

**VILLAGE BOARD OF CLEVELAND, WISCONSIN
TUESDAY, NOVEMBER 19, 2024**

MINUTES

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE/AGENDA APPROVAL.** In the absence of the Village President, Director of Village Services Stacy Grunwald called the meeting to order at 6:00pm on Tuesday, November 19, 2024, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.

Board Present: John Ader
Jon Hoffman (seated at Item III)
Jarrod Jackett, Chair *Pro Tempore*
Becky Paasch
Tom Warosh

Board Absent: Jake Holzwart, Village President (excused)
Rob Burkhard

Staff Present: Eric Fisher, Chief of Police
Stacy Grunwald, Director of Village Services

Motion Warosh/Ader to appoint Jarrod Jackett to serve as Chair *Pro Tempore*; carried without negative vote, one abstention (Jackett). Trustee Jackett accepted the appointment and led the Pledge of Allegiance. Motion Warosh/Paasch to approve the agenda as posted; carried without negative vote.

- II. CITIZEN INPUT AND COMMUNICATIONS CITIZEN INPUT AND COMMUNICATIONS.** A petition from the Wisconsin Conservation Voters Clean Energy Petition was filed for information. A water quality email from Scott Eckelaert, 1227 Lake Bluff Ct., was being researched by staff and in discussion with the Village President Holzwart and Public Works and Utilities Committee Chair Jackett. Trustee Warosh read a letter from Kenneth Shearer requesting increased funding for public safety in the 2024 budget.

III. VILLAGE TRUSTEE VACANCY

- A. Appoint Jon Hoffman.** Director Grunwald reported President Holzwart appointed Jon Hoffman as Village Trustee. Motion Ader/Jackett to confirm the appointment of Jon Hoffman to the position of Village Trustee through term ending April 14, 2025; carried without negative vote.
- B. Administer Oath of Office.** Director Grunwald administered the oath of office.

[Trustee Hoffman joined the Village Board at the meeting table—6:10pm]

- C. Appoint as Secretary of the Public Works and Utilities Committee.** Director Grunwald reported President Holzwart appointed Trustee Hoffman to serve as Secretary of the Public Works and Utilities Committee.

IV. DAIRYLAND PARK SHELTER

- A. \$200,000 BANK FINANCING: Cleveland State Bank and Cleveland Lions**
B. BUILDER'S RISK COVERAGE FOR CONSTRUCTION

Director Grunwald updated the Village Board on the bank financing and insurance coverage for construction of the new shelter at Dairyland Park.

- V. \$500,000 LINE OF CREDIT RENEWAL: Cleveland State Bank.** Motion Warosh/Ader to renew the \$500,000 line of credit with Cleveland State Bank for two years at a 4.5% interest rate; carried without negative vote.

- VI. REQUEST TO CLASSIFY MUNICIPAL COURT CLERK POSITION AS FULL-TIME.** Motion Jackett/Ader to open the floor; carried without negative vote. Cleveland Municipal Court Judge Cheryl A. Kohl asked the court clerk position to be reclassified as full time, based on her 25 years of experience, training record, need for extra hours to address a computer data loss, increased workload as the new Chief of Police addresses a backlog of work, the potential for a second officer to be hired part-time, and the end of full-time employment for the court clerk with another municipality, meaning she had capacity to be full-time with the Village. The Village Board noted the position was budgeted part-time for 25 years when there was a full-time chief and officer, and the 2024 budget included part-time chief and part-time officer positions. The Board questioned the assumption of an ongoing increased workload. After discussion, motion Warosh to take no action on the request; failed for lack of a second. Motion Ader/Warosh to deny the request to increase the municipal court clerk position to full-time; carried with one negative vote (Paasch). Motion Jackett/Warosh to close the floor; carried without negative vote.

VII. SITE DEVELOPMENT PLAN AMENDMENTS: Lakeshore College

- A. Staff and Plan Commission Report.** President Holzwart led review of the staff report and findings prepared by the Plan Commission for the agricultural building elevator addition and the addition to the physical plant building. The Village Board issued the findings below.

B. Agricultural Building Elevator Addition.

1. The proposed development promotes the health, safety, prosperity, aesthetics, and general welfare of the Village of Cleveland in that it improves access for physically challenged persons.
2. The proposed development helps conserve good farming and natural resource areas and ensures that development outside water and sewer service areas will have lots sufficiently large to safely accommodate onsite sewage disposal and wells. The addition won't interfere with farming and natural resource areas and is in a water and sewer service area.
3. The campus was founded prior to adoption of the current Zoning Ordinance, and applications involving the campus have historically been reviewed as if the campus were a single parcel. This practice was followed for review and the proposed development was found to meet the regulations of the Zoning Ordinance.
4. The proposed development comports to the 20-Year Comprehensive Plan as it improves the structure and compliance with ADA regulations and encourages growth of the student population.
5. The proposed development comports to the Official Map as there are no rights-of-way designated in the area of development.

Motion Jackett/Warosh to recommend the Village Board approve the site development plan submitted by Lakeshore College to construct a single-shaft elevator addition on the east side of the Agricultural building per the terms of its application and with the following conditions:

1. The building permit must be requested and approved within 12 months of approval, or this approval shall be withdrawn, and the applicant must reapply to the Village as if requesting a new project.
2. All lighting shall utilize downward-projecting fixtures.
3. The Applicant shall receive a sign permit prior to installation of any signage that is subject to the regulations of the Sign Ordinance.
4. Grading, erosion control, and stormwater plans acceptable to staff shall be submitted prior to approval of a

building permit.

Motion carried without negative vote.

C. Physical Plant Building/Storage Operations Addition.

1. The proposed development promotes the health, safety, prosperity, aesthetics, and general welfare of the Village of Cleveland in that it improves aesthetics and the safety of students.
2. The proposed development helps conserve good farming and natural resource areas and ensures that development outside water and sewer service areas will have lots sufficiently large to safely accommodate onsite sewage disposal and wells. The addition won't interfere with farming and natural resource areas since a new building would be more disruptive, and the addition will be located in a water and sewer service area.
3. The campus was founded prior to adoption of the current Zoning Ordinance, and applications involving the campus have historically been reviewed as if the campus were a single parcel. This practice was followed for review and the proposed development was found to meet the regulations of the Zoning Ordinance.
4. The proposed development comports to the 20-Year Comprehensive Plan as it extends the life of vehicles and equipment currently stored outside and could spur the development of future programming, bring more people to the village.
5. The proposed development comports to the Official Map as there are no rights-of-way designated in the area of development.

Motion Jackett/Ader to recommend the Village Board approve the site development plan submitted by Lakeshore College to construct an approximate 2600 ft² addition and concrete slab on the north side of the Physical Plant/Public Safety Storage Building per the terms of its application and with the following conditions:

1. The building permit must be requested and approved within 12 months of approval, or this approval shall be withdrawn, and the applicant must reapply to the Village as if requesting a new project.
2. All lighting shall utilize downward-projecting fixtures.
3. The Applicant shall receive a sign permit prior to installation of any signage that is subject to the regulations of the Sign Ordinance.
4. Grading, erosion control, and stormwater plans acceptable to staff shall be submitted prior to approval of a building permit.
5. The applicant must ensure continuation of the trail connecting the south end of the building to the Old Growth Forest.
6. The applicant is to extend the swale to collect runoff from the new driveway per the Village engineer's recommendation.

Motion carried without negative vote.

It was suggested the College provide a map indicating the boundary of the Old Growth Forest and trails to improve future reviews.

[Judge Kohl left the meeting—7:12pm]

VIII. LAND ACQUISITION FOR TAX INCREMENTAL DISTRICT NO. 2 ACCESS

A. CERTIFIED SURVEY MAP: Daniel and Theresa Kaderabek. President Holzwart explained the purpose for the land acquisition was to provide access a second access to Tax Incremental District No. 2. The Certified Survey Map was part of the approved offer to purchase the land from Daniel and Theresa Kaderabek. The Village Board issued the following findings.

1. The Certified Survey Map (CSM) conforms to the purposes of the Village's zoning ordinance to promote the health, safety, prosperity, aesthetics, and general welfare of the Village of Cleveland in that provides access from Westview St for future development in Tax Incremental District No. 2; routes traffic to North Ave through a controlled intersection at Westview St and North Ave (CTH XX); provides the opportunity for an attractive ingress to new development, bringing additional water and sewer utility customers and taxpayers.
2. The CSM conforms with the regulations of the zoning ordinance in that the lot size is sufficient for a boulevard and utilities.
3. The CSM conforms to the purposes of the Village's subdivision ordinance in that it promotes public health, safety and general welfare by furthering the orderly layout and use of land; providing for adequate light and air; facilitating adequate provision for water, sewerage and other public facilities; protecting for proper ingress and egress; and promoting the proper monumenting of land subdivided, and the conveyance by accurate legal description. A Westview St access provides street and utilities for future development, proper ingress and egress and traffic control at the intersection with North Ave (CTH XX).
4. The CSM meets the requirements of the Subdivision Ordinance in that the right-of-way is adequately sized and shaped to provide sufficient street and utility extensions into Tax Increment District No. 2.
5. The CSM is consistent with the 20-Year Comprehensive Plan as it is consistent with the objectives of the *Roadside Mixed Use* classification by providing access for new commercial development.
6. The CSM conforms to the Official Map as there is no conflict with designated rights-of-way.
7. The CSM is consistent with Ch. 236.34, Wisconsin Statutes, as no anomalies were identified and the County Surveyor will verify compliance in his review.

Motion Warosh/Ader to approve the Certified Survey Map for the Daniel and Theresa Kaderabek property on N Westview St [Parcel No. 8]; carried without negative vote.

B. YEAR 2024 BUDGET AMENDMENT. Motion Ader/Warosh to amend the Year 2024 budget to commit sufficient funds from savings to close on the property; roll call—all ayes. Motion carried. [Resolution No. 2024-R-

IX. OCTOBER 15, 2024, MINUTES. Motion Ader/Paasch to approve the minutes of the October 15, 2024, meeting; carried without negative vote, one abstention (Hoffman, not present at meeting.)

X. FINANCIALS

A. MONTHLY FINANCIAL REPORTS. Motion Ader/Hoffman to approve the monthly financial reports; carried without negative vote.

B. FIRE & EMS SERVICES: Cleveland Fire Department. Motion Warosh/Ader to approve the 2025 Fire & EMS Services Agreement with Cleveland Fire Department for \$79,111.40; carried without negative vote.

XI. EMPLOYEE HANDBOOK AMENDMENT: Policy 703 Harassment. Human Resources and Public Safety Committee Chair Warosh reported the Village's legal counsel recommended an update to the Harassment policy and the committee concurred. Motion Warosh/Ader to accept the recommendation of the Human Resources and Public Safety Committee and amend Policy 703 Harassment as written; carried without negative vote.

YEAR 2025 BUDGET. Motion Ader/Warosh to take up the Year 2025 budget as the last item of business before adjournment; carried without negative vote.

XII. STAFF AND COMMITTEE REPORTS AND REFERRALS

- A. **POLICE REPORT.** Chief Eric Fisher reviewed his monthly report.
- B. **DIRECTOR’S REPORT.** Director Grunwald answered questions from the Board.
- C. **COURT REPORT.** Finance Committee Chair Ader will contact the court for an update on the monthly reports since October 2023.
- D.**PLAN COMMISSION, 11/06/24 and 11/14/24.** All items were on the meeting agenda.
- E.**FINANCE AND BUDGET COMMITTEE MEETING, 11/11/24.** Chair Ader reported the Committee more information was requested from Cellcom for its proposal.
- F. **HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 11/13/24.** Chair Warosh updated the Board on the abandoned and junk vehicle removal options provided by Chief Fisher and a review of ordinance enforcement responsibilities.

XIII. ANNOUNCEMENTS AND EVENT REPORTS.

- A. **MON NOV 25. PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- B. **WED DEC 4.... PLAN COMMISSION, 6PM.** Trustee Ader cannot attend.
- C. **MON DEC 9 ... FINANCE AND BUDGET COMMITTEE, 6PM**
- D. **TUE DEC 10 ... VILLAGE BOARD SPECIAL MEETING, 6PM (inc. 2025 budget hearing)**
- E. **WED DEC 11.. HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- F. **THU DEC 19... MUNICIPAL COURT, 5:30PM**
- G. **MON DEC 23.. PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- H. **DEC 24-25 STAFF HOLIDAY**
- I. **TUE DEC 31.... STAFF HOLIDAY (AFTERNOON ONLY)**
- J. **WED JAN 1 STAFF HOLIDAY**
- K. **SET DECEMBER 2024 MONTHLY MEETING DATE.** December 18, 2024
- L. **ANY OTHER ANNOUNCEMENTS/EVENTS.** None.

XIV. TOPIC SUGGESTIONS FOR FUTURE MEETINGS. None.

XV. YEAR 2025 BUDGET

- A. **BUDGET PREPARATION.** The Village Board worked on the 2025 general fund budget.
- B. **AUTHORIZE PUBLICATION OF 2025 BUDGET SUMMARY.** Motion Ader/Hoffman to authorize publication of the Year 2025 Budget Summary with changes and updated general obligation general obligation debt for the new Dairyland Park shelter ; carried without negative vote.
- C. **ESTABLISH 2024 PROPERTY TAX LEVY.** No action.

XVI. 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 02/19/2025