

**VILLAGE BOARD OF CLEVELAND, WISCONSIN
MONTHLY MEETING**

TUESDAY, DECEMBER 16, 2025

MINUTES

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL/AGENDA APPROVAL. Village President Jarrod Jackett called the meeting to order and led the Pledge of Allegiance at 6:00pm on Tuesday, December 16, 2025, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.

Board Present: Jarrod Jackett, Village President
John Ader
Jon Hoffman
Jake Holzwart
Becky Paasche
Tom Warosh

Board Absent: Rob Burkhard (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. Trustee Paasch reported a resident would like to see the agendas get posted earlier and stay on the website longer. President Jackett asked about the previous communication requesting an ice ink; the topic was under discussion in the Public Works and Utilities Committee. He also reported (1) on his email communication with Gina Burkhard regarding placement of a structure on her vacant lot on Maple St.; (2) Orthland Dairy was looking into the special assessment and determination of special benefit for its parcel at W Washington Ave and Westview St.; and (3) special assessment information was provided to the Town of Centerville for the town island on Linden St. Trustee Ader stated there was an injury accident in Indiana involving Cleveland Fire Department members. Director Grunwald noted former Village President Gary Schmitz passed away.

Sheryll Nehls, 1424 Webster Ln. Asked when taxes would be mailed; they were mailed on December 15.

Trustee Paasch commented that the Postal Service issued a statement that postmarks may be later than the day mailed so taxpayers should mail taxes early to be certain they were on time.

III. NOVEMBER 18, NOVEMBER 25, AND DECEMBER 2, 2025, MINUTES. Motion Warosh/Paasch to approve the November 18, 2025, minutes as written; carried without negative vote. Motion Hoffman/Paasch to approve the November 25, 2025, minutes as written; carried without negative vote. Motion Holzwart/Ader to approve the minutes of the December 2, 2025, meeting as written; carried without negative vote.

IV. VILLAGE HALL WINDOW IMPROVEMENTS: Cost Share Proposal, Larry Perronne. Motion Warosh/Holzwart to open the floor; carried without negative vote. Resident Larry Perronne stated the wood-frame windows at Village Hall were past their lifespan. He offered to donate his labor to replace all of them if the Village paid material costs. The quote from Drexel for six double-hung Alliance windows reflected contractor pricing. He could start work in Fall 2026 and didn't anticipate a significant change from the \$5626.59 quoted price. This was a direct replacement project; Trustee Ader offered to assist Mr. Perronne during installation.

Trustee Ader reported that Director Grunwald had checked for him and the State didn't license commercial building contractors. He explained that due to prior project experience with Mr. Perronne, he would abstain from further participation.

Trustee Warosh asked about liability for accidents or damage during installation. He appreciated the offer but thought the Village should have a written proposal from Mr. Perronne with review by the Public Works Committee. President Jackett questioned terms for the warranty. Mr. Perronne explained the lumber yard would call the manufacturer's representative. An installation issue could void the warranty, but if there was no coverage, his past practice was to work out a resolution between himself, the lumber yard, and the owner.

Mr. Perronne explained the lead time for an order was currently six to eight weeks. No down payment was required. No sales tax would be charged if monthly payments. Motion Warosh/Paasch to close the floor; carried without negative vote.

Motion Warosh/Holzwart to refer Larry Perronne's proposal to install replacement windows at Village Hall to the Public Works and Utilities Committee; carried without negative vote.

V. FINANCIALS

- A. **MONTHLY VOUCHER REPORT.** President Jackett reported the Finance and Budget Committee recommended approval. Director Grunwald answered questions on payments to MSA, BSC, Empower and LA Equipment. Motion Warosh/Ader to approve the voucher report; carried without negative vote.
- B. **SEWER UTILITY CREDIT REQUEST: Larry and Linda Engel.** President Jackett reported the Finance Committee recommended approval. Motion Holzwart/Warosh to grant the request from Larry and Linda Engel for a Sewer Utility credit due to late-season landscaping work in the amount of \$42.69 as set by the Finance and Budget Committee. Motion carried without negative vote.
- C. **HEALTH REIMBURSEMENT ARRANGEMENT PLAN AMENDMENT.** Motion Holzwart/Ader to amend the Health Reimbursement Arrangement Plan to reflect the lower deductibles in the 2025-2026 health insurance plan, and authorize staff to submit the documents necessary to achieve that goal; carried without negative vote.
- D. **DEFERRED COMPENSATION ELIGIBILITY for VILLAGE BOARD.** Director Grunwald informed the Board they were eligible to participate in the Village's deferred compensation program. Contact information and supporting materials could be provided if any were interested.

VI. ELECTION INSPECTORS

- A. **APPOINTMENTS.** President Jackett presented his nominees to serve as Election Inspectors. Motion Holzwart/Paasch to approve the appointments of Susan Ader, Linda Engel, Elaine Johnson, Marilyn Mrotek, Maureen Power, Lana Prigge, Jane Thompson, Julie Weber for the period January 1, 2026, through December 31, 2027; carried without negative vote, one abstention (Ader, whose wife was an appointee).
- B. **RECOGNITION OF SERVICE.** The position of Election Inspector requires specialized training in a public position. The Village Board publicly recognized the services of Roxanne Bernhardt (6 years) and Aggie Deehr (12 years) as Election Inspectors.

VII. PUBLIC STREET ACCEPTANCE: Willow Way. Chair Hoffman reported the Public Works and Utilities Committee recommended acceptance. The Village Engineer also confirmed in writing that the construction specifications met Village standards. Motion Ader/Warosh to accept Willow Way as a public street and incorporate it into the Village's street system, making it eligible for transportation aids; carried without negative vote. [Resolution No. 2025-R-17]

VIII. PROFESSIONAL ENGINEERING SERVICES. Public Works and Utilities Committee Chair Hoffman reported the committee reviewed the Request for Proposals issued in 2026 and requested authorization to move forward. Motion Warosh/Paasch directing the Public Works and Utilities Committee to work with the Director of Public Works to obtain and review proposals for engineering services and return options to the Village Board; carried without negative vote.

IX. CONTRACTS AND AGREEMENTS

- A. GRANTWRITING SERVICES: Prime Focus LLC.** After discussion, President Jackett will obtain clarification on mobilization and compensation in the Purchase Order Agreement and ask for a modification to include services for the Recreation Boating Facilities grant application.
- B. 2026-27 JOINT POWERS AGREEMENT: Manitowoc County Joint Dispatch Center.** The agreement is required annually for the Village to utilize and obtain emergency services through the Joint Dispatch Center. Motion Holzwart/Paasch to approve the Joint Powers Agreement between the Manitowoc County Joint Dispatch Center and Village of Cleveland for the period March 1, 2026, through February 28, 2027; carried without negative vote.
- C. SIXTH AMENDMENT TO SERVICES AGREEMENT: Progress Lakeshore.** The agreement has been modified to add the villages of Reedsville and Valders. Motion Warosh/Hoffman to approve the Sixth Amendment to Services Agreement with Progress Lakeshore through period ending December 31, 2027; carried without negative vote.
- D. 2026 ANIMAL IMPOUND SERVICES AGREEMENT: Eastshore Humane Association.** Director Grunwald explained the changes proposed by the vendor and noted the Association was flexible and the Village rarely was billed for services. Chief Fisher added that the City of New Holstein also had a strong working relationship with them. Motion Paasch/Ader to approve the Agreement for Services with Eastshore Humane Association for stray animal services for the period January 1, 2026, through December 31, 2026; carried without negative vote.
- E. ELECTRONIC RECYCLING AGREEMENT: COM2 Recycling Solutions.** Motion Ader/Hoffman to strike Section 5. Indemnification and approve the Agreement for Electronics Collection and Recycling with COM2 Recycling Solutions as modified for the period January 1, 2026, through December 31, 2026; carried without negative vote.

X. STAFF AND COMMITTEE REPORTS AND REFERRALS

- A. POLICE DEPARTMENT REPORT, inc Emergency Management Plan distribution.** Chief Fisher updated the Village Board on activities since the last Board meeting. The Emergency Operations Plan will be distributed to the Board by email within the week (hard copy by request). *Emergency Operations Plan review and approval referred to January 20, 2026, Village Board meeting.*
- B. DIRECTORS' REPORTS.** Public Works and Utilities Chair Hoffman updated the Village Board on Director of Public Works Chris Jost's report. Director Grunwald results were pending for the additional Village Hall mold testing requested by the Board.
- C. MUNICIPAL COURT REPORT, inc President's update on transition to City of New Holstein.** Director Grunwald provided a financial report for the court. President Jackett updated the Board on ordinance work with the City of New Holstein.
- D. PUBLIC WORKS AND UTILITIES COMMITTEE, 12/02/25.** Chair Hoffman reported the Committee discussed a Village ice rink with the Martell family and selected a date for the bulk goods event, in addition to items on the agenda.
- E. FINANCE AND BUDGET COMMITTEE, 12/09/25.** Chair Burkhard reported that the Finance Committee reviewed the monthly receipt register, in addition to items on the agenda.

XI. ANNOUNCEMENTS AND EVENT REPORTS

- A. DEC 24-25..... VILLAGE HALL CLOSED; STAFF HOLIDAY**
- B. FRI DEC 26 DEADLINE TO FILE NOTIFICATION OF NON-CANDIDACY, 5PM**
- C. WED DEC 31..... VILLAGE HALL CLOSED AT 12 NOON; STAFF HOLIDAY**
- D. THU JAN 1 VILLAGE HALL CLOSED; STAFF HOLIDAY**
- E. TUE JAN 6..... DEADLINE TO FILE NOMINATION PAPERS, 5PM**
- F. TUE JAN 6..... PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
- G. MON JAN 12 DRAW FOR BALLOT ORDER, 10:15AM (tentative)**
- H. TUE JAN 13..... FINANCE AND BUDGET COMMITTEE, 6PM**
- I. TUE JAN 20..... VILLAGE BOARD, 6PM**
- J. WED JAN 21 MANITOWOC COUNTY VILLAGE ASSN, REEDSVILLE.** Trustees Ader, Hoffman, Paasch, and Warosh will attend; and President Jackett and Trustee Holzwart were undecided.
- K. SET VILLAGE BOARD EMERGENCY MANAGEMENT PLAN REVIEW.** Set for January 2026 Village Board meeting.
- L. BOARD AND STAFF SUGGESTIONS FOR FUTURE MEETINGS.** Trustee Ader reported he and Trustee Burkhard met with the Cleveland Athletic Club to discuss installing a pickleball court at Veterans Park. Club members universally supported a financial commitment, but no amount was offered since the Village had no estimates. Motion Warosh/Hoffman authorizing John Ader to obtain cost estimates and referring the topic to the Public Works and Utilities Committee for review and recommendation; carried without negative vote.
- M. OTHER ANNOUNCEMENTS OR EVENTS.** None.

XII. ADJOURNMENT. Motion Ader/Hoffman to adjourn; carried without negative vote. Meeting adjourned at 7:46pm.

Respectfully submitted,

Stacy Grunwald
Director of Village Services