

VILLAGE BOARD OF CLEVELAND, WISCONSIN
TUESDAY, APRIL 8, 2025

MINUTES

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE/AGENDA APPROVAL.** Village President Jake Holzwart called the meeting to order at 6:00pm on Tuesday, April 8, 2025, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.
- Board Present: Jake Holzwart, Village President, John Ader, Rob Burkhard, Jon Hoffman, Jarrod Jackett, Becky Paasch, Tom Warosh
- Board Absent: None
- Staff Present: Eric Fisher, Chief of Police, Stacy Grunwald, Director of Village Services
- Motion Warosh/Jackett to approve the agenda as posted; carried without negative vote.
- II. VILLAGE-WIDE PUBLIC SAFETY COMMUNICATIONS: Cleveland Fire Chief Tony Meyer.** Cleveland Fire Department Fire Chief Tony Meyer and City of Manitowoc Fire Chief Todd Blaser requested the Village Board's support to have Manitowoc County address the very poor radio reception throughout the village. Their multiple efforts with the County had been rebuffed. Since Manitowoc County believed 85% coverage in the County was acceptable, there were no plans to improve emergency communications, even though the 15% without adequate communication appeared to fall disproportionately on the Village of Cleveland. Chief Fisher agreed the problem was real and serious. He was told by the County it was up to the Village to fix the issue. Motion Holzwart/Burkhard to open the floor; carried without negative vote.
- Pam Waak, 699 E Jefferson Ave.,* questioned who should be approached at Manitowoc County on this issue; Chief Blaser believed the Manitowoc County Emergency Management Department would be responsible since the Village contracted with the Joint Dispatch Center.
- Gretchen Scheidt, 655 Westview St.,* questioned whether the village had an ordinance that regulated the height of a communications tower; Director Grunwald believed there were exceptions in the ordinance for this type of use.
- A resident asked how far apart radio towers needed to be; Chief Meyer explained the issue wasn't distance but signal strength and the location of the receiver.
- Motion Warosh/Burkhard to close the floor; carried without negative vote. Referred to Human Resources and Public Safety Committee.
- III. CITIZEN INPUT AND COMMUNICATIONS.** President Holzwart reported he responded to an email from the Wisconsin Magazine of History requesting local photographs; the sender was directed to online sources.
- Gretchen Scheidt.* Expressed dissatisfaction that no response to her submittal at the February 19, 2025, meeting had been provided within her 30-day deadline.
- Jeff Jackett, 929 Citrus Ln.* Stated the agendas and minutes should be approved and posted on the website or one of the privately maintained Facebook pages.
- Larry Schetter, 1522 W Washington Ave.* Expressed dissatisfaction with the timing of packet preparation, siren repairs, and the emergency government manual update; village hall business hours; and the veracity, attitude, and effectiveness of Director Grunwald, stating the Board should terminate her employment or she should voluntarily resign.
- Sandy Brost, 1040 Elm St.* Noted a set of minutes from October was missing from the website; thanked Chief Fisher for his efforts to address her complaints but stated compliance took too long and he wasn't responsive to her emails; stated there should a village president's message in the Chamber newsletter; mentioned the Valdres Journal publishes the names and addresses of those receiving warnings for property maintenance issues; and reported the presence of a gasoline odor near a house on Hickory St.
- Gina Burkhard, 1202 W Washington Ave.* Believed if people were added to the office there shouldn't be a high wage or wage increase for one individual unless the person's performance was spectacular; there were many small things that could be improved; and it was difficult for one person to do the work of many titles.
- IV. DEC 18, 2024; JAN 21, 2025; FEB 19, 2025; AND MAR 18, 2025, MINUTES.** Held over to the April 15, 2025, meeting.
- V. GRETCHEN SCHEIDT INFORMATION REQUEST.** The Village Board discussed President Holzwart's draft letter responding to the questions submitted by Ms. Scheidt on February 19, 2025. All but one were accepted as written. Director Grunwald will incorporate the additional language into the amended question for approval by the Village Board at its April 15, 2025, meeting.
- VI. FINANCIALS**
- A. MONTHLY FINANCIAL REPORTS.** The Village Board reviewed the bank statement balance report and the Sewer Utility designated fund balances.
- B. WASTEWATER TREATMENT PLANT PUMP REPAIR.** Motion Warosh/Burkhard to approve quotes from Crane Engineering to repair the decant and sludge transfer pump at an estimated cost of \$6993.00 and the RAS pump, estimated at \$5779.00; total project costs not to exceed \$13,000 without further approval. Motion carried without negative vote.
- C. FRP GEL COATING (2024 CARRYOVER PROJECT).** The Village Board reviewed a quote approved by staff from Fiberglass Solutions LLC to gel coat three FRP structures at the wastewater treatment plant at an estimated cost of \$43,908. The draw from the Sewer Utility capital expenses (2015 Donohue study) fund was approved in 2024.
- D. EMERGENCY SIREN REPAIR.** Chief Fisher reviewed the siren maintenance findings and a quote with Sheboygan Warning Systems approved by staff as emergency repairs. The work included installation of surge protectors to both sirens, a radio decoder and power supply board for the east siren, and intrusion sensors and a standby battery for the west siren.
- E. FINANCIAL CONTRIBUTION TO DAIRYLAND PARK SHELTER PROJECT.** Finance and Budget Committee Chair Ader reported the Committee authorized Trustee Burkhard to meet with the Lions for an update on the capital campaign and the Club's ability to complete the project. Once this is known, the Committee can present a recommendation for the Village to provide its \$50,000 contribution to the Club.
- F. GUIDELINE FOR RECEIPT DEPOSITS.** Due to differing opinions on a deposit timeline, *referred to Human Resources and Public Safety Committee.*
- G. ACCOUNTING AND AUDITING SCOPE OF SERVICES.** Chair Ader reported the Finance and Budget Committee authorized Director Grunwald to meet with CliftonLarsonAllen and return a scope of services with costs for the Committee's review.
- VII. CLERK-TREASURER'S OFFICE TEMPORARY PART-TIME POSITION.** Director Grunwald reported former Deputy Clerk-Treasurer Julie Rusch was retiring soon from her current employer and contacted her with an offer to work in the office on a temporary basis. Due to Wisconsin Retirement System requirements, she couldn't work more than 600 hours in a 12-month period. Ms. Rusch had over 18 years' experience with the Village, knew our financial software, held a four-year accounting, and had an excellent performance record during her employment. She would budget Ms. Rusch through the end of 2026 unless no longer needed. She presented the costs by fund and asked for the Board's approval. Motion Jackett/Burkhard to authorize the hire of Julie Rusch as a temporary part-time employee in the Clerk's Office to work no more than 600 hours in any 12-month period; carried without negative vote, one abstention (Paasch, who indicated she had insufficient time to consider the proposal).
- VIII. CONTRACTS AND AGREEMENTS**
- A. DRINKING WATER SYSTEM ARSENIC STUDY.** Public Works and Utilities Committee Chair Jackett reviewed the purpose and scope for the proposal. Motion Warosh/Jackett to approve the proposal submitted by Donohue & Associates dated March 20, 2025, to complete a drinking water system arsenic study at an estimated cost of \$59,090; carried without negative vote.

- B. CROSS CONNECTION INSPECTION SERVICES.** Public Works and Utilities Committee Chair Jackett stated a second proposal for cross connection inspection services was higher than the one reviewed by the Village Board last year. Motion Warosh/Jackett to approve the Professional Service Agreement with HydroCorp to perform annual commercial cross connection inspection services; carried with negative vote.
- C. WARRANTY DEED.** A warranty deed was required to correct an issue with the legal description for the Village's right-of-way on Westview St. Motion Burkhard/Warosh authorizing the Village President and Director of Village Services to sign the documents necessary to correct the issue with the legal description for the Tax Incremental District No. 2 access right-of-way on Westview St. purchased from Daniel and Theresa Kaderabek; carried without negative vote.
- D. BUSINESS ASSOCIATE AGREEMENT AMENDMENT NO. 1.** Motion Jackett/Ader to approve the Business Associate Agreement Amendment No. 1 with Hub International; carried without negative vote.
- IX. RETAIL 6-MO CLASS "B" FERMENTED MALT BEVERAGE LICENSE.** Staff recommended approval. Motion Burkhard/Paasch to grant a Class "B" retail license to sell fermented malt beverages to the Cleveland Athletic Club for the period May 1, 2025, through October 31, 2025; carried without negative vote.
- X. PLAN COMMISSION RECOMMENDATION TO DISCONTINUE TWO RIGHTS-OF-WAY.** Held over to June monthly meeting so background information could be provided to the Village Board.
- XI. POLICY AMENDMENT: 502 Use of Consultants, Village Board Handbook.** Trustee Jackett suggested the *Use of Consultants* policy allow Board member questions to be directed to staff or the Village President, or request authorization during the appropriate meeting of a governmental body. He further suggested a direct reference be added providing notice that violations of the policy were subject to disciplinary action and the Village would take all necessary actions to recoup expended funds. By consensus, the Board approved the changes conceptually and asked Director Grunwald to draft a markup of the policy for further discussion at the April 15, 2025, meeting.
- XII. STAFF AND COMMITTEE REPORTS AND REFERRALS**
- A. POLICE REPORT.** Chief Fisher reviewed his monthly report, noting in particular the West Foundation awarded a \$9,000 grant to replace the squad computers, leaving only approximately \$1000 to be funded from the Police Department budget.
- B. DIRECTOR'S REPORT.** Director Grunwald reviewed recent work, upcoming deadlines, and answered questions from the Board.
- C. COURT REPORT.** Held over to the April 15, 2025, meeting.
- D. PUBLIC WORKS AND UTILITIES COMMITTEE, 03/24/25.** Chair Jackett reported the committee decided repair of E Madison Ave would be considered for 2026; according to contractors, the Village Hall parking lot needed to be reconstructed and patching wouldn't be effective; signs would be installed in the parks due to complaints that dog owners weren't cleaning up after their pets; he was given authority to obtain construction estimates to replace the Hika Park boat launch; he and staff were scheduled to meet with MSA and Peters Concrete Co. April 9 to review warranty work; and the ATV signs were installed with \$860 in donations offsetting the \$1022 cost to purchase the signs and posts; no more donations would be accepted.
- E. PLAN COMMISSION, 04/02/25.** President Holzwart reported the Commission discussed construction of a principal structure on a landlocked parcel.
- F. FINANCE AND BUDGET COMMITTEE, 04/07/25.** No report; all items on agenda.
- XIII. ANNOUNCEMENTS AND EVENT REPORTS**
- A. THU APR 10 HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- B. TUE APR 15 VILLAGE BOARD ORGANIZATIONAL MEETING, 6PM**
- C. WED APR 16..... MANITOWOC CO VILLAGE ASSN, ST NAZIANZ, 5:30PM**
- D. THU APR 17..... CLEVELAND MUNICIPAL COURT, 5:30PM**
- E. WED MAY 7. PLAN COMMISSION, 6PM**
- F. TUE MAY 20..... VILLAGE BOARD, 6PM**
- G. SAT MAY 31 BULK GOODS COLLECTION EVENT, DAIRYLAND PARK. 9am-2pm**
- H. ANY OTHER ANNOUNCEMENTS/EVENTS.** Village-wide garage sales, May 16-17.
- XIV. BOARD AND STAFF SUGGESTIONS FOR FUTURE MEETINGS.** None.
- XV. CLOSED SESSION**
- A.** Motion Holzwart/Burkhard to convene in closed session pursuant to Sec. 19.85 (1) (e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session—Offer to Purchase Lots 20 and 21, Parkview Subdivision, from Mitchell Contracting LLC and Lot 21, Parkview Subdivision, from Owen Jost; 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 it is or is likely to become involved; and Sec. 19.85 (1) (c), Wis. Stats., for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility—Director of Village Services/Clerk-Treasurer/Director of Public Works. Roll call: all ayes. Motion carried. Village Realtor Dane Checolinski and Director Grunwald remained in the meeting.
- [The public and Chief Fisher left the meeting—8:49pm]*
- Realtor Checolinski reviewed offers from Mitchell Contracting LLC to purchase Lots 20 and 21, Parkview Subdivision, and Owen Jost and/or Assigns to purchase Lot 21, Parkview Subdivision. The Village Board after discussion determined the Mitchell Contracting LLC offer provided better advantages to the village for tax base and utility customers.
- [Realtor Checolinski left the meeting.]*
- [REDACTED]
- [Director Grunwald left the meeting]*
- [REDACTED]
- B. OPEN SESSION.** Motion Holzwart/Warosh to reconvene in open session pursuant to Sec. 19.85 (2), Wis. Stats. to act on any closed session item described above. Roll call: all ayes. Motion carried.
- [Director Grunwald returned to the meeting—9:49pm]*
- C. ACT ON ITEMS DISCUSSED IN CLOSED SESSION.** Motion Burkhard/Paasch to accept the WB-13 Vacant Land Offer to Purchase submitted by Mitchell Contracting LLC to purchase parcels 031-515-000-020.00 and 031-515-000-021.00 on Linden St and W Madison Ave in Parkview Subdivision for \$22,400, with the modifications, supplemental information, and special conditions stated in Addendum A to WB-13 Vacant Land Offer to Purchase. Motion carried without negative vote.
- Motion Burkhard/Paasch to decline the WB-13 Vacant Land Offer to Purchase submitted by Owen Jost to purchase parcel 031-515-000-021.00 on Linden St in Parkview Subdivision; motion carried without negative vote.
- XVI. ADJOURNMENT.** Motion Burkhard/Warosh to adjourn; carried without negative vote. Meeting adjourned at 9:50pm.

Respectfully submitted,
Stacy Grunwald, Director of Village Services