

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

TUESDAY, JANUARY 20, 2026

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, January 20, 2026, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.
- Board Present: Jarrod Jackett
John Ader
Rob Burkhard
Jon Hoffman
Jake Holzwart
Becky Paasch
Tom Warosh
- Board Absent: None
- Staff Present: Eric Fisher, Chief of Police
Stacy Grunwald, Director of Village Services
- Motion Burkhard/Warosh to approve the agenda as posted; carried without negative vote.
- II. CITIZEN INPUT AND COMMUNICATIONS.** Manitowoc County Planning and Park Commission meeting notice. Cleveland Fire Department Annual Meeting, February 2, 2026, 7:30pm. Email from Sheryl Nehls regarding Sewer Utility credit policy, which would be taken up as Item V.
- III. DECEMBER 16, 2025, MINUTES.** Motion Warosh/Paasch to approve the minutes of the December 16, 2025, meeting; carried without negative vote, one abstention (Burkhard).
- IV. DAIRYLAND PARK NORTH SHELTER RESERVATION FEE: Lions Club, for Dairyland Festival.** The Cleveland Lions Club requested a reduced fee for use of the new Dairyland Park shelter during Dairyland Festival. The Board discussed fees paid by the Cleveland Athletic Club and Cleveland Fish and Game. Motion Holzwart/Paasch to approve reducing the 2026 rental fee for the shelter and kitchen to the same fee charged in 2025 for Dairyland Festival; carried without negative vote.
- V. SEWER UTILITY CREDIT REQUEST POLICY: Charges for Usage Outside Seasonal Billing Period.** Chair Burkhard reported the Finance and Budget Committee recommended approval of a reduced sewer utility charge outside the seasonal sewer rate period in certain circumstances. The goal was a consistent, advertised policy accessible to all utility customers. Motion Burkhard/Paasch to open the floor; carried without negative vote. Sheryl Nehls, 1424 Webster Ln. Ms. Nehls encouraged a written policy so the credit would be applied consistently for all customers. Pam Waak, 699 E Jefferson Ave. Commented on the seasonal credit currently in place. Motion Warosh/Burkhard to close the floor; carried without negative vote.
- The Board discussed various options, including extending the seasonal credit window, allowing staff to decide without Board review, and setting a minimum threshold before the credit would be considered. After discussion, motion Paasch/Ader to allow sewer utility credits to be considered outside the seasonal sewer utility credit period if the credit was greater than \$40.00; and establishing the seasonal sewer utility credit period as May through September each year. Staff was directed to draft the policy for placement on the Village website.
- VI. FINANCIALS**
- A. MONTHLY VOUCHER REPORT.** Motion Burkhard/Holzwart to approve the December 2025 voucher report; carried without negative vote.
- B. GRANT SERVICES: Prime Focus LLC, for Hika Park Boat Launch Replacement.** Motion Burkhard/Holzwart to approve the Purchase Order Agreement with Prime Focus LLC for grant services related to the Hika Park boat launch replacement; carried without negative vote.
- VII. MUNICIPAL COURT STAFFING AND JOINT COURT SERVICES.** President Jackett reported Cleveland Municipal Court Judge Cheryl A. Kohl and Court Clerk Rhonda Deehr resigned their positions effective December 31, 2025. Motion Burkhard/Warosh to accept the resignations; carried without negative vote. President Jackett noted the New Holstein City Council was taking up review of the legal paperwork to form the joint court at its January meeting. The Village Board will take up the joint court ordinance after the City Council has completed its process. Judge Kelly Sippel of the New Holstein Municipal Court was to be appointed this week as Interim Judge for the Cleveland Municipal Court. The New Holstein court clerk can work with Judge Sippel on Cleveland court matters; Director Grunwald was performing routine court clerical tasks as needed.
- VIII. EMERGENCY OPERATIONS PLAN REVIEW AND ADOPTION.** Chief Fisher answered Village Board questions about the plan. During discussion he suggested the Village Board consider providing alternate communication options for public works employees to address erratic radio communications in an emergency. He was also trying to arrange a tabletop exercise through Manitowoc County. Motion Burkhard/Warosh to adopt the Emergency Operations Plan as written; carried without negative vote. Chief Fisher indicated a copy of the plan would be provided to Rhonda Green, the Manitowoc County Emergency Management Director. [Note: the approved Emergency Operations Plan is dated January 21, 2026.]
- IX. BUILDING INSPECTOR SEARCH: Authorization to Proceed.** Motion Burkhard/Holzwart authorizing the Human Resources and Public Safety Committee to proceed with a search to fill the upcoming Building Inspector vacancy; carried without negative vote.

- X. STAFF AND COMMITTEE REPORTS AND REFERRALS**
- A. CHIEF OF POLICE.** Chief Fisher summarized his report and noted the Board may wish to consider raising the parking ticket fee from \$10.00 as this hadn't been updated for many years. The Board asked questions regarding the accumulation of material on an E Jefferson Ave property and other issues.
 - B. DIRECTORS OF PUBLIC WORKS AND VILLAGE SERVICES.** Public Works and Utilities Chair Hoffman and President Jackett answered questions regarding information in the Director of Public Works report. Director Grunwald provided an update on various projects and answered questions.
 - C. CLEVELAND MUNICIPAL COURT.** Refer to Item VII.
 - D. PUBLIC WORKS AND UTILITIES COMMITTEE, 01/06/26.** Chair Hoffman reported the Public Works and Utilities Committee decided to delay a decision on Larry Perronne's offer to install new windows at Village Hall until the mold remediation was completed; heard updates on the tennis and pickleball court project and the request for proposals for engineering services; and provided guidance to staff on requirements for rental of the new Dairyland Park shelter.
 - E. FINANCE AND BUDGET COMMITTEE, 01/13/26.** Chair Burkhard reported the Committee reviewed the receipts report, in addition to items on the agenda, and the Lions Club paid off its note with Cleveland State Bank for the park shelter. He and Director Grunwald provided an update on the accounting services transition.
- XI. ANNOUNCEMENTS AND EVENT REPORTS**
- A. WED JAN 21 MANITOWOC COUNTY VILLAGE ASSN MTG, 6:30PM**
 - B. TUE JAN 27..... HUMAN RESOURCES AND PUBLIC SAFETY COMMITTEE, 6PM**
 - C. SAT JAN 31..... PROPERTY TAX PAYMENT DEADLINE**
 - D. TUE FEB 3..... PUBLIC WORKS AND UTILITIES COMMITTEE, 6PM**
 - E. WED FEB 4 PLAN COMMISSION, 6PM**
 - F. TUE FEB 10..... FINANCE AND BUDGET COMMITTEE, 6PM**
 - G. TUE FEB 17..... VILLAGE BOARD, 6PM**
 - H. BOARD AND STAFF SUGGESTIONS FOR FUTURE MEETINGS.** None.
 - I. OTHER ANNOUNCEMENTS OR EVENTS.** None.
- XII. ADJOURNMENT.** Motion Warosh/Burkhard to adjourn; carried without negative vote. The meeting adjourned at 7:45pm.

Respectfully submitted,

Stacy Grunwald
Director of Village Services

Approved on 02/17/26