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VILLAGE BOARD OF CLEVELAND, WISCONSIN SPECIAL MEETING / ORGANIZATIONAL MEETING

TUESDAY, APRIL 21, 2026

MINUTES

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL.** Village President Jarrod Jackett called the meeting to order at 6:00pm on Tuesday, April 21, 2026, at the Cleveland Village Hall, 1150 W Washington Ave, Cleveland, Wisconsin.

Board Present: Jarrod Jackett, Village President
John Ader
Rob Burkhard
Jon Hoffman
Jake Holzwart
Nate Toeller
Tom Warosh

Board Absent: None

Staff Present: Stacy Grunwald, Director of Village Services

- II. PRESIDENT'S APPOINTMENTS.** President Jackett announced the following appointments.
- A. Village Attorney:** Hopp Neumann Humke LLP, 05/01/26-04/30/27
 - B. Assessor:** Accurate Appraisal LLC, 06/01/26-05/31/28
 - C. Plan Commission**
 - 1. Citizen Members:** Fred Sohn and Kyle Wallander, 04/21/26-04/17/28
 - 2. Village Board Members:** John Ader and Tom Warosh, Commissioners, and Jarrod Jackett, Chair, 04/21/26-04/19/27.
 - D. Board of Appeals:** Larry Perronne, Chair, and Jessi Holzwart, Second Alternate, 04/21/26-04/16/29.
 - E. Weed Commissioner:** Director of Public Works Chris Jost, 05/01/26-04/30/27.
 - F. Board of Review:** Tom Warosh, Chair; Rob Burkhard, Nate Toeller, Members; Jake Holzwart, First Alternate; and Jarrod Jackett, Second Alternate, 04/21/26-04/19/27.
 - G. Building Inspectors (indefinite term):** G Jane Drager, Chris Jost, Michael Ziereis
 - H. Standing Committees, 04/21/26-04/19/27**
 - 1. Finance and Budget:** Rob Burkhard, Chair; John Ader, Secretary; Nate Toeller, Member
 - 2. Human Resources and Public Safety:** Tom Warosh, Chair; Nate Toeller, Secretary; Jake Holzwart, Member
 - 3. Public Works and Utilities:** Jon Hoffman, Chair; Jake Holzwart, Secretary; John Ader, Member
 - I. VILLAGE BOARD CONFIRMATION OF APPOINTMENTS.** Motion Holzwart/Ader to confirm the President's appointments under Items II. A. - H.; carried without negative vote.
 - J. OATHS OF OFFICE for CITIZEN APPOINTEES.** No appointees were present.
 - K. Emergency Government Committee.** President Jackett appointed Emergency Government Committee members John Ader, First Alternate, and Jake Holzwart as Second Alternate.
- III. SELECT VILLAGE BOARD POLICIES AND PARLIAMENTARY PROCEDURES**
- A. POLICY 530 Mailbox Access and Responsibilities.** Village Board had no questions.
 - B. POLICY 502 Use of Consultants.** President Jackett noted the Board had been deviating from the policy—court (President Jackett), boat launch and water quality (Trustee Hoffman), building inspector (Trustee Warosh), auditing (Trustee Burkhard)—but this requires Village Board approval, which has been given to continue getting work done in a timely manner. Keep in mind you should have approval before contacting any of the consultants. There were no questions.
 - C. POLICY 820 Committee Chair and Secretary Duties.** President Jackett noted that two weeks' notice for agendas was important to provide staff sufficient time to prepare for meetings; and minutes were due two weeks afterward. Agendas change so are usually posted a couple of days before the meeting. Director Grunwald added meeting pay wasn't issued until all minutes were submitted for the quarter.

- D. ROBERT’S RULES SUMMARY.** The meeting packet included handouts on Robert’s Rules used during Board meetings, highlighting abstentions, which means the person abstaining doesn’t participate in discussion.

The Village Board had no questions about the policies.

IV. VILLAGE PRESIDENT’S COMMENTS

A. REVIEW OF VILLAGE BOARD

B. PRIORITIES FOR BOARD AND STAFF

President Jackett asked if the Village Board had any changes in how things were done (add or drop), changes in how he did things or the Committees or staff, or things they wanted to keep the same. He asked about the Board’s priorities, noted they had quite a bit in the works and maybe wanted to finish those items. The accountant was on the next Finance Committee agenda for an audit presentation.

Finance and Budget Committee Chair Burkhard stated his committee would focus on getting the budget process started no later than October, possibly September, once the 2025 audit was completed and continue looking at ways to automate and streamline some of the financial procedures so the Clerk-Treasurer had adequate time to accomplish those things. He wanted the Board to have adequate, reconciled financials so the Board could have eight months of actual figures during budget review.

Human Resources and Public Safety Committee Chair Warosh indicated the Committee would work on the Employee Handbook now that he had the first draft. They would also update the short-term housing ordinance with changes approved at the State level. Currently, work would proceed to fill the pending vacancy in the building inspector position.

Public Works and Utilities Committee Chair Hoffman reported the Committee was working on finding a new engineering services provider, water/wastewater issues, and the boat launch replacement. Also mentioned were construction of pickleball courts, installation of a permanent generator for Westview Lift Station, and purchase of a new tractor.

Trustee Burkhard noted at Board level he was interested in the Tax Incremental District and avoiding early closure. President Jackett added there would be repayments to the Village, and the Board should consider how to use tax increment for improvements services the TID.

Trustee Holzwart appreciated President Jackett’s ability to keep focused on priority tasks. Prior Board’s had big goals, but things seemed scattershot as far as getting projects completed.

V. ESTABLISH OR CONFIRM MEETINGS AND EVENTS

- A. SUN MAY 3..... CLEVELAND FIRE DEPT BRAT FRY**
- B. WED MAY 6 PLAN COMMISSION, 6PM**
- C. MAY 15-16 VILLAGE-WIDE RUMMAGE SALE WEEKEND**
- D. TUE MAY 19..... BOARD OF REVIEW (Meet to Adjourn), 5:50PM**
- E. TUE MAY 19..... VILLAGE BOARD, 6PM**
- F. WED MAY 20 MANITOWOC COUNTY VILLAGE ASSOCIATION, 5:30PM**
- G. MON MAY 25 MEMORIAL DAY – STAFF HOLIDAY**
- H. SAT MAY 30..... BULK GOODS EVENT, YARD WASTE SITE, 9AM-2PM.** Trustees Hoffman, Holzwart, and Warosh stated they would assist at the event.
- I. SAT JUN 6..... ELECTRONICS RECYCLING EVENT, VILLAGE HALL, 9AM-2PM**
- J. FRI JUL 3..... FOURTH OF JULY – STAFF HOLIDAY**
- K. WED JUL 22 OPEN BOOK, VILLAGE HALL, 9AM-12PM/1PM-5PM**
- L. JUL 24-26 CLEVELAND FISHING DERBY, HIKA PARK**
- M. AUG 1-2..... DAIRYLAND FESTIVAL, DAIRYLAND PARK**
- N. TUE AUG 11. PARTISAN PRIMARY ELECTION**
- O. WED AUG 27..... BOARD OF REVIEW, 5PM-7PM**
- P. STANDING COMMITTEES: Set Monthly Meeting Night, 2026-27 Term.** Finance and Budget Committee, second Tuesdays, next meeting date 05/12/26. Human Resources and Public Safety Committee, fourth Tuesdays, next meeting date 05/26/26. Public Works and Utilities Committee, first Tuesdays, next meeting date 05/05/26.

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Q. ORIENTATION/TRAINING: League of Wisconsin Municipalities Local Government 101; Board of Review. There will be an in-person meeting scheduled; the training flash drive and materials will be available for those unable to attend.

R. OTHER MEETINGS OR EVENTS. None.

VI. Motion Burkhard/Warosh to CONVENE IN CLOSED SESSION pursuant to Sec. 19.85 (1) (c), Wis. Stats., to consider withdrawing or amending an offer of employment for the position of building inspector. The Village Board may RECONVENE IN OPEN SESSION pursuant to Sec. 19.85 (2), Wis. Stats., to act on an offer of employment discussed in closed session. Roll call: all ayes. Motion carried. Director Grunwald remained for the duration of the closed session.

[The public left the meeting—6:30pm.]

The Village Board heard a report from Human Resource and Public Safety Chair Tom Warosh and discussed the terms of an offer to the recommended candidate. [REDACTED]

Motion Burkhard/Ader to reconvene in open session pursuant to Sec. 19.85 (2), Wis. Stats., to act on an offer of employment discussed in closed session. Roll call: all ayes. Motion carried.

[The meeting reconvened in open session—6:45pm]

Motion Burkhard/Warosh authorizing Trustee Tom Warosh to negotiate employment as building inspector with Candidate A as approved at the April 14, 2026, meeting, with five business days for the candidate to respond. If there is no response or the offer is declined, Trustee Warosh is authorized to negotiate an offer with Candidate B under the same terms as Candidate A; carried without negative vote.

VII. ADJOURNMENT. Motion Holzwart/Warosh to adjourn; carried with negative vote. The meeting adjourned at 6:46pm.

Respectfully submitted,



Stacy Grunwald
Director of Village Services

Approved on 05/19/2026

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