

**VILLAGE BOARD OF CLEVELAND, WISCONSIN**  
**MONTHLY MEETING**  
**TUESDAY, JUNE 20, 2023**  
**MINUTES**

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL/AGENDA APPROVAL.** President Jake Holzwart called the meeting to order and led the Pledge of Allegiance at 6:01pm on Tuesday, June 20, 2023, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin. Board Present: Jake Holzwart, President; John Ader, Jon Hoffman, Danielle LaLonde, Barry Nelson, Barrett Paasch, Tom Warosh. Board Absent: None. Staff Present: Stacy Grunwald, Director of Village Services; Dan Reid, Chief of Police; Julie Rusch, Deputy Clerk-Treasurer. Motion Warosh/Hoffman to approve the agenda as posted; carried without negative vote.
- II. CITIZEN INPUT AND COMMUNICATIONS.** No one present provided input. No communications to report. Trustee Ader discussed the purpose for notetaking by an audience member frequently in attendance at meetings; the response was it helped keep the member informed regarding the Board's discussion and actions.
- III. PETITION TO AMEND THE ZONING ORDINANCE: Steinpreis Trucking LLC, 1270 Hickory St.** Steinpreis Trucking LLC submitted a request to amend the I-1 *Industrial District* permitted uses to include storage of watercraft and motorized vehicles. The Plan Commission made the following findings:
1. The petition was required for public necessity, convenience, general welfare, or good zoning practice for the following reasons: there was a visible need for storage space in the Village for these types of items; it would be convenient for Village residents to have an I-1 *Industrial District* property to store these items; and a new business would benefit the Village and could attract new businesses.
  2. The petition was consistent with the Year 2020 Comprehensive Plan and supported the objectives of the *Neighborhood Residential* classification by providing local storage of items currently stored outside in residential yards, improving the aesthetics of residential neighborhoods, and expanding allowable uses to help sustain the value of existing businesses.
- Motion Ader/Nelson to adopt the findings of the Plan Commission and approve the petition filed by Steinpreis Trucking LLC to add indoor and outdoor commercial storage of motor vehicles, campers, farm machinery, trailers, heavy equipment, or watercraft as permitted uses in the I-1 *Industrial District*, provided that such storage is parked on gravel or concrete and enclosed by a suitable fence or other screening; carried without negative vote. [Ordinance No. 2023-O-07]
- IV. FINANCIALS**
- A. MONTHLY VOUCHER REPORT.** Trustee Warosh questioned payments to multiple phone/internet providers and asked if the Village had looked at consolidating services to save on costs. Director Grunwald explained one vendor couldn't address all the Village's phone and internet requirements. Trustee Paasch questioned the manual check to Cardmember Service; Director Grunwald explained it was payment for the credit card issued by Cleveland State Bank. Motion LaLonde/Ader to approve the May 2023 Monthly Voucher Report; carried without negative vote.
- B. ECONOMIC DEVELOPMENT SERVICES: Chad Pelishek, Pelishek Consulting.** Chad Pelishek was the Director of Planning and Development for the City of Sheboygan until May 12, 2023, when he voluntarily left employment after 16 years and began private consulting. Director Grunwald recommended approval of the contract with him for economic development and grant services. Motion LaLonde/Nelson to approve the Contract for Consulting Services with Chad Pelishek, Pelishek Consulting; carried without negative vote.
- C. MANAGED SERVICES PROPOSAL RENEWAL: Intrac Technologies.** The proposal was \$500 more than last year but covered more devices. It also included Bitdefender antivirus protection for 29 devices and 6TB or cloud-based backup. Motion LaLonde/Hoffman to accept the Intrac Technology Managed Services Proposal at an annual cost of \$10,500; carried without negative vote.
- D. ELECTION EQUIPMENT PURCHASE: Election Systems & Software.** Director Grunwald explained the Village was the only Manitowoc County municipality still using the AutoMark and M100 election equipment. ES&S will no longer support the underlying software for either machine, making the equipment noncompliant with Federal and State election laws. Motion Warosh/Nelson to approve the purchase of the ExpressVote Universal Voting System and the DS200 Poll Place Scanner and Tabulator, and to amend the Year 2023 Capital Projects budget for the purchase; carried without negative vote. [Resolution No. 2023-R-09]
- E. 2023 STREET AND UTILITY PROJECT**
1. **UPDATE; SCOPE CHANGE FOR FUTURE DEVELOPMENT.** Director Grunwald reported the North Ave. water main on the east end of the project area would be tied in tomorrow, and she authorized the southern extension of water and sewer under North Ave. west of the convenience store for potential future development.
  2. **EXTENSION OF SUMMER SEWER RATES.** Director Grunwald reported that due to the Linden and Maple St. projects not starting until mid-August, the Finance Committee recommended the extension of summer sewer rates for properties in the project area due to the anticipated late seeding. Motion Holzwart/Ader to extend the seasonal consumption volume charged by the Sewer Utility through the last day before the October 2023 monthly reads begin, for properties that need to water new plantings or seedings due to the 2023 street and utility construction projects; carried without negative vote.
  3. **2023 STREET AND UTILITY PROJECT FINANCING inc UTILITY RATES.** Held over.
- V. SALVATION ARMY REQUEST TO USE VILLAGE HALL AS A REST STOP.** Director Grunwald reported there were no issues last year. Motion Hoffman/Nelson to approve The Salvation Army's request to use Village Hall as a rest stop for The Salvation Ride on July 8, 2023, with payment of a refundable \$100 security deposit; carried without negative vote.
- VI. HIKA PARK MASTER PLAN AMENDMENT: State Historical Society Marker.** Motion Ader/Hoffman to adopt the Plan Commission findings and amend the Hika Bay Park & Dam Impoundment Area Park Site Master Plan, November 1996, and the Hika Park Master Plan Update 2020, dated December 15, 2020, to allow installation of a Wisconsin Historical Society Marker near the north beach access, north of the pedestrian bridge, for the purpose of highlighting the history and location of area shipwrecks; carried without negative vote. [Resolution No. 2023-R-10].

**VII. LAWN AND YARD MAINTENANCE ORDINANCE AMENDMENT.** The proposed amendment allowed one mailing to a property owner for the growing season, rather than a new mailing every time the property was noncompliant with ordinance. It added a new requirement that dirt piles must be spread out within 15 days of deposit and the use of citations in addition to special charges for enforcement. After discussion, motion LaLonde/Warosh to approve changes to Sec. 6-1-6, Lawn and Yard Maintenance, of the Village of Cleveland Code of Ordinances; carried without negative vote. [Ordinance No. 2023-O-08]

**VIII. WWTP COMPLIANCE MAINTENANCE ANNUAL REPORT.** Director Grunwald acknowledged the Operators were responsible for the A grades received for wastewater treatment plant operations. Motion LaLonde/Hoffman to acknowledge the Board reviewed the 2022 Compliance Maintenance Annual Report and direct the plant be operated and maintained in compliance with the Village's WPDES permit; carried without negative vote. [Resolution No. 2023-R-11]

**IX. TOBACCO AND ALCOHOL LICENSING**

**A. TOBACCO LICENSE RENEWAL.** Motion Nelson/Ader to approve the tobacco license for Bonde's Quik Mart Acquisition LLC for the period July 1, 2023, through June 30, 2024; carried without negative vote.

**B. FERMENTED MALT BEVERAGE AND INTOXICATING LIQUOR RETAIL LICENSES**

1. Motion Holzward/Nelson to approve the "Class A" renewal for Bonde's Quik Mart Acquisition LLC/Russell Bonde, Agent; and the "Class B" renewal for Highland Lodge LLC/Elouise Kaderabek, Agent, and Rupp's on Washington LLC/Larry Rupp, Agent, for the period July 1, 2023, to June 30, 2024; carried without negative vote.

2. Hika Bay Tavern experienced a fire in the upstairs apartment in October 2, 2022 and the tavern had been closed since that time. Motion Ader/Hoffman to extend the Class "B" and "Class B" retail licenses issued to RJK-HBT LLC to operate Hika Bay Tavern at 252 Lincoln Ave. through June 30, 2023 [Sec. 7-2-11 (c), Code of Ordinances]; carried without negative vote. Motion Nelson/Warosh to approve the application submitted by RJK-HBT LLC for Class "B" and "Class B" retail licenses at the described premises for the period July 1, 2023, through June 30, 2024, with the following conditions: the owner or designee shall obtain approved building, HVAC, plumbing, and electrical permits and complete necessary repairs to meet the sanitary, safety, and health requirements of State and local code prior to commencing business activities at the site. Motion carried without negative vote.

**C. APPOINTMENT OF AGENT.** Motion Warosh/Ader to appoint Mark R. Seidl as agent for RJK-HBT, LLC dba Hika Bay Tavern; carried without negative vote.

**D. OPERATOR LICENSES.** Motion Holzward/Nelson to approve operator licenses for Romelda M Albright, Alvin T Hundt, Cindy L Hundt, David M Salm, Ronald H Schisel, Amanda J Schulz, Tammy A Serketich, Janelle M Deehr, Charles W Gahagan, Brianna N Garbe, Andrea R Koehler, Alonna L Koenig, Kara L Anderson, Sara A Ganzel, Jennifer L Peterson, Samantha J Schneider, and Christopher L Sullivan for the period July 1, 2023, to June 30, 2024; carried without negative vote.

**X. STAFFING**

**A. STAFFING AND OPERATIONS PLAN DURING TRANSITION.** Director Grunwald reported Deputy Clerk-Treasurer Rusch will be employed through July 7, and she is updating procedures and training office staff. Deputy Director of Public Works Jost will be picking up more building and zoning duties. Director Grunwald will continue to perform payroll, HR and banking tasks. She also asked the Board to approve her taking home records to implement the records management plan [as a light-duty assignment during recovery.] Motion Ader/Hoffman to allow Director of Village Services Grunwald to take records home for records management purposes; carried with one negative vote (Paasch).

**B. POSITION POSTING TIMELINE.** The Deputy Clerk-Treasurer position will be posted once Director Grunwald is able to support current staff and conduct interviews.

**XI. REPORTS**

**A. POLICE DEPARTMENT.** Chief Reid reported he continues to ride along with surrounding agencies/departments. It is important, from a liability standpoint, that he is trained and ready to perform or the Village could face a massive lawsuit. He had been riding second shift with Deputy Ed Wick, who had been briefly employed the Village as a casual police officer. He also noted Manitowoc County has been providing more presence in the Village, and he drove a student to school as part of the "Ride to School in a Squad Car" event. Finally, he reported 911 calls are up significantly all over the country due to phone updates.

**B. ADMINISTRATION.** The DNR contacted the Village regarding late filing of WPDES permit reporting for the water utility. All reporting is done through a DNR website that lists the Village's licenses and permits and no WPDES permit for the water utility is visible or accessible. Neither did staff find a copy of such a permit on file or any prior-year reports. The DNR is researching why the permit does not appear in the Village's database and the proper reports will be filed once that is rectified. She also reported the Shared Revenue bill passed, which will result in an approximate \$56,000 increase for the Village next year, to be used for law enforcement or public works expenses. The proposal for a new realtor is in process and will be brought to a future meeting. The IRS audit of the 2017 IRB issue was closed with no changes required. The Village did community outreach relating to the street projects, sending out a half-sheet mailer with timelines, a contact information form, and a flyer. Finally, she reported the State has a grant program providing \$750 to aid in getting the new election equipment.

**C. PUBLIC WORKS AND UTILITIES COMMITTEE, 05/22/23.** Chair Hoffman reported the Committee is looking at a Jackson Dr. streetlight, and they discussed holding a Clean Sweep type event in the Village.

**D. PLAN COMMISSION, 06/07/23.** President Holzward reported representatives from Cleveland Fish and Game, and McMullen & Pitz, attended the meeting. It was recommended the Village do borings at Hika Bay to help determine how to proceed.

**E. FINANCE AND BUDGET COMMITTEE, 06/13/23.** Chair Ader reported the Committee discussed the Special Assessment policy, resulting in no new or constructive ideas. They also discussed a referendum to raise taxes for police services.

**F. HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 06/14/23.** All items on agenda.

**XII. ANNOUNCEMENTS AND EVENT REPORTS**

**A. MON JUN 26..... PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM.** Cancelled.

**B. THU JUL 6..... OPEN BOOK, 2PM-4PM**

- C. **MON JUL 10** ..... **MUNICIPAL COURT, 5PM**
- D. **MON JUL 10** ..... **FINANCE AND BUDGET COMMITTEE, 6PM**
- E. **WED JUL 12**..... **HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM.** Cancelled.
- F. **WED JUL 19**..... **BOARD OF REVIEW TRAINING, 5PM.** Trustee Nelson could not attend.
- G. **WED JUL 26**..... **BOARD OF REVIEW, 5PM-7PM.** Trustee Nelson could not attend.
- H. **TUE JUL 18**..... **VILLAGE BOARD, 6PM.** Trustee Nelson could not attend.
- I. **(SAVE-THE-DATE) WATER SUMMIT: Wednesday, October 11, 2023, UW-Manitowoc, 6PM**
- J. **SCHEDULE OTHER MEETINGS AS NEEDED.** No meetings scheduled.
- K. **ANY OTHER ANNOUNCEMENTS/EVENTS.** The Plan Commission may need to hold a July meeting.

**XIII. CLOSED SESSION**

- A. Motion Holzwart/LaLonde to convene in closed session pursuant to (1) Sec. 19.85 (1) (c), Wis. Stats., to consider compensation and performance evaluation data of Village employees; (2) Sec. 19.85 (1) (e), Wis. Stats., where competitive or bargaining reasons require a closed session to develop strategies to advance an economic development project in the vicinity of the I-43; (3) Sec. 19.85 (1) (f), Wis. Stats., preliminary consideration of specific personnel problems which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the persons referred to in such problems or investigations; (4) Sec. 19.85 (1) (g), Wis. Stats., to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which is likely to become involved; and (5) Sec. 19.85 (1) (c), (e), (f) and (g), Wis. Stats., to consider minutes for the closed sessions held at the March 21, April 11, April 13, May 1, and May 4, 2023, meetings. Roll call: all ayes. Motion carried. Director Grunwald assumed responsibility for the minutes.

*[The public and Deputy Clerk-Treasurer Rusch left the meeting – 8:00pm]*

- Matter 1. Chief Reid anticipated health insurance coverage would begin at start of employment like his prior employer. He requested reimbursement of the May 2023 premium for the market coverage he had to purchase individually. Other matters were held over.
- Matter 2. Held over.
- Matter 3. Chief Reid expressed concern regarding the hiring and transition process and personnel decisions made by the Village Board.
- Matter 4. [REDACTED]
- Matter 5. The closed session minutes were reviewed.

*[Chief Reid left the meeting – 10:00pm]*

- B. **RECONVENE IN OPEN SESSION.** Motion Holzwart/Warosh to convene in open session pursuant to Sec. 19.85(2), Wis. Stats. Roll call—all ayes. Motion carried. The meeting reconvened in open session at
- C. **ACT ON MATTERS (1), (2), (3), AND (4) DISCUSSED IN CLOSED SESSION.** Motion Warosh/Holzwart to approve payment of \$2,647.60 to Daniel Reid for reimbursement of his May 2023 health insurance premium; carried without negative vote. No action on matters 2, 3, and 4.

**XIV. MINUTES APPROVAL (INCLUDING MATTER (5) DISCUSSED IN CLOSED SESSION)**

- A. **RECONSIDER AND AMEND MARCH 21, 2023, MINUTES TO ADD CLOSED SESSION.** Motion Warosh/Nelson to reconsider approval of the March 21, 2023, minutes; carried without negative vote. Motion Nelson/Hoffman to amend the March 21, 2023, minutes to add minutes for the closed session; carried without negative vote.
- B. **APRIL 11, APRIL 13, APRIL 18, MAY 1, MAY 4, AND MAY 16, 2023, MINUTES.** Motion Holzwart/LaLonde to approve the minutes of the April 11, April 13, April 18, May 1, May 4, and May 16, 2023, meetings; carried without negative vote.

**XII. ADJOURNMENT.** Motion Warosh/Hoffman to adjourn; carried without negative vote. The meeting adjourned at 10:25pm.

Respectfully submitted,  
Stacy Grunwald  
Director of Village Services

Approved on 07/31/23