

**VILLAGE BOARD OF CLEVELAND, WISCONSIN
TUESDAY, SEPTEMBER 17, 2024**

MINUTES

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE/AGENDA APPROVAL.** Village President Jake Holzwart called the meeting to order and led the Pledge of Allegiance at 6:00pm on Tuesday, September 17, 2024, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.

Board Present: Jake Holzwart, Village President
John Ader
Rob Burkhard
Jarrod Jackett
Becky Paasch
Tom Warosh

Board Absent: Barrett Paasch (excused)

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

Also Participating: Craig Staffin, Chief Technology Officer, BCS IS/IT
Nikki Rieck, Account Executive, BCS IS/IT

Motion Warosh/Jackett to approve the agenda as posted; carried without negative vote.

- II. CITIZEN INPUT AND COMMUNICATIONS.** President Holzwart read an email from Ken Bruckschen, 1030 Elm St, opposing the ATV/UTV ordinance due to noise and speed. Trustee Becky Paasch reported she spoke with five people who were concerned with the safety of walkers if ATV/UTV use was approved. She also spoke with some who approved of the ordinance.

Wally Hemb, 924 Polk Ln. Believed there should be at least two, if not three, full-time police officers before ATV/UTV ordinance approved.

Ronnie Pruhs, 1691 Lakeshore Dr. Opposed to ATV/UTV ordinance. Noted property damage she experienced from ATV/UTV use. Believed more local law enforcement needed before use was allowed.

Tristian McLaughlin, 665 E Washington Ave. Stated personal experience in communities with ATV/UTV use. Suggested options to make use safer. Believed more local law enforcement would be good.

Wayne Johnson, 1123 Hazel St. Noted the properties on the southeast corner of Hazel St and E Grant Ave continued to accumulate junk.

Kurt Brandt, 1048 W Washington Ave. Concerned Village was wasting everyone's time on his request to construct self-storage units on his Alpine Ct property.

Sheila Schetter, 1522 W Washington Ave. Supported the installation of self-storage units on Alpine Ct. and ATV, UTV and golf cart use on public streets.

Carl Hemb, 1450 Meadowbrook Dr. Questioned whether ATV/UTVs could be allowed under a trial period.

Tristian McLaughlin. Requested a police presence when children entered and left the elementary school.

Wally Hemb. Supported self-storage units on Alpine Ct.

- III. AUGUST 20, 2024, MINUTES.** Held over to add missing information.

- IV. DAIRYLAND PARK SHELTER FUNDING REQUEST: Cleveland Lions Club**

A. Authorization to Issue \$200,000 GO Debt to Fund Shelter Construction. Finance Chair Ader reviewed the committee's recommendation to issue debt and make a donation toward the shelter project. Director Grunwald reviewed the impact on the Village's debt margin limit if the debt were issued. Motion Tom Warosh/Becky Paasch to open the floor; carried without negative vote. Campaign Committee Chair Tim Schueler reviewed the current in-kind and cash pledges and noted outreach to businesses for donations was ongoing. The Club has also earmarked \$15,000 of its annual fundraising to reimburse the Village for debt service. Their intent is to pay down the principal when feasible. Motion

Jarrold Jackett/Rob Burkhard authorizing a general obligation debt issue through Cleveland State Bank in an amount not to exceed \$200,000 to fund construction of shelter with bathrooms and a kitchen at Dairyland Park. Roll call: all ayes. Motion carried. [Resolution No. 2024-R-09]

- B. Donation Request.** President Holzward noted the installation of a Dairyland Park bathroom facility by the Village was estimated to cost at least \$42,000. A Village investment of \$50,000 would provide a greater return for an equivalent investment. Trustee Warosh was supportive of the project but concerned with the need to fund police services as well. Motion Jake Holzward/John Ader approving a \$50,000 cash contribution toward shelter construction with the source of funds and payment timeline to be determined as part of the 2025 budget; carried without negative vote.

- V. TECHNOLOGY SERVICES QUOTE: BCS IS/IT.** Finance Chair Ader noted the Village paid more for lawn maintenance than its technology services and that needed to change. Trustee Burkhard stated the Village wasn't adequately protected and the Board had a responsibility to protect the integrity of Village records.

Craig Staffin, Chief Technology Officer with BCS, outlined their services, including upgrading outdated software, overall review with staff every six months, and annual five-year forecasting of service and capital needs. In response to questions, Mr. Steffen explained backups would be a hybrid of onsite and offsite services, based on what made the most sense for the Village's systems. Basic assistance would be provided for the trustee Microsoft accounts and laptops, but more extensive services such as troubleshooting a trustee's personal computer or equipment that's used for Village tasks would not be covered under the agreement. BCS is staffed from 7am-6pm and would do its best to respond to critical issues outside these hours, but this is not guaranteed. They will continue with current systems unless a change is needed for security or function. They will assist with any Wisconsin Department of Justice audits. BCS would not be liable for mistakes or breakage caused by a user.

Motion Tom Warosh/Becky Paasch to close the floor; carried without negative vote. Motion Tom Warosh/John Ader to approve a three-year Platinum level service plan with BCS IS/IT covering up to ten employees at a monthly cost of \$1720.00 per month; carried without negative vote, one abstention (Becky Paasch).

VI. HIKA BOAT LAUNCH RECONSTRUCTION

- A. Public Works and Utilities Committee Report.** Chair Jackett reported the committee supported the proposal and referred the agreement and determination of funding source to the Finance Committee. Finance Chair Ader stated the committee requested some changes to the agreement and recommended the Village utilize grant funds received this year as reimbursement for a prior Hika Park project. Director Grunwald reported Miller Engineers agreed to the requested changes. Chair Jackett was given approval by the committee to work on the project between meetings and provide monthly updates.
- B. Year 2024 Budget Amendment to Fund Engineering Services.** Motion Rob Burkhard/John Ader to amend the Year 2024 Budget to increase Parks/Other Contracted Services by \$10,200; increase the Park Improvement Fund by \$36,180; and increase Government Revenues/Coastal Management Grant by \$46,380. Roll call: all ayes. Motion carried.
- C. Proposal for Engineering Services: Miller Engineers & Scientists.** Motion Jarrold Jackett/Rob Burkhard to approve the Work Order Agreement—Engineering Services dated September 16, 2024, submitted by Miller Engineers & Scientists to provide engineering design services for replacement of the Hika Park boat launch with a recommended budget of \$10,200; carried without negative vote.

- VII. DETERMINATION OF SPECIAL BENEFIT: Brad and Kate Jaeger Special Assessment, 6316 E Washington Ave.** President Holzward held over discussion to the October meeting with the agreement of the Jaegers so Trustee Barrett Paasch could be present, since he chaired the Public Works committee when its recommendation was prepared.

VIII. ATV/UTV STREET USE ORDINANCE

- A. Ordinance.** Trustee Jackett highlighted ordinance terms, including changes by the Village Attorney and where it deviated from statutory requirements due to the Village having a municipal court. The ordinance would not be effective until appropriate signage was installed.

Motion Jarrold Jackett/Tom Warosh to open the floor; carried without negative vote. Randy Harden, President, Ann Harden, and Tim Rohrer of the Wisconsin ATV - UTV Association (WATVA) provided

background on ATV and UTV use and the organization's goal to connect communities with trails and routes. They assisted the Board with responses to questions and comments from the following residents:

Fred Sohn, 1107 End Ct.
Wally Hemb, 924 Polk Ln.
Jeff Jackett, 929 Citrus Ln.
Kyle Wallander, 982 Linden St.
Mary Ann Vogel, 1047 Elm St.

Trustee Jackett was interested in WATVA holding an educational session to inform residents about the ATV/UTV regulations, if the ordinance was adopted. Trustee Ader supported holding the session prior to adoption of the ordinance to avoid confusion that the ordinance was already effective regardless of signage.

Motion Tom Warosh/Jarrold Jackett to close the floor; carried without negative vote. Motion Jarrod Jackett/Rob Burkhard to adopt the ordinance *All-Terrain Vehicles (ATVs) and Utility-Terrain Vehicles (UTVs)*, noting the ordinance would not be effective until signage is installed; carried with one negative vote (Ader, due to concerns with public confusion over the effective date.) [Ordinance No. 2024-O-05]

- B. Finance and Budget Committee Report.** Chair Ader provided information needed for the Finance Committee to consider a fundraising plan for signage, including design, installation date, and quotes. Director Grunwald and Trustee Jackett agreed to meet and discuss the information.

IX. 2022 AND 2023 STREET PROJECTS

- A. Public Works and Utilities Committee Report.** Chair Jackett reported he and Director Grunwald met by phone with Village Engineer Dan Rammer of MSA Professional Services to discuss the project timeline. He, Director Grunwald, and Deputy Director of Public Works Chris Jost met with Joe DeYoung of MSA on September 13 to refine the punch list and ensure all parties will be on the same page. Staff will prepare and hang green cards at affected properties if scheduling changes occur. There are eight driveways to be replaced.
- B. MSA Professional Services 2023 Street and Utility Improvements Invoice 005741.** The Finance Committee recommended approval of the entire invoice balance, noting MSA was our representative on the project and shouldn't be penalized if there are concerns with contractor performance. Motion Jarrod Jackett/Jake Holzwart instructing the Director of Village Services to pay \$6,294.00 for Invoice 005741 submitted by MSA Professional Services for the 2023 Street and Utility Improvements project for the period February 25, 2024, through May 25, 2024, including the \$50.00 payment approved at a prior meeting. Motion carried without negative vote.
- C. Extended Seasonal Sanitary Sewer Billing Rates for 2023 Street Project Properties.** Motion Jarrod Jackett/Rob Burkhard to extend seasonal sanitary sewer rates through the October monthly water meter reading for properties in the 2023 street project area; carried without negative vote.

X. VFW CLUBHOUSE

- A. Human Resources and Public Safety Committee Report.** The Human Resources and Public Safety Committee recommended approval.
- B. Policy to Indefinitely Suspend Rentals.** Motion Tom Warosh/Becky Paasch to suspend rental of the VFW Clubhouse unless expressly approved by the Village Board, except the facility may be used by those with current approved rental agreements, the Town of Centerville until current remodeling at Lakeshore College is complete, and the Cleveland Athletic Club for its February 2025 fundraiser. Motion carried without negative vote.

XI. FINANCIALS

- A. Monthly Financial Reports.** The Finance Committee recommended approval. Motion Rob Burkhard/Tom Warosh to approve the August 2024 financial reports; carried without negative vote.
- B. Assessment Services 2026-2029: Accurate Appraisal LLC.** The Finance Committee recommended approval. Motion Rob Burkhard/Tom Ader to approve the quote from Accurate Appraisal LLC to provide assessment services from 2026 through 2029 at a cost of \$12,000 per year, with a market valuation to be completed in 2026; carried without negative vote.

XII. EMPLOYEE BENEFITS

- A. Life/AD&D/STD Insurance.** The Human Resources and Public Safety Committee recommended

approval. Motion Tom Warosh/Jarrold Jackett to approve the Life/AD&D/STD insurance package from Hub International with an increase to \$50,000 of life insurance coverage per eligible employee; carried without negative vote, one abstention (Becky Paasch).

- B. Health Insurance.** The Human Resources and Public Safety Committee recommended approval. Motion John Ader/Tom Warosh to approve the mapped renewal from Anthem BlueCross BlueShield (Anthem Silver Blue Priority POS 5000/20%/8500) at an increase of 11.6%; carried without negative vote, one abstention (Becky Paasch).

XIII. STAFF AND COMMITTEE REPORTS AND REFERRALS

- A. POLICE REPORT.** Chief Fisher reviewed his report and answered questions. He noted the owner of three properties on the southeast corner of Hazel St and E Grant Ave was trying to sell them.
- B. DIRECTOR'S REPORT.** Director Grunwald reported on insurance renewals, water service disconnections and deferred payment agreements, grant research for the Lions Club, various ordinance updates, a short-term housing meeting, financial reporting, and personnel recordkeeping. She also clarified that building permit revenue for Tax Increment District projects is general fund revenue.
- C. COURT REPORT.** Director Grunwald reported that Court Clerk Rhonda Deehr continued to work on restoring the court data lost for an unknown cause, which needed to be completed before the monthly financial reports could be finished.
- D. PUBLIC WORKS AND UTILITIES COMMITTEE, 08/26/24.** Chair Jackett reported on the Manitowoc County CTH LS and CTH XX street projects and the decision to remain with English-only signage at the yard waste site, asking staff to instead research a camera system.
- E. FINANCE AND BUDGET COMMITTEE, 09/09/24.** All items were on the agenda.
- F. HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 09/11/24.** Chair Warosh reported the committee was considering utilizing a third party for a comprehensive employee handbook review. President Holzwart provided an update on Spectrum bringing high-speed internet to the area of N Maple St and W Madison Ave.

XIV. ANNOUNCEMENTS AND EVENT REPORTS

- A. THU SEP 19.. VILLAGE BOARD SPECIAL MEETING, 6PM**
- B. MON SEP 23 PUBLIC WORKS AND UTILITIES COMMITTEE MEETING, 6PM**
- C. WED OCT 2 PLAN COMMISSION, 6PM**
- D. MON OCT 7 FINANCE AND BUDGET COMMITTEE MEETING, 6PM**
- E. WED OCT 9 HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- F. TUE OCT 15. VILLAGE BOARD MEETING, 6PM**
- G. WED OCT 16 MANITOWOC CO VILLAGE ASSN, MISHICOT, 6:30PM**
- H. THU OCT 17 MUNICIPAL COURT, 5:30 PM**
- I. SUN OCT 27. TRICK-OR-TREAT, 4PM – 6PM**
- J. ANY OTHER ANNOUNCEMENTS/EVENTS.** None.

XV. TOPIC SUGGESTIONS FOR FUTURE MEETINGS. None.

XVI. ADJOURNMENT. Motion Jake Holzwart/Tom Warosh to adjourn; carried without negative vote. Meeting adjourned at 9:05pm.

Respectfully submitted,

Stacy Grunwald
Director of Village Services

Approved on 10-15-24