

**VILLAGE BOARD OF CLEVELAND, WISCONSIN
ORGANIZATIONAL AND SPECIAL MEETING
TUESDAY, APRIL 15, 2025**

MINUTES

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL.** President Jarrod Jackett called the meeting to order and led the Pledge of Allegiance at 6:00pm on Tuesday, April 15, 2025, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.
- Board Present: Jarrod Jackett
John Ader
Rob Burkhard
Jon Hoffman (appointed Item II)
Jake Holzwart
Becky Paasch
Tom Warosh
- Board Absent: None
- Staff Present: Stacy Grunwald, Director of Village Services
- Motion Jackett/Warosh to amend the agenda and move Policy 820 *Committee Chair and Secretary Duties* from Item II.G.1. to Item IV.A. and renumber Items II and IV accordingly; carried without negative vote.
- II. PRESIDENT'S APPOINTMENTS.** President Jackett read the following appointments
- A. VILLAGE TRUSTEE: Jon Hoffman.** Jon Hoffman to fill the Village Trustee vacancy created when he accepted the position of Village President, term ending April 20, 2026.
- B. VILLAGE ATTORNEY.** Hopp Neumann Humke, term ending April 30, 2026.
- C. PLAN COMMISSION.** Citizens Jason Berdyck and Pam Waak, Members, term ending April 19, 2027; Board members John Ader, Chair, and Tom Warosh, Member, term ending April 20, 2026.
- D. BOARD OF APPEALS.** Victor Frauenfeld and Kenneth Vogel, term ending April 17, 2028.
- E. WEED COMMISSIONERS.** Department of Public Works Operators, term ending April 30, 2026
- F. BOARD OF REVIEW.** Tom Warosh, Chair; Rob Burkhard and Becky Paasch, Members; Jake Holzwart, First Alternate; and Jarrod Jackett, Second Alternate; terms ending April 20, 2026.
- G. STANDING COMMITTEES: Chair, Secretary, and Member**
- 1. FINANCE AND BUDGET.** Rob Burkhard, Chair; John Ader, Secretary; Becky Paasch, Member, terms ending April 20, 2026.
- 2. HUMAN RESOURCES AND PUBLIC SAFETY.** Tom Warosh, Chair; Becky Paasch, Secretary; Jake Holzwart, Member, terms ending April 20, 2026.
- 3. PUBLIC WORKS AND UTILITIES.** Jon Hoffman, Chair; Jake Holzwart, Secretary; and John Ader, Member, terms ending April 20, 2026.
- 4. INSURANCE.** Jon Hoffman, Chair; Rob Burkhard and Tom Warosh, Members, terms ending April 20, 2026.
- H. VILLAGE BOARD CONFIRMATION OF APPOINTMENTS – Item II A. thru G.** Motion Burkhard/Holzwart to confirm the Village President's appointments as stated; carried without negative vote.
- I. EMERGENCY GOVERNMENT COMMITTEE ALTERNATES.** President Jackett appointed John Ader as First Alternate and Jake Holzwart as Second Alternate, terms ending April 20, 2026; Board confirmation not required.
- Director Grunwald administered the oath of office and Trustee Hoffman joined the Village Board.
- J. TEMPORARY VILLAGE BOARD MEETING CHAIR WHEN PRESIDENT ABSENT.** Motion Ader/Paasch to designate Jake Holzwart as Chair for any Village Board meeting where the Village President is absent; carried without negative vote.
- III. BANKING SIGNATORIES: J Jackett, R Burkhard, S Grunwald, S Wilker, and J Rusch.** Motion Jackett/Warosh to remove Jake Holzwart and John Ader as authorized signatories for all Village financial accounts, including Cleveland State Bank and the Local Government Investment Pool; carried without negative vote. Motion Jackett/Hoffman to designate Jarrod Jackett, Rob Burkhard, Stacy Grunwald, Stacey Wilker, and Julie Rusch as signatories for all Village financial accounts, including Cleveland State Bank and the Local Government Investment Pool; carried without negative vote.
- IV. VILLAGE BOARD HANDBOOK**
- A. POLICY 820 *Committee Chair and Secretary Duties*.** President Jackett reviewed changes he proposed, the most significant of which was stating expectations for a committee chair to submit agenda items referred to the committee, providing packet materials for the Village Board, and preparing memos or other written communication explaining the committee's recommendation or request for each topic submitted to the Village Board. Motion Burkhard/Warosh to amend Policy 820 *Committee Chair and Secretary Duties* as written; carried without negative vote.
- B. POLICY 530 *Mailbox Access and Responsibilities*.** Reviewed by the Board; no changes.
- C. POLICY 502 *Use of Consultants*.** President Jackett reviewed the changes made consistent with the Village Board's comments at its April 8, 2025, meeting. Motion Burkhard/Warosh to amend Policy 502 *Use of Consultants* as written; carried without negative vote
- V. VILLAGE BOARD CODE OF ORDINANCES AND ROBERT'S RULES SUMMARY.** President Jackett noted the following items were included in the meeting packet for the Board to review: Sec. 2-2-7 Internal powers of the board, Sec. 2-7-2 *Responsibilities of public office*, Sec. 2-7-3 *Dedicated service*, and Sec. 2-7-7 *Sanctions*, all from the Village of Cleveland Code of Ordinances; and a *Robert's Rules of Order Motions Chart* provided by the League of Wisconsin Municipalities. He encouraged the Trustees to
- VI. VILLAGE PRESIDENT'S COMMENTS**
- A. BOARD AND CITIZEN CONDUCT.** President Jackett stated it was his expectation that Board members and citizens will offer input or communications respectfully. He was not suggesting the Board establish rules for citizen input but he would be open to it if needed.
- B. PRIORITIES FOR BOARD AND STAFF.** The Village Board reviewed a suggested list of 2025 priorities presented by the Village President for Board members and staff, excluding the police department. The Village Board offered no changes or additions.
- VII. DEC 18, 2024; JAN 21, 2025; FEB 19, 2025; AND MAR 18, 2025, MINUTES.** Motion Warosh/Ader to approve the minutes of the December 18, 2024, meeting as written; carried without negative vote, one abstention (Burkhard, stating he wasn't at the meeting.) Motion Burkhard/Paasch to approve the minutes of the January 21, 2025, meeting as written; carried without negative vote. Motion Burkhard/Paasch to approve the minutes with Item V.B. changed to state there were two negative votes (Jackett, Warosh); carried without negative vote. Motion Burkhard/Paasch to approve the minutes of the March 18, 2025, meeting as written; carried without negative vote.
- VIII. GRETCHEN SCHEIDT INFORMATION REQUEST.** The Village Board discussed a draft response to Gretchen Scheidt for questions submitted during citizen input at the February 19, 2025, Village Board meeting. No changes were made to the body of the letter. Motion Burkhard/Paasch directing staff to send the letter to Ms. Scheidt via email and regular mail after signature by President Jackett; carried without negative vote.
- IX. ABANDONED AND JUNKED VEHICLE ORDINANCE.** Chair Warosh reported the Human Resources and Public Safety Committee recommended approval. Motion Holzwart/Warosh to approve the ordinance to repeal and recreate Title 9 Chapter 4 *Abandoned and Junked Vehicles*; carried without negative vote. [Ordinance No. 2025-O-06]

- X. EMERGENCY MANAGEMENT PLAN COMPLETION: Authorization for Additional Hours.** Motion Warosh/Paasch to extend the
- XI.** Board’s previous approval of an additional 10 hours per week for Police Chief Eric Fisher through June 30, 2025, to complete the Emergency Government manual; funds to be transferred from 2025 Police Department wages to Emergency Government wages; carried without negative vote.
- XII. AMPLIFIED SOUND REQUEST: Veterans Park, 3pm to 7pm, 05/04/25.** Motion Holzwart/Burkhard to approve the amplified sound request submitted by Maria Lopez from 3pm to 7pm for an event at Veterans Park on May 4, 2025; carried without negative vote.
- XIII. MEETINGS AND EVENTS**
- A. STANDING COMMITTEES**
- 1. SET REGULAR MONTHLY MEETING NIGHT, 2025-26 TERM.** Human Resources and Public Safety, first Tuesdays; Finance and Budget, second Tuesdays; and Public Works and Utilities, fourth Tuesdays. Staff will prepare a draft 12-month calendar for each committee and flag potential conflicts with holidays, end of term, elections, etc. President Jackett noted the Board will consider repeal of the Insurance Committee ordinance at a future meeting.
- 2. SET NEXT MEETING DATE.** Human Resources and Public Safety, May 6; Finance and Budget, May 13; Public Works and Utilities, May 27.
- B. WED APR 16 MANITOWOC CO VILLAGE ASSN, ST NAZIANZ, 5:30PM**
- C. WED MAY 7..... PLAN COMMISSION, 6PM**
- D. SUN MAY 4 CLEVELAND FIRE DEPT BRAT FRY**
- E. MAY 16-17 VILLAGE-WIDE RUMMAGE SALE WEEKEND**
- F. SAT MAY 31 BULK GOODS EVENT, YARD WASTE SITE, 9AM-2PM.** Held at the yard waste site this year.
- G. WED JUL 2..... OPEN BOOK, 4PM-6PM (telephone only)**
- H. JUL 25-27 CLEVELAND FISHING DERBY, HIKA PARK**
- I. WED JUL 23..... BOARD OF REVIEW, 5PM-7PM**
- J. AUG 2-3 DAIRYLAND FESTIVAL, DAIRYLAND PARK**
- K. OTHER MEETINGS OR EVENTS.** Electronics recycling event with COM2 will be held at Village Hall on June 7, 2025, from 9am to 2pm.
- XIV. ADJOURNMENT.** Motion Warosh/Holzwart to adjourn; carried without negative vote. The meeting adjourned at 6:50pm.

Respectfully submitted,

Stacy Grunwald
Director of Village Services

Approved on 05-20-2025