

*Tom Warosh, 337 E. Jefferson Ave.* Complimented contractor on street project progress. Asked if Village burying electric lines, about cost, and requested it be done during street reconstruction.

Director Grunwald reported receipt of a sanitary sewer credit request from Janet Meyer. *Referred to Finance and Budget Committee.*

Director Grunwald also reported the Village's current health insurance carrier is getting out of the market, and anticipates a new provider will be more expensive with less coverage.

- III. ROOTS GRANT PROJECT KICK-OFF PLANNING.** A tentative tree planting ceremony will be looked at for late summer/early fall. It will be brought back to the Board for further discussion.

- IV. JACKIE HENSCHEL MEMORIAL BENCH: Dairyland Park Site Plan Amendment.** The Lions Club is seeking approval to install a Jackie Henschel Memorial Bench in Dairyland Park, in the area between the grandstand and pavilion, facing the playground. The proposal is to locate the bench approximately 8' from the jungle gym, facing northeast toward the other playground equipment. Director Grunwald noted the request requires an amendment to the Dairyland Park Master Plan.

The Village Board by consensus adopted the findings of the Plan Commission, as follows:

- 1.) The proposal was consistent with the purposes for the park plan, and either supported or did not conflict with future development, in that the proposed location of the bench supported recreational uses by providing a place for observation and supervision of playground activities in an area where there currently is none.
- 2.) The amendment was consistent with the Master Plan's designation of this area for open play as the bench will not interfere with active play, and the area is currently not an open play area as it is surrounded by trees; and with the Master Plan's accessibility requirements due to the fact it is not far from the parking lot, has ease of access, and the area is already well used without a trail.
- 3.) The proposal conforms to the *20-Year Comprehensive Plan* in that the amendment supported use as a park and to the Official Map in that no designated rights-of-way were adversely affected.

Motion Forner/Ader to amend the *Dairyland Park Park Site Master Plan* to allow installation of a brown, 6-foot in-ground bench in memory of Jackie Henschel, to be located northwest of the jungle gym, facing northeast toward the playground area; carried without negative vote.

- V. CLEVELAND MUNICIPAL COURT LOCATION AND HOURS.** Motion Ader/Nelson to open the floor to Judge Kohl; carried without negative vote.

Discussion ensued regarding the Village Board's authority over the Municipal Court, the handling of juvenile defendants, the inconvenience for court staff of not holding court at the Village Hall, the inconvenience for Clerk's staff of holding court at Village Hall, start times, etc. It was decided, on a trial basis, to change the start time to 5:00pm starting in September, and to continue to hold it at the Village Hall.

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

- VI. MAY 17, 2022, MINUTES.** Motion Forner/Cevaal to approve the minutes of the May 17, 2022, meeting; carried without negative vote.

**VII. FINANCIALS**

- A. MONTHLY VOUCHER REPORT.** Motion Ader/Nelson to approve the May 2022 monthly voucher report; carried without

negative vote.

- B. **2023 STREET AND UTILITY RECONSTRUCTION PROJECTS PROFESSIONAL SERVICES AGREEMENT: MSA Professional Services.** Director Grunwald asked that this item be held over to the next meeting as the agreement is not yet available.
- C. **WEX, INC, FLEET CARD.** Motion Holzward/Nelson to approve the Village's use of a WEX Inc. fleet card, through the State of Wisconsin's master agreement, for purchasing fuel and vehicle maintenance items; carried without negative vote.
- D. **REFERENDUM TO FUND POLICE SERVICES.** After discussion, the intent is to have a referendum on the November 2022 ballot, asking for the ability to raise taxes to support police services in the Village. *Referred to Finance and Budget Committee.*

#### VIII. TOBACCO AND ALCOHOL LICENSING

- A. **TOBACCO LICENSE NEW.** Motion Ader/Nelson to approve a Tobacco License for **Bonde's Quik Mart Acquisition LLC** for the period July 1, 2022, through June 30, 2023; carried without negative vote.
- B. **FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR RETAIL LICENSES.**
  - 1. **"CLASS A" NEW.** Motion Forner/Cevaal to approve a "Class A" license for **Bonde's Quik Mart Acquisition LLC**/Russell Bonde, Agent, for the period July 1, 2022, through June 30, 2023; carried without negative vote.
  - 2. **"CLASS B" RENEWAL.** Motion Holzward/Forner to approve "Class B" licenses for **HIGHLAND LODGE LLC**/Elouise Kaderabek, Agent; **RJK-HBT, LLC**/Sue Ellen Hoes, Agent, dba Hika Bay Tavern; and **RUPP'S ON WASHINGTON LLC**/Larry Rupp, Agent; for the period July 1, 2022, through June 30, 2023, carried without negative vote.
- C. **APPOINTMENT OF AGENT.** Motion Nelson/Ader to approve the appointment of Russell Bonde as agent for Bonde's Quik Mart Acquisition LLC; carried without negative vote.
- D. **OPERATOR LICENSES.** Motion Forner/Cevaal to approve Operator's Licenses for Cheyenne Morgan and Amanda Schulz for the period July 1, 2022, through June 30, 2023; carried without negative vote.

#### IX. 2022 STREET AND UTILITY RECONSTRUCTION PROJECTS

- A. **PAY REQUEST NO. 1.** Motion Ader/Nelson to approve payment of Pay Request No. 1 to Superior Sewer and Water; carried without negative vote.
- B. **PROJECT UPDATE.** Director Grunwald reported water main boring started on E. Jefferson Ave. west of Beech St. to Washington Ave. A lateral was hit at one property, resulting in a shutdown of water service. Another property had cable out. A \$5,800 change order to switch to borings was received, which will result in less cleanup. Director Grunwald signed off on electrical work on Beech, Lincoln and Birch. The project is reasonably on schedule.

#### X. WASTEWATER TREATMENT PLANT COMPLIANCE MAINTENANCE ANNUAL REPORT. . Motion Holzward/Nelson to acknowledge the Board reviewed the 2021 Compliance Maintenance Annual Report and directed that the plant be operated and maintained in compliance with the Village's WPDES permit; carried without negative vote. [Resolution No. 2022-R-06]

#### XI. PERSONNEL

- A. **SEC. 509 Use of Credit Cards, EMPLOYEE HANDBOOK.** Motion Forner/Nelson to approve Employee Handbook Sec. 509 Use of Credit Cards; carried without negative vote.
- B. **CHIEF OF POLICE RECRUITMENT UPDATE.** Acting Chief Holzward reported he is continuing to work with GovHR. A community input questionnaire is in process, as well as a brochure to promote recruitment. The job posting will follow, with the hope to have a candidate by the end of August.

#### XII. COMMERCIAL BUILDING PLAN REVIEW DELEGATED AUTHORITY. Motion Holzward/Ader to approve the Village apply for delegated authority for commercial building (structural and HVAC) plan review for small commercial buildings, and for commercial inspection; carried without negative vote.

#### XIII. STAFF AND COMMITTEE REPORTS AND REFERRALS.

- A. **POLICE DEPARTMENT.** Officer Schweigl reported the department was awarded a \$7,000 grant from the State, which can be used for most anything except firearms or tasers. The Lions Club is renting the Dairyland Festival bounce house this year, and is giving the department a \$350 donation, as well as a \$75 donation for ice cream coupons to be distributed to children wearing their bike helmets. Officer Schweigl did bicycle training at Cleveland Elementary, and participated in their end of school raffle. He and Officer Pritzl completed their annual firearm training.
- B. **ADMINISTRATION.** Director Grunwald reported she is working on the next bond issue; one vacancy was filled in Public Works; the Clerk's Office has a temporary employee working 16 hours a week; she is working on filling the Administrative Professional position; and the Village has until October 16, 2024, to complete a lead and copper service line material inventory.
- C. **PUBLIC WORKS AND UTILITIES COMMITTEE, 05/24/22.** The Committee received an update on the 2022 street projects as well as the Capital Improvement Plan, which ties into the bond issue and the 2024 budget.
- D. **PLAN COMMISSION, 06/01/22.** The Commission discussed current and proposed Private Garage Regulations.
- E. **HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 06/02/22.** Chair Nelson reported the Committee discussed Police Department casual staffing and short-term coverage needs. He did speak with the Manitowoc County Sheriff's department, and they are not interested in a contract to help cover, mainly due to their own staffing shortages. There are potential liability issues with part-time employees which will be discussed at future HR meetings.
- F. **FINANCE AND BUDGET COMMITTEE, 06/13/22.** Chair Ader reported they discussed the recommended PW Facility Site, as well as another potential site.

#### XIV. ANNOUNCEMENTS AND EVENT REPORTS.

- G. **DAIRYLAND FESTIVAL PARADE ENTRY.** After discussion, the Village will not have a float in this year's parade.

- H. TUE JUN 28 ..... MUNICIPAL COURT, 4:30PM
- I. TUE JUN 28..... PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM
- J. MON JUL 4..... STAFF HOLIDAY
- K. WED JUL 6..... OPEN BOOK, 2PM-4PM
- L. WED JUL 6..... PLAN COMMISSION, 6PM
- M. MON JUL 11..... FINANCE AND BUDGET COMMITTEE, 6PM
- N. WED JUL 13 ..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM
- O. TUE JUL 19 ..... VILLAGE BOARD, 6PM
- P. WED JUL 27 ..... BOARD OF REVIEW, 5PM-7PM
- Q. ANY OTHER ANNOUNCEMENTS/EVENTS. Friday Night Lights will be held at Veterans Park, Friday, June 24, 2022.

XV. ADJOURNMENT. Motion Forner/Nelson to adjourn; carried without negative vote. The meeting adjourned at 8:35pm.

Respectfully submitted,  
/S/ Julie Rusch  
Julie Rusch  
Deputy Clerk-Treasurer

Approved on 07-19-2022

UNOFFICIAL COPY