

CITY OF GLENWOOD CITY
COMMON COUNCIL MEETING MINUTES
November 17, 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, Library Director Karlson, Fire Chief Holden, Ambulance Director Lee, Public Works Director Caress, Josh Miller and Lynn McIntyre (Cedar Corp.), Carlton DeWitt (Tribune Press Reporter), Paul Mahler (Bakke Norman S.C.), and concerned citizen David Olson.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

3. Approval of Agenda

Motion by DeGross, seconded by Olson, 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 September 15 and October 20 Regular Meetings, the October 14 Committee of the Whole Meeting, and the November 13 Public Hearing and Special Meeting of the Common Council. Motion carried by voice vote.

5. Approval of Bills to be Paid

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

6. Public Comments on Issues

None.

7. Summer Rec Committee Report

No report.

8. Department Head Reports

Library

Library Director Karlson reported on continued success of the Dolly Parton Imagination Library program, with 79 children currently enrolled and 40 having graduated from the program over the past three years. Additional graduations are anticipated in the coming months due to age eligibility. Plans are in place to increase promotion of the program beginning next year to encourage new enrollments.

Director Karlson also announced an upcoming performance by a nationally recognized classical guitarist scheduled for Saturday at 2:00 p.m., noting significant promotion through local media and senior centers. Planning has begun for author events in the coming year. In addition, "Christmas on Oak Street" is scheduled for Saturday, December 13, from 10:00 a.m. to 12:00 p.m. The library is winding down current programming and preparing for new initiatives in the upcoming year.

Public Works

Public Works Director Caress reported completion of two-point repairs in the sanitary sewer system and confirmed that all fire hydrants were flushed as required for the DNR sanitary survey.

A deteriorated culvert near Cherry and Third Street was discussed, with an estimated repair and ditch cleanout cost of approximately \$800. Director Caress indicated he would confirm budget availability before proceeding. Additional maintenance activities completed included curb trimming and patching, paver replacement, gutter cleaning at City Hall and the Fire Hall, and gutter repairs at the Fire Hall. Painting of curbs was postponed due to weather conditions and is planned for next summer. It was also reported that no additional Christmas lights are available beyond those currently installed.

Police Department

A written report from Chief Klatt was submitted for the record.

Fire Department

Fire Chief Holden reported on meetings with surrounding townships to present and explain the Fire Department budget, noting no significant concerns raised to date. Additional meetings with remaining townships are planned.

Chief Holden also discussed coordination with Police and Ambulance Services on pursuing a joint grant related to the transition to 800 MHz radio communications, noting the potential cost savings and the importance of a unified grant application. The possibility of acquiring used equipment to reduce costs was discussed, with emphasis on timing, grant requirements, and long-term planning. No formal action was taken.

Ambulance Services

Ambulance Director Lee echoed concerns regarding the cost of new 800 MHz radios and discussed collaboration on the joint grant application. He noted that Ambulance Services may utilize FAP funds for equipment purchases if needed. Director Lee also reported that one additional student has enrolled in an upcoming EMT course.

Clerk-Treasurer

No report.

Mayor

Mayor Kletscher provided informational remarks regarding long-term capital planning and budget pressures. He outlined anticipated major expenditures over the coming years, including roadway projects, water meter replacement, and future loan repayment obligations. Mayor Kletscher emphasized the importance of forward-looking financial planning and noted that these obligations impact the City's ability to fund additional requests.

9. Old Business – Update on Hinman Park:

No report.

10. Discussion of Legal Service Needs with Attorney Paul Mahler, Bakke Norman, S.C.

Mayor Kletscher expressed concerns regarding the City's current legal services, citing overall cost and value. Clerk-Treasurer Miller reported that she contacted Attorney Paul Mahler of Bakke Norman, S.C. to discuss potential legal service options for the City.

Attorney Mahler introduced himself and provided an overview of his professional background and the firm's municipal law experience. He noted his extensive experience in municipal law, real estate, and business transactions, including prior service as senior real estate counsel for Menards and long-term service on a town plan commission. Attorney Mahler explained that Bakke Norman, S.C. has represented municipalities for approximately 35 years and currently serves multiple cities,

villages, and towns, primarily on an as-needed basis, with some larger municipalities receiving regular meeting attendance.

Attorney Mahler highlighted the firm's resources, including attorneys specializing in municipal law, litigation, prosecution, employment, and labor matters, and emphasized a focus on efficiency, responsiveness, and cost-conscious legal services. He also noted the firm's regional presence with offices in New Richmond, Menomonie, Baldwin, and Eau Claire.

Mayor Kletscher invited Council members to ask general questions, noting that financial matters would be discussed during a closed session. No formal action was taken at this time.

11. Discussion/Consideration on Fire Department Fee and Billing Structure

Fire Chief Holden presented a proposed fee and billing structure for Fire Department services related to standby for approved brush pile burns and controlled grass burns, noting the increasing demand for these services and the need to recover operational costs while maintaining training opportunities.

The proposed fee structure includes:

- **Standby for approved brush pile burns:** Use of a brush truck and tender, with a minimum of three firefighters, for a total operational cost of approximately \$400.
- **Controlled grass burns under 20 acres:** Use of a brush truck, UTV, and a minimum of eight firefighters, with a total operational cost of approximately \$320.
- **Controlled grass burns of 20 acres or more:** Use of two brush trucks, a UTV, two tenders/tankers, and a minimum of twelve firefighters, with a total operational cost of approximately \$542.

It was clarified that these services generally apply to township or outlying properties and not routine residential burning within City limits, which remains subject to standard burn permit procedures. The Chief explained that adequate staffing and mutual aid would remain available to respond to emergency calls during these operations.

Discussion also included billing logistics, website posting, and consistency with the City's existing fee schedule. An administrative fee was discussed and added to cover billing and processing costs.

Motion made by Stoner, seconded by Olson, to approve the Fire Department fee and billing structure as presented, including the applicable administrative fee, and to incorporate the fees into the City's official fee schedule. Motion carried by voice vote.

12. Discussion/Consideration on DNR Grant Regarding Pre-Approval of Purchases

Fire Chief Holden reported that the City received a Department of Natural Resources (DNR) grant in the amount of \$4,295, funded on a 50/50 matching basis, with the City's portion totaling \$2,148. It was noted that sufficient funds are available in the equipment account to cover the City's share.

The Fire Chief requested Council approval to proceed with the purchase of four pagers, at an estimated cost of approximately \$2,000, noting that although the City will be reimbursed by the DNR, pre-approval is required as the purchase exceeds the \$1,000 threshold. Additional grant-funded purchases discussed included pagers, pager accessories, and 4-sets of turnout gear, which otherwise fall within allowable spending limits.

Motion by DeGross, seconded by Olson, to approve pre-approval of the DNR grant-related purchases as presented. Motion carried by voice vote.

13. Discussion/Consideration of a Similar Fee Structure for Snow/Ice Removal and Weed Mowing

The Council discussed establishing a standardized fee structure for City-performed snow and ice removal and weed mowing on private property. It was explained that the proposed fees are intended to recover costs and discourage property owners from relying on the City for routine maintenance.

The proposed fee structure includes a base charge of \$150 per occurrence for snow/ice removal or weed mowing, regardless of the time required, with an additional hourly equipment charge as applicable. It was noted that the same fee schedule would apply to all properties and that door hanger notices would be used in place of advance notifications, consistent with current practice.

Motion made by DeGross, seconded by Kraft, to approve the proposed fee structure for snow/ice removal and weed mowing as discussed. Motion carried by voice vote.

14. Consideration of “Class A” Combination License for Dollar General Corporation

The Council reviewed the “Class A” Combination License application for Dollar General Corporation. Motion by Lee, seconded by Olson, to approve the license. Motion carried unanimously by voice vote.

15. Consideration of Operator’s License application – Amber L. Hoffman

The Council reviewed the Operator’s License application for Amber L. Hoffman. Motion by Lee, seconded by Kraft, to approve the Operator’s License. Motion carried unanimously by voice vote, with Councilmember Olson abstaining.

16. Discussion/Consideration of Opening HWY 170 from 7th Street to 320th Street to All-Terrain Vehicle Use

Mayor Kletscher and the Police Chief provided background regarding ATV/UTV use on Highway 170, noting that although there had been a longstanding public perception that the route was open, no ordinance could be found authorizing such use. It was explained that under state statute, ATV/UTV operation on state highways is restricted based on posted speed limits and jurisdiction, and that approval for ATV/UTV use on the bridge would require an ordinance amendment by the City, corresponding action by the County, and review and approval by the Wisconsin Department of Transportation.

Discussion included clarification that the City’s jurisdiction allows for consideration of ATV/UTV passage on the bridge portion only, and not the higher-speed roadway segments beyond City authority. Council members expressed the desire to formalize the process to ensure compliance with state law and reduce liability.

Motion by DeGross, seconded by Olson, to amend the City’s ATV/UTV ordinance to allow ATV/UTV passage on the bridge along Highway 170 from 7th Street to 320th Street, subject to required approvals by the County and the State. Motion carried unanimously by voice vote.

17. Discussion/Consideration of Light Pole Christmas Decorations

Mayor Kletscher announced that this item would be tabled until the January 19, 2026, regular City Council meeting.

18. Consideration of New Tires for 2014 Ambulance 5702

Ambulance Director Lee presented an estimate from Lupient Ford of Baldwin, Wisconsin, for six new tires for the 2014 Ambulance (Unit 5702) in the amount of \$1,527.07. The estimate includes mounting and balancing, tire disposal, wheel alignment, and lifetime rotation.

Motion by Kraft, seconded by Stoner, to approve the purchase of the new tires as presented. Motion carried by voice vote, with all members present voting in favor and Councilmember Olson abstaining.

19. Enter into Closed Session Pursuant to Wis. Stat. §§ 19.85(1)(e) and 19.85(1)(c)

The Council entered into closed session at 7:50 p.m. pursuant to Wis. Stat. § 19.85(1)(e), to deliberate or negotiate the purchasing of public property, the investing of public funds, or to conduct other specified public business whenever competitive or bargaining reasons require a closed session, specifically to discuss and consider proposals received for General Counsel and Building Inspection Services; and pursuant to Wis. Stat. § 19.85(1)(c), to consider employment, promotion, compensation, or performance evaluation data of any public employee subject to the jurisdiction or authority of the governing body, specifically to discuss potential employee wage and benefit adjustments.

Motion by DeGross, seconded by Stoner, to enter closed session. Motion carried by roll call vote, with all members present voting in favor.

20. Reconvene into Open Session

The Council reconvened into open session at 8:30 p.m. Motion by Olson, seconded by DeGross, to return to open session. Motion carried unanimously by voice vote.

21. Consideration of Action on Closed Session Topics

Motion by Lee, seconded by Ross, to retain Bakke Norman S.C. as City Attorney for general municipal and cross-accusation services, effective December 1, 2025. Motion carried unanimously by voice vote, with all members present voting in favor.

Motion by Olson, seconded by Kraft, to amend the City’s Personnel Policy to provide feedback to Department Heads twice yearly from the Chair of the Finance and Personnel Committee. Motion carried by voice vote, with Councilmember Lee abstaining.

Motion by DeGross, seconded by Kraft, to engage Melstrom Inspections, LLC for the City’s Building Inspection services, effective January 1, 2026. Motion carried unanimously by voice vote.

22. Next Meeting Date

The next meeting of the Common Council is scheduled for 7:00 p.m. on Monday, December 15, 2025, at the City of Glenwood City Municipal Building, 217 W. Oak Street, Glenwood City, WI 54013.

23. Adjournment

Motion by DeGross, seconded by Stoner, to adjourn the meeting. Motion carried by voice vote. Meeting adjourned at 8:34 p.m.

Respectfully submitted,

Jennifer Miller
City Clerk-Treasurer