

**VILLAGE OF CLEVELAND, WISCONSIN
VILLAGE BOARD MONTHLY MEETING
WEDNESDAY, DECEMBER 20, 2023
MINUTES**

- I. CALL TO ORDER/ROLL CALL/SELECT CHAIR.** In the absence of Village President Jake Holzwart, Director of Village Services Stacy Grunwald called the meeting to order at 6:00pm on Wednesday, December 20, 2023, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin. Board Present: John Ader (arrived 6:32pm), Jon Hoffman, Chair Pro Tempore, Barrett Paasch, Tom Warosh, Andy Williams. Board Absent: Jake Holzwart, Village President/Acting Chief of Police (excused). Staff Present: Stacy Grunwald, Director of Village Services. One Village Trustee position was vacant. Director Grunwald requested a nomination for Chair. Motion Williams/Paasch to appoint Jon Hoffman to serve as Chair Pro Tempore for the duration of the meeting; carried without negative vote.
- II. PLEDGE OF ALLEGIANCE/AGENDA APPROVAL.** Chair *Pro Tem* Hoffman led the Pledge of Allegiance. Motion Warosh/Paasch to approve the agenda as posted; carried without negative vote.
- III. CITIZEN INPUT AND COMMUNICATIONS.** Director Grunwald reported she and President Holzwart received several emails from resident Sandy Brost regarding concerns with property maintenance and chickens at large in her neighborhood. Director Grunwald was working with the owner of the chickens to install a chicken coop at 1053 or 1061 Hazel St. She was also working with the new owner of 1105 Hazel St. to address the overflowing dumpster and trash which was blowing onto neighboring properties, among other issues. To speed the process, she ordered a dumpster and had the Public Works Department clean up the overflowing bags of trash, which stood about 5 feet high and 15 feet deep. These costs will be charged to the property owner. Chair *Pro Tem* Hoffman opened the floor for input.
- Barry Nelson, 1284 Franklin Dr.* Three Board members were reported at the December 18, 2023, meeting as recusing from (i.e. not participating in) the selection of a Chief of Police which, when combined with the vacancy, meant there were insufficient Board members to have a quorum for interviews and a decision. Delaying action to the new term meant the Chief's position could remain vacant until July 2024 and Officers until November 2024. He had spoken with the Village President and understood his reason to withdraw but asked Trustees Paasch and Warosh to explain theirs.
- Trustee Paasch stated he met with one of the candidates privately and was told he wasn't allowed to be involved. Trustee Warosh explained he had 'googled' the candidates and found information about one that left him unable to make an honest judgement. Mr. Nelson reiterated his concern for public safety with the delay in hiring sworn law enforcement. It was noted the Chief of Police vacancy would likely be included by the Village President on the January 2024 regular meeting agenda.
- Jarrold Jackett, 750 Wilson Ave.* Requested clarification on why the Board couldn't meet. The Board explained there were six members due to the vacancy, and three not participating meant the Board was split.
- IV. RETAIL "CLASS B" ALCOHOL LICENSE AND AGENT: Hika Bay Tavern/Richard Gadzinski.** Motion Warosh/Williams to grant a "Class B" retail license to Hika Bay Tavern and appoint Richard Gadzinski as agent to sell fermented malt beverages and intoxicating liquors at 252 Lincoln Ave. per the terms of the application and 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.
- V. NOVEMBER 7, 2023, MINUTES.** Motion Williams/Ader to approve the November 7, 2023, minutes; carried without negative vote.
- VI. FINANCIALS**
- A. MONTHLY VOUCHER REPORT.** Motion Ader/Williams to approve the November 2023 voucher report; carried without negative vote.
- B. 2023 STREET PROJECT PAY REQUEST #4: Peters Concrete Company.** After discussion, motion Ader/Warosh directing MSA to negotiate a higher retainage than the 5% allowed by contract due to known deficiencies in the construction, namely the visible failure of W. Washington Ave.; carried without negative vote. Motion Paasch/Warosh requesting MSA set up a walk-through informational meeting with property owners in the 2023 project area; carried without negative vote. Motion Williams/Warosh referring consideration of a Request for Proposals for engineering services to the Public Works and Utilities Committee; carried without negative vote.
- C. COMMERCIAL BUILDING PERMIT FEES.** Finance Committee Chair Ader and Committee Member Williams discussed how the recommended fee schedule was determined. Motion Paasch/Ader to amend the commercial building permit fee schedule as recommended by the Finance and Budget Committee, effective April 1, 2024; carried without negative vote.
- D. FIRE & EMS SERVICES AGREEMENT: Cleveland Fire Department.** Motion Ader/Warosh to approve the 2024 Agreement with Cleveland Fire Department for fire and emergency medical services; carried without negative vote.
- E. 2024 JOINT POWERS AGREEMENT: Manitowoc County Joint Dispatch Center.** Motion Paasch/Williams to approve the 2024 Joint Powers Agreement Between Manitowoc County Joint Dispatch Center and Village of Cleveland; carried without negative vote.
- F. MUNICIPAL CODE SERVICES PROPOSAL: Civic Plus.** Motion Williams/Paasch to approve the quote from CivicPlus for full service supplement subscription services in the amount of \$1465.20; carried without negative vote.
- VII. HUMAN RESOURCES**
- A. EMPLOYEE YEARS OF SERVICE RECOGNITION.** Rhonda Deehr began working part-time with the Village Police Department in February 2000 and left full-time employment effective December 4, 2023, to accept a position with another municipality. She remained a Village employee in her position as Municipal Court Clerk, categorized as casual part-time

employment. Motion Warosh/Ader thanking Ms. Deehr for her years of service to the Village of Cleveland and directing Acting Chief Holzwart to present her with a gift certificate in the amount of \$200; carried without negative vote.

- B. PERSONNEL RECORDS MANAGEMENT PLAN AMENDMENT.** Staff were drafting the amendment to incorporate recommendations by the Human Resources and Public Safety Committee.
- C. ORGANIZATIONAL CHART.** The Human Resources and Public Safety Committee recommended approval. Motion Paasch/Williams to approve the Organizational Chart as recommended by the Human Resources and Public Safety Committee; carried without negative vote.
- D. ELECTION INSPECTOR APPOINTMENT FOR PERIOD 1/1/24-12/31/25: Natalia Alvarez.** Motion Williams/Paasch to appoint Natalia Alvarez to the position of Election Inspector for the period 01/01/24 through 12/31/25; carried without negative vote.

VIII. STAFF AND COMMITTEE REPORTS.

- A. DIRECTOR'S REPORT: Building Permit Report.** Director Grunwald noted the Village received a records request from the Journal Sentinel regarding water quality and Trustees should watch for an email from her explaining what was needed from them.
- B. FINANCE AND BUDGET COMMITTEE, 12/11/23.** All items on agenda.
- C. HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 12/13/23.** All items on agenda.

IX. MEETING SCHEDULE

- A. WED DEC 20..... VILLAGE BOARD SPECIAL MEETING, 6:30PM**
- B. MON DEC 25..... HOLIDAY**
- C. MON JAN 1 HOLIDAY**
- D. MON JAN 8 FINANCE AND BUDGET COMMITTEE, 6PM**
- E. WED JAN 10 HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- F. TUE JAN 16..... VILLAGE BOARD REGULAR MEETING, 6PM**
- G. WED JAN 17 MANITOWOC CO VILLAGE ASSN, KELLNERSVILLE, 5:30PM.** Trustees Ader, Hoffman, Paasch, and Warosh will attend; Trustee Williams was uncertain.
- H. MON JAN 22 PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- I. SCHEDULE MEETINGS AS NEEDED.** No meetings were scheduled.

- X. ADJOURNMENT.** Motion Williams/Warosh to adjourn; carried without negative vote. Meeting adjourned at 8:05pm.

Respectfully submitted,
Stacy Grunwald
Director of Village Services

Approved on 01-16-2024