

**CITY OF GLENWOOD CITY**  
**COMMON COUNCIL MEETING MINUTES**  
**July 21, 2025 | 7:00 PM | Municipal Building**

Mayor Kletscher called the meeting to order at 7:00 p.m.

**1. Roll Call**

Councilmembers present: Mayor Kletscher, DeGross, Kraft, Lee, Olson, Ross, and Stoner.

Councilmembers absent: None.

Also present: City Clerk-Treasurer Miller; Police Chief Klatt, Public Works Director Caress, Fire Chief Holden, Ambulance Director Lee, Josh Miller from Cedar Corp., Carlton DeWitt, Kristen Curvello, and David Olson.

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**2. Pledge of Allegiance**

The Pledge of Allegiance was recited by those in attendance.

**3. Approval of Agenda**

Motion by Olson, seconded by Kraft, to approve the agenda. Motion carried by voice vote.

**4. Approval of Minutes**

Motion by Olson, seconded by Kraft, to approve the minutes of the May 19<sup>th</sup> regular meeting and the June 18<sup>th</sup> special meeting of the Common Council. Motion carried by voice vote.

**5. Approval of Bills to be Paid**

Motion by Kraft, seconded by Stoner, to approve all presented disbursements. Motion carried by roll call vote, with all present voting in favor.

**6. Public Comment on Issues**

None.

**7. Summer Rec Committee Report**

None.

**8. Department Head Reports**

**Library:** Ross reported on behalf of Library Director Karlson that blackout film had been installed on the Director's office windows. The purpose of the film is to allow visibility from the inside out, while preventing visibility from the outside in. Miller circulated among the Council members a one-page report on Library activity that Karlson had previously shared with the Library Board.

**Public Works:** Director Caress reported that work on the storm sewer drains has been completed. Chip sealing of city streets is scheduled to begin on Tuesday. The streets slated for chip sealing include Third Street, the road to the City Cemetery, Trailer Court, and portions of Fourth Street and Seventh Street. However, the chip sealing machine was recently struck by a vehicle, and completion of the work is now contingent on the County completing the necessary repairs.

**Police:** Chief Klatt directed Council members to the Glenwood City Police Department Activity Report, dated July 21, 2025, included in the meeting packet. The report summarizes department activity over the past 30 days, highlighting:

- Chief Klatt informed the Council that he identified several grant opportunities through the City's insurance provider, resulting in approximately \$2,000 being returned to the City's budget. He noted that these grants are expected to be available annually moving forward.
- Chief Klatt and Officer Hoyt successfully completed their annual handgun re-certification on July 17<sup>th</sup>.
- Chief Klatt extended an invite to join in the **National Night Out 2025**, on August 5<sup>th</sup> for a free cookout and activities from 5:00 – 7:00 p.m. at Hinman Park.
- Chief Klatt extended a thank you to NextGen for donating a UTV for the department's use at the St. Croix County Fair.

Mayor Kletscher expressed his appreciation to Chief Klatt and Officer Hoyt for their responsiveness to all requests.

**Fire Department:** Chief Holden outlined one of his primary goals for the Fire Department: improving its fleet of pumpers. He presented the Council with the option of purchasing a used pumper, which would require a significantly smaller capital investment compared to the \$650,000–\$700,000 cost of a new unit—a figure he cautioned could place the City in financial jeopardy. Holden is currently in discussions with the Fire Chief at the Minneapolis–St. Paul (MSP) airport regarding the potential purchase of a 2006 pumper at a reasonable cost. Council members expressed support for the initiative and agreed to provide Holden with flexibility in negotiating the purchase. If acquired, the new unit would replace a 29-year-old pumper, which would then be sold to help offset the cost.

Chief Holden also informed the Council of a \$10,000 donation received earlier this year from the local Firefighters Association. These funds were used toward the purchase of a battery-powered cutter for vehicle extrication, which cost \$13,374 in total. The local Fire Association contributed an additional \$1,100, with the remaining \$2,274 covered by the department's equipment fund. The equipment has a current estimated delivery delay of approximately 10 weeks.

In addition, the Firefighters Association is supporting this year's **National Night Out**, scheduled for Tuesday, August 5th from 5:00 to 7:00 p.m., by donating water and chips to help offset event costs.

Chief Holden noted that the department has begun receiving **2% fire dues**, which are funds collected from insurance companies by the State of Wisconsin and distributed to municipalities for eligible fire-related expenses. The department intends to use these funds to purchase two to three sets of turnout gear annually to maintain inventory, costing \$10,000–\$12,000 and requiring 3–4 months for delivery.

Holden also addressed staffing challenges, emphasizing that daytime firefighter availability has declined significantly due to changes in local employment patterns. To help ensure adequate

emergency coverage, he requested Council support in exploring an **auto-aid agreement** with United Fire in Woodville and the Boyceville Fire Department. This partnership would improve response capabilities by dispatching the nearest available department based on the location of the incident. The Council voiced unanimous support for Holden to pursue the arrangement and provide an update at the August 18th meeting.

Finally, Chief Holden reported on **interagency support** during the recent St. Croix County Fair. The Glenwood City Fire Department shared coverage responsibilities with United Fire and the Hudson Fire Department—United Fire provided coverage during the Tractor Pull, Glenwood City covered the Demolition Derby, and Hudson sent two firefighters to assist—recognizing the event as a county-wide responsibility.

**Ambulance Service:** Ambulance Director Lee reported that during the St. Croix County Fair, her team provided a total of 142¾ hours of coverage. Glenwood City Ambulance Service staffed the Arena events, while Baldwin Ambulance Service covered the Demolition Derby.

Lee noted that despite her continued efforts over the years to engage neighboring communities for assistance during the County Fair, she has had limited success. For instance, New Richmond has declined to participate for the past five years.

Additionally, the Glenwood City Ambulance Association plans to donate string cheese for this year's **National Night Out** event—a gesture that has been well received in the past.

**Clerk-Treasurer:** CCT Miller reported that the offering of passport services remains on hold, per guidance from the regional Passport Agency in Minneapolis. At this time, they are not adding new acceptance facilities; however, they indicated this may change in the near future and will reach out when opportunities arise.

Miller also shared that she recently participated in the University of Wisconsin–Green Bay Treasurer Institute, completing over 47 hours of online training. The sessions provided valuable information and useful reference materials relevant to the responsibilities of a municipal treasurer.

Lastly, Miller noted that all required state and federal reporting has been submitted through October 1<sup>st</sup>.

**Mayor:** Mayor Kletscher extended his appreciation to all department heads and City staff for their ongoing work, stating that he feels the City is in a good place. He noted hearing positive feedback throughout the community, particularly recognizing Dave and Cory from Public Works for their efforts to improve the City. He also acknowledged Chief Klatt for his increased presence in the community and commended Clerk-Treasurer Miller for stepping into her new role.

Mayor Kletscher remarked that communication among staff and leadership is currently stronger than it has been in the past.

He also addressed ongoing zoning issues involving the new owner of the former Saddle Club property, who is attempting to build on the site. The Mayor is reviewing prior agreements made with the Saddle Club to ensure the City is not liable for any zoning complications. He is currently in

discussions with Josh Miller of Cedar Corporation to determine a path forward that avoids costs to the City.

#### **9. Old Business – Update on Hinman Park**

Curvello reported on the activities of the Glenwood City Community Foundation, which is currently raising funds for improvements at Hinman Park. To date, approximately \$78,000 has been raised, including funds from a small grant award. She noted plans to contact St. Croix County to explore additional grant opportunities. Curvello also requested that the City consider including financial support for the project in the 2026 budget.

#### **10. Chief Holden Recognition**

Fire Chief Greg Holden was honored for 20 years of dedicated leadership of the Glenwood City Fire Department. Council Member Kraft presented Chief Holden with a ceremonial axe as a symbol of the City's appreciation for his service. The Council extended heartfelt gratitude to Chief Holden, his family, and the entire team of firefighters for their ongoing commitment to the community.

#### **11. Discussion and Consideration of Purchasing a Fire Engine from MSP Airport**

A motion was made by Olson, seconded by Kraft, to authorize up to \$25,000 for the purchase of the 2006 Fire Engine Pumper from the Minneapolis–St. Paul (MSP) Airport. The motion passed unanimously by roll call vote; motion carried.

#### **12. Discussion and Consideration of Changing Hinman Park Hours**

This item was stricken from the agenda.

#### **13. Consideration of Resolution 2025-02 Establishing a Requirement for Prior Authorization to Engage with the City Attorney**

A motion was made by Ross, seconded by Olson, to adopt **Resolution 2025-02** with the following amendments:

- City staff, including City Managers, must obtain written or electronic authorization from either the Mayor or the Finance and Personnel Committee prior to contacting or engaging the services of the City Attorney; and
- An exception to this policy shall apply to the City's Chief of Police, who retains the authority to contact the City Attorney in criminal or civil matters.

The motion passed unanimously by voice vote; motion carried.

#### **14. Open Public Hearing on Municipal Code Text Amendment to Amend Section 450-16 C (1) to Reduce the Front Yard Setback in R-2 Multiple Family Residential Zoning District From 30-Feet to 25-Feet and Sections 450-24 & 450-25 C to Remove the Requirements that a Planned Unit Development (PUD) Must Be Held By a Single Owner or Group of Owners Acting Through a Corporation and Located on a Single Tract, Parcel, or Lot.**

A motion was made by Ross, seconded by DeGross, to open the public hearing at 7:36 p.m. regarding a proposed Zoning Code Text Amendment. The amendment seeks to:

- Reduce the front yard setback in the R-2 Multiple Family Residential Zoning District from 30 feet to 25 feet; and

- Amend Sections 450-24 and 450-25(C) to remove the requirement that a Planned Unit Development (PUD) must be held by a single owner or a group of owners acting through a corporation, and be located on a single tract, parcel, or lot.

It was noted that the Planning Commission reviewed the proposed resolution and recommended approval. The motion passed unanimously by voice vote; motion carried.

#### **15. Close Public Hearing on Municipal Code Text Amendment**

With no further input, a motion was made by Lee, seconded by Olson, to close the public hearing at 7:37 p.m. The motion passed unanimously by voice vote; motion carried.

#### **16. Consideration of Ordinance Change 2025-06, Amending Chapter 450 Zoning Code Pertaining to the Public Hearing Item Above**

A motion was made by Olson, seconded by Kraft, to adopt Ordinance 2025-06, amending Chapter 450 of the Zoning Code as presented. A voice vote was taken, and all Councilpersons voted in favor. Motion carried unanimously.

#### **17. Consideration of Class “B” Picnic License/Temporary Operator’s License Applications for RL Committee for Sept. 5-7, 2025**

A motion was made by Ross, seconded by Kraft, to approve a Class “B” Picnic License and Temporary Operator’s License applications for the Rustic Lore Committee for the event to be held September 5–7, 2025. The motion passed unanimously by voice vote; motion carried.

#### **18. Discussion/Consideration of UTV/Golf Cart Purchase for Public Works**

A motion was made by Olson, seconded by Kraft, to authorize Public Works Director Caress to purchase a UTV, golf cart, or similar vehicle on behalf of the City, not to exceed \$10,000. The motion passed by voice vote, with Councilpersons Ross, Kraft, Olson, and Stoner voting in favor, and Councilpersons DeGross and Lee voting opposed; motion carried.

#### **19. Consideration of Fluoride Usage in the City Water**

This item was stricken from the agenda.

#### **20. Discussion/Consideration of Change in Direct Seller’s Fee**

Mayor Kletscher provided clarification regarding the \$125 Direct Seller’s Fee, emphasizing that it is not a fee for a business to host food trucks, but rather an annual fee assessed to the seller. He noted that the City does not receive any financial benefit from food truck operations.

Curvello expressed that food trucks do bring additional business activity to the area and serve as valuable support for small businesses. She stated that if the \$125 fee were reduced or waived, it could help alleviate the financial burden food truck operators face due to high start-up costs and increasing food prices.

Mayor Kletscher noted that **Rustic Lore** is an exception, as vendors participating in the city-wide event are not subject to the Direct Seller’s Fee.

A motion was made by Ross, seconded by DeGross, to allow any business with a food truck to sell on their City property at no charge. The motion failed by voice vote, with Ross and DeGross voting in favor, and Kraft, Lee, Olson, and Stoner opposed.

#### **21. Discussion/Consideration of 2025 Fee Schedule**

A motion was made by Kraft, seconded by DeGross, to approve the **2025 Fee Schedule** as presented, with no changes from the prior year. The motion passed unanimously by voice vote; motion carried.

#### **22. Consideration of Handicap Parking Space on 2<sup>nd</sup> Street and Oak Street**

A motion was made to add three handicap parking spaces with two on Oak Street: (1) in front of Thrivent, and (2) in front of the dental office; and one on 2<sup>nd</sup> Street by Family Chirocare. The motion passed by roll call, with Councilpersons Ross, DeGross, Kraft, Lee, and Stoner voting in favor, and Olson opposed.

#### **23. Consideration of Renewing Contract with the Senior Center for Community Center Space**

A motion was made by DeGross, seconded by Olson, to renew the contract with the Senior Center for use of Community Center space, with no changes from the previous year. The motion passed unanimously by voice vote; motion carried.

#### **24. Discussion/Consideration of Council Member Pay**

Council discussed whether Council members should receive their stipend if they are absent from a meeting. Ross raised the concern that members should not be compensated if they do not attend the entire meeting, citing the principle that the stipend is for active participation.

The topic had previously been brought up approximately two years ago but did not move forward due to lack of consensus and legal limitations. It was noted that many Council responsibilities occur outside of regular meetings, making it difficult to draw clear lines on participation.

Additionally, some absences may be due to work obligations or unavoidable circumstances, and current law does not allow the Council to withhold pay under such conditions.

There was discussion around whether the Council has authority to reduce or withhold compensation for non-attendance. Some members recalled that the city attorney had advised that the Council does not have the authority to adjust pay or "censor" a fellow member in this way; only the voters can take such action through elections or recalls.

#### **25. Next Meeting Date**

The next meeting of the Common Council is scheduled for 7:00 p.m. on Monday, August 18, 2025, at the City of Glenwood City Municipal Building, 217 W. Oak Street, Glenwood City, WI 54013.

#### **26. Adjournment**

Motion by DeGross, seconded by Ross, to adjourn the meeting. Motion carried by voice vote. Meeting adjourned at 8:13 p.m.

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**Respectfully submitted,**  
Jennifer Miller, Clerk-Treasurer