

**VILLAGE BOARD OF CLEVELAND, WISCONSIN
TUESDAY, JULY 15, 2025**

MINUTES

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE/AGENDA APPROVAL.** Village President Jarrod Jackett called the meeting to order and led the Pledge of Allegiance at 6:00pm on Tuesday, July 15, 2025, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.

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

Village Board Absent: Jake Holzwart (excused)

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

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

- II. CITIZEN INPUT AND COMMUNICATIONS.** President Jackett opened the floor for citizen input.

Larry Schetter, 1522 W Washington Ave. Mr. Schetter read a list citing issues he observed at meetings that he believed was the responsibility of Director Grunwald, noted her performance was the subject of multiple closed sessions held by the Village Board, and stated the Village would be better off with a new director. He agreed to provide the list to President Jackett. Trustee Paasch was asked by two residents for information on water quality; President Jackett suggested she refer them to the water quality page on the website or attend Public Works committee meetings.

- III. JUNE 17, 2025, and JUNE 23, 2025, MINUTES.** The motion in Item VI was corrected to note Director Grunwald should work with a surveyor “not affiliated with MSA.” Motion Warosh/Ader to approve the minutes of the June 17, 2025, meeting as corrected; carried without negative vote. Trustee Paasch noted for the record the minutes of the June 23, 2025, meeting did not include the words ‘CLOSED SESSION’ at the top of the page. Motion Warosh/Burkhard to approve the minutes of the June 23, 2025, meeting as written; carried without negative vote, one abstention (Ader, noting he was absent from the meeting.)

IV. PERMITS AND LICENSING

- A. AMPLIFIED SOUND PERMIT.** Motion Burkhard/Paasch to approve an Amplified Sound Permit for the Cleveland Fish and Game for the Cleveland Fishing Derby at Hika Park, July 25 through July 27, 2025; carried without negative vote.
- B. “CLASS B” INTOXICATING LIQUOR RETAIL LICENSE.** Motion Hoffman/Ader to grant a “Class B” intoxicating liquor license to the Cleveland Athletic Club for the same premises at Veterans Park as the Class “B” fermented malt beverage license previously issued to Cleveland Athletic Club, both licenses to expire October 31, 2025. Motion carried without negative vote. Motion Hoffman/Ader to prorate the “Class B” license fee if consistent with State law; carried without negative vote.

V. PAYROLL AND AUDITING SERVICES. Motion Warosh/Burkhard to open the floor; carried without negative vote.

Bryan Grunewald of CliftonLarsonAllen (CLA) summarized his understanding of conversations with the Finance and Budget Committee and the Village Board: CLA would perform the annual audit, set up Workhorse accounting software to improve its functionality, and perform other efficiency-based items. CLA would not perform the day-to-day accounting; this would continue to be completed by Village staff.

While the Board was interested in changing firms right away, he recommended Corson Peterson & Hamann (CPH), the current accounting firm, complete the 2024 report or the Village would pay for duplicative work. He assured the Board it was normal for a new firm to review financials with an outgoing firm, and he’s not experienced issues previously with CPH. He reviewed a proposal for 2025-2027 services to include auditing and state and PSC reports; and accounting assistance and GASB No. 34 implementation. CLA also charged a 5% technology fee. He noted ongoing annual costs should be slightly less than current accounting expenses, with additional one-time hourly implementation costs in 2025/26.

Director Grunwald was asked to obtain the anticipated date for completion of the 2024 audit and work with CLA on agreements for the following services: audit; implementation (including GASB No. 34 reporting, Workhorse set up and journal entry templates); and payroll.

CPA Grunewald recommended the Village Board work with a third party for payroll services but explained CLA’s program wouldn’t be cost effective. He obtained a quote from Suttner Accounting Inc., a firm with whom he and CLA had no business or personal relationship. His request did not identify the Village.

He distributed the Suttner Accounting, Inc. quote, which provided costs or ranges of costs for the following services: initial setup; biweekly direct deposit payroll and processing payroll tax liabilities; and quarterly and annual payroll tax returns and reports, including W-2s and assistance with WRS remittances and reconciliation. Additional costs would include third party web access for employees to obtain pay stubs; setting up child support or garnishment deductions; and setting up newly hired employees. Standard hourly rates would apply to other services, such as providing non-routine miscellaneous reports or workers comp audit assistance. He offered to review the employee payroll setup to confirm accuracy at no charge.

Motion Burkhard/Ader to close the floor; carried without negative vote. The Village Board discussed CLAs fees, noting the one-time cost for implementation was a much-needed investment for the Board and staff. Motion Burkhard/Warosh directing staff to proceed with obtaining a statement of work from CliftonLarsonAllen for audit, implementation, and consultation; carried without negative vote.

President Jackett noted Suttner provided the quote without knowing the client name or meeting the Board. Trustees Burkhard and Warosh were comfortable with the scope of work. Motion Warosh/Paasch to open the floor; carried without negative vote. CPA Grunewald noted he hadn’t requested Suttner’s lead time to start services. President Jackett asked staff to work with Suttner Accounting Inc. and submit a scope of work to Finance and Budget Committee. Motion Ader/Burkhard to close the floor; carried without negative vote.

VI. TECHNOLOGY SERVICES

- A. **TICKET STATUS and SERVER PROPOSAL: BCS ISIIT.** President Jackett provided an update on open tickets with BCS. The Village Board believed its previous concerns had been addressed adequately. Motion Burkard/Warosh to approve the quote from BCS to replace the server at a quoted price of \$17,334.31; carried without negative vote.
- B. **WEBSITE HOSTING: Bytenoize.** Trustee Burkard was concerned the proposal for services from Bytenoize duplicated offerings from WordPress. He volunteered to contact Karen Grupe of Wisconsin Web Writer to discuss.

VII. FINANCIALS

- A. **MONTHLY VOUCHER REPORT.** The Finance and Budget Committee recommended approval. Motion Burkard/Warosh to approve the June 2025 voucher report; carried without negative vote.
- B. **PARK RESERVATION FEE WAIVER REQUEST.** Director Grunwald explained Lakeshore Natural Resource Partnership requested use of the Dairyland Park shelter for a Saturday in September 2025 to meet with potentials new members to join the Friends of Hika Bay, a subgroup in LNRP that performs work at Hika Park. She requested waiver of the reservation fee as this event would serve as a trial run for staff with the new facility. Motion Warosh/Paasch to approve the use of the new Dairyland Park shelter by Lakeshore Natural Resource Partnership for one day in September 2025, and to require payment of the security deposit only; carried without negative vote.
- C. **ROOTS GRANT.** LNRP requested the Village submit a grant request to ROOTS for \$700 to plant trees at Dairyland Park. Director Grunwald indicated the Village could afford the \$700 match. President Jackett suggested a decision be held over until LNRP responded to a request to work with grant writer Mary Klein, who was volunteering to assist. Trustee Warosh suggested the Village contribute the full \$1400 needed for the project rather than invest time in the grant application.

VIII. PERSONNEL

- A. **CHIEF OF POLICE.** Chief Fisher requested approval to work up to 40 hours per week to utilize the projected unspent wages in his budget for the remainder of 2025. Information on the calculation was included in the meeting packet. Motion Paasch/Warosh authorizing Eric Fisher to work up to 40 hours per week with option to exceed 40 hours if needed due to exceptional circumstances and with notification to the Village President; carried without negative vote.
- B. **DUTIES OF CLERK-TREASURER.** President Jackett reminded the Board the policy regarding frequency of deposits was approved at the last meeting, with a request to amend the Code of Ordinances to make it clear a policy existed. Trustee Paasch stated Deputy Clerk-Treasurer Stacey Wilker was customer friendly and could complete a deposit every day. She had changed her mind and believed the policy was inconsistent with statute. Motion Ader/Hoffman to approve the amendment to the Duties of Village Clerk-Treasurer; carried with one negative vote (Paasch, stating her opposition to the underlying policy.) [Ordinance No. 2025-O-03]

IX. STAFF AND COMMITTEE REPORTS AND REFERRALS

- A. **POLICE REPORT.** Chief Fisher reviewed his written report and answered questions from the Board. He reported the Emergency Government Manual draft was reviewed by the Manitowoc County Emergency Government Director, who was highly complimentary of the plan.
- B. **DIRECTOR'S REPORT.** Director Grunwald provided the written building permit report and updated the Board on the Lions' loan balance, Julie Rusch's responsibilities, work with CLA, the attorney's verbal opinion regarding oversight of building inspectors, and progress on the utility budgets.
- C. **HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 06/24/25.** Chair Warosh reported on his contacts with Manitowoc County regarding gaps in police radio communications; and committee work on part-time employee benefits in the Employee Handbook and a shipping container ('trailer box') ordinance.
- D. **PUBLIC WORKS AND UTILITIES COMMITTEE, 07/01/25.** Chair Hoffman reported Trustee Ader was obtaining LTE radios for testing and MSA needed to assist with the permanent generator for the Westview Lift Station. Final work on W. Washington was anticipated within the next couple of weeks. Public Works was repairing the grandstand and press box roofs at Veterans Park. President Jackett summarized a recent staff meeting on the Hika Park boat launch replacement. Cleveland Fish & Game will discuss a financial contribution at its next meeting; he suggested the Finance Committee discuss grant and other funding as well.
- E. **FINANCE AND BUDGET COMMITTEE, 07/08/25.** Chair Burkard reported all meeting topics were on this agenda.

X. ANNOUNCEMENTS AND EVENT REPORTS

- A. **TUE JUL 22 HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
- B. **WED JUL 23 BOARD OF REVIEW, 5PM-7PM AT VILLAGE HALL**
- C. **JUL 25-27..... FISHING DERBY, CLEVELAND FISH & GAME, HIKA PARK**
- D. **AUG 2-3..... DAIRYLAND FESTIVAL, LIONS CLUB, DAIRYLAND PARK**
- E. **SAT AUG 2..... DAIRYLAND PARK SHELTER, RIBBON CUTTING, 5PM**
- F. **TUE AUG 5. PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- G. **WED AUG 6. PLAN COMMISSION, 6PM**
- H. **TUE AUG 12 FINANCE AND BUDGET COMMITTEE, 6PM**
- I. **THUR AUG 14. CLEVELAND MUNICIPAL COURT, 5:30M**
- J. **SET EMERGENCY GOVERNMENT COMMITTEE MEETING, IF NEEDED.** Chief Fisher will reach out to the members with potential dates.
- K. **OTHER MEETINGS OR EVENTS.** 1. Board of Review Chair Warosh will attend training to fulfill the requirement for at least one trained member. 2. Chief Fisher and Police Secretary Stacey Wilker will lead the Dairyland Festival parade.

- XI. **BOARD AND STAFF SUGGESTIONS FOR FUTURE MEETINGS.** 1. Trustee Paasch asked if the Village was ready for court with New Holstein; President Jackett explained he was attending a kick-off meeting with New Holstein soon. 2. Finance Committee: Hika Park boat launch funding. 3. Trustee Burkard provided on update on his investment in street project restoration at his home; Trustee Ader offered to loan Trustee Burkard a levelling rake, if needed.

- XII. **ADJOURNMENT.** Motion Warosh/Ader to adjourn; carried without negative vote. The meeting adjourned at 8:12pm.
Respectfully submitted,

Stacy Grunwald
Director of Village Services