

**COMMITTEE OF THE WHOLE MEETING AGENDA**

**Tuesday, January 9, 2024**

**Starting at 6:30 p.m. or immediately following the 6:00 p.m.**

**Village Board meeting, whichever is later**

**Caledonia Village Hall - 5043 Chester Lane**

1. **Meeting called to order**
2. **Approval of Minutes** – Committee of the Whole: 12/12/2023
3. **Public Comment** - Provides a two-minute opportunity for citizens to voice opinions to the Committee of the Whole. The Committee of the Whole cannot respond as this may conflict with open meeting requirements.
4. **New Business**
  - A. Request to amend 2023 budget and procure salt spreading equipment to retro fit one vehicle.
  - B. Discussion - adopted village standard color implementation progress.
  - C. Suggested Agenda Items to Be Placed on the Next Meeting Agenda (With No Action)
5. **Old Business**
  - A. 5 Mile & 38 2nd driveway access request discussion (Committee of the Whole 11/14/23, postponed to 12/12/23, postponed to 1/9/24)
  - B. Ordinance No. 2023-27 – Discussion on Ordinance To Amend And Renumber Chapter 3, Chapter 5 And Chapter 6 Of Title 15 With The Amended Chapters To Be As Follows: Chapter 5 - Fences, Chapter 7 – Fair Housing, And Chapter 9 – Property Address Signs; To Repeal Chapter 4 - Grievances Regarding Access To Public Buildings By Handicapped Persons; And To Renumber Title 15 Chapter 2 – Construction Site Erosion Control Ordinance To Be Chapter 6; To Create Chapter 3 – Regulations For Moving And Razing Buildings, And To Create Chapter 4 – Swimming Pools; All Placed Within Title 15 Of The Code Of Ordinances For The Village Of Caledonia, Racine County, Wisconsin (Legislative & Licensing 4/4/23 laid over, 5/2/23 laid over, 5/16/23 3,0, Committee of the Whole 11/28/23, 7,0, Village Board – send back to committee to further discuss Fair Housing and Fence language, 12/12/23, 6,0)
  - C. Continuing Discussion - Village 5-10 Year Vision
  - D. Discussion on Communications Committee Membership, roles and responsibilities.
6. The Committee of the Whole will take up a motion to go into CLOSED SESSION, pursuant to s. 19.85(1)(e) and (g), Wis. Stat., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: specifically a notice of claim against the Village by Joseph and Melissa Stancato.
7. The Village Board reserves the right to RECONVENE INTO OPEN SESSION to take possible action on the items discussed during the CLOSED SESSION and to move to the remaining item(s) on this agenda and any other agendas posted.
8. **Adjournment**

**Committee of the Whole Meeting  
December 12, 2023**

**1 - Order**

President Weatherston called the Committee of the Whole meeting to order at 7:30 p.m. at the Caledonia Village Hall.

Board: President Weatherston, Trustee Pierce, Trustee Stillman, Trustee Lambrecht, Trustee Martin, Trustee Wishau.

Absent: Trustee McManus was excused

Staff: Administrator Kathryn Kasper, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Finance Director Wayne Krueger, Development Director, Peter Wagner, Planner/Zoning Administrator, Todd Roehl, Police Chief Christopher Botsch, Fire Chief Jeff Henningfeld, Village Attorney/HR Manager Tyler Helsel and Village Attorney Elaine Ekes.

**2 – Approval of Minutes**

Committee of the Whole: 11/28/23

Motion by Trustee Martin to approve the Committee of the Whole minutes of 11/28/23 as printed. Seconded by Trustee Wishau. Motion carried unanimously.

**3 – Public Comment (Provides a two-minute opportunity for citizens to voice opinions to the Village Board. The Village Board cannot respond as this may conflict with open meeting requirements.)**

None

**4 – New Business**

**4A. Quarterly Update - Code Enforcement and Property Maintenance Case Discussion (information to be presented at meeting)**

Staff handed out a list of open cases and actions taken by staff to gain code compliance. Staff called out 6121 STH 31, 6828 Douglas & 3174 STH 31 and updated the Village Board on actions taken and planned actions to be taken to gain compliance.

**4B. Update – 2035 Comprehensive Plan**

Staff explained that we are awaiting an agreement with SEWRPC. Once we have that, staff will share with the Board how the project will proceed. The Village will be responsible for implementing a public participation plan as part of this update process.

Motion from Trustee Stillman to take Item I out of order, seconded by Trustee Wishau. Motion passed unanimously.

**4I. Communications Committee Membership**

Trustee Stillman suggested that item under Communication Committee be discussed at Committee of the Whole level. Trustee Pierce maintains the other members on the committee bring much needed expertise to the mission of the Committee. Discussed the opens seats on the committee. Discussion surrounding committee membership, priorities of the committee and continuation of the committee. Trustee Pierce expressed frustration with the other board members and the questioning of the veracity of the committee. The Board agreed to have the Communications committee to set goals and priorities and report to the Committee of the Whole on 1/9/24.

#### **4C. Initial Discussion - Village 5-10 Year Vision**

Discussion on how to proceed with creating agreeable goals of the Board. The Board discussed how the upcoming Comprehensive Plan update could be incorporated into a process creating a vision of the next five to ten years. Staff explained that the Comprehensive Plan utilizes a 20–30 year period of time as it relates to development, but not be the best tool for creating goals in the next 5-10 years. An alternative for a shorter-term goals or vision could be a strategic planning effort to focus on the priorities of the Board. The Board directed staff to compile a list of plans that should be incorporated within the Village as they relate to various matters that affect the Village. Bring it back in February.

#### **4D. Review and Discussion – Accident Claim from State Farm**

Staff presented a summary of the situation and the cost of the claim. The Village is responsible for paying the cost of damages.

Motion from Trustee Martin to move the claim to the Village Board for approval. Motion seconded by President Weatherson. Motion passed unanimously.

#### **4E. Permission to Procure Forcible Entry Equipment – Fire Department**

Staff explained the need for the equipment. Funds are available in the donation fund for the purchase. Three bids were received. Following procurement policy, staff is requesting permission to purchase the equipment from the vendor with the lowest bid.

Motion from Trustee Wishau to move item to Village Board for approval for purchase, Trustee Martin seconded. Motion passed unanimously.

#### **4F. Permission to Place Order for Ambulance Budgeted in 2024 and projected 2025 – Fire Department**

Staff explained the need to order the ambulance as soon as possible to retain pricing and get in line for production for a 2025 delivery date. Staff requested permission to place orders.

Motion from Trustee Martin to move this item to the Village Board. Trustee Lambrecht seconded. Motion passed unanimously.

#### **4G. Sole Source 2024 Mack Truck – Highway Department**

Staff presented rational for sole sourcing the Mack Truck.

Motion by Trustee Stillman to give permission to sole source, seconded by Trustee Lambrecht. Motion passed unanimously.

**4H. Review Proposed Sec. 15-8-1 Fire Sprinkler/ Fire Alarm Permits (renumbered and amended from 15-1-22)**

Staff presented the purpose of renumbering and amending Section 15-11. Motion by Trustee Wishau to approve and move to Village Board, second by Trustee Stillman. Motion passed unanimously.

**4J. Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)**

Title 15, Chapter 5 & 7 - brought back to Committee for review.  
Continuation of the discussion on 5-10 year vision plan.

**5 – Old Business****5A. 5 Mile & 38 2nd driveway access request discussion (Committee of the Whole 11/14/23, postponed to 12/12/23)**

Motion from Trustee Martin to postpone to meeting of January 9<sup>th</sup>. Seconded by Trustee Stillman. Motion carried unanimously.

**6. Adjournment**

President Weatherston adjourned the meeting at 8:38 p.m.


Respectfully prepared and submitted,

Kathryn Kasper, Village Administrator

# MEMORANDUM

Date: January 3, 2024

To: Committee of the Whole

From: Ryan Schmidt, P.E.  
Village Engineer 

Re: **Fund Transfer Operating to Capital – Salt Improvements**

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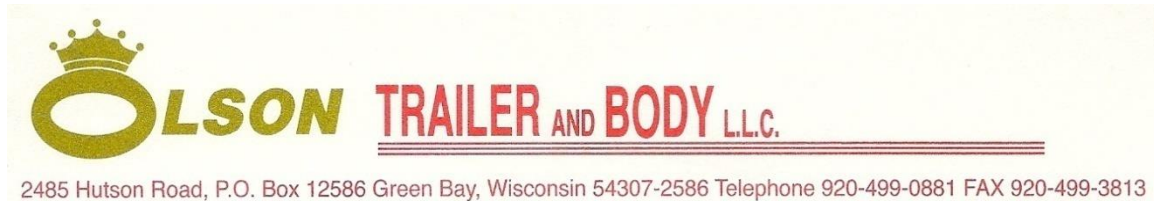
## BACKGROUND INFORMATION

The Village used approximately 2300 TON of salt in the 2022-23 season compared to that of 2021-22 when we used nearly 3600 TON of salt (our facility can hold 4000 TON and is currently full). Salt usage can vary year to year due to weather conditions as evidenced by the salt purchases annually, which has a large impact on budget. The Highway Department Snow and Ice Expenditures came in significantly under budget for 2023. Due to the remaining budget, staff is recommending that the Highway Division upgrade the existing vehicle's salting equipment capabilities with a portion of the remaining funds.

The recommendation is to upgrade an existing Tandem Axle's salt spreader control to a Force America 5100 EX, new valve enclosures, 150-gallon tailgate tank, and ground speed control spreader (amongst other cables and meters). The estimated cost to perform this vehicle upgrade is \$16,590.00. This equipment upgrade will allow us to control our salting application more efficiently and effectively, allow our spreader and spinner to recognize the vehicle is stopped without having to adjust the controls, more effectively test and calibrate how much material we put down during an event, and allows for the addition of liquid brine to pre-wet our salt. Pre-wetting the salt allows the salt to stick better and reduces the "bounce" of the dry material into ditches and front lawns. The brine purchasing process is still in discussion phase as the Public Works team looks to meet with neighboring communities to discuss options.

## RECOMMENDATION

**Move to forward to Village Board and recommend approval of a budget transfer from Snow and Ice Materials to Capital Equipment account for the purchase and installation of salting equipment improvements for the Public Works Department not to exceed \$17,000.**



VILLAGE OF CALEDONIA

Quote: 72416-WH-2  
 Date: 11/30/23  
 Delivery Date: TBD  
 Terms: NET  
 Ship Via: FOB GREEN BAY  
 Quoted By: WALLY HENDERSON

Quantity	Part or Model No.	Description	Price	
		FURNISH AND INSTALL		
		FORCE AMERICA HYDRAULICS TO ADD PRE-WET TO		
		EXSISTING TRUCK TO INCLUDE NEW:		
		*5100EX SPREADER CONTROL, VALVE SECTION FOR		
		PRE-WET, NEW VALVE ENCLOSURE, CABLES, AND		
		FLOW METER TO WORK WITH VARI-TECH 150 GALLON		
		POLY PREWET TANK SYSTEM TO INCLUDE STAINLESS		
		STEEL TAILGATE FRAME		
		INCLUDES REMOVAL OF VALVE ENCLOSURE, HOSES,		
		CABLES, BREAK DOWN OF VALVE AND INSTALL OF		
		NEW SECTION, MOUNTING 5100EX IN CAB, RUNNING		
		ALL WIRING, AND MOUNTING OF TANK ASSEMBLY		
		<b>TOTAL:</b>	<b>\$16590</b>	<b>00</b>
		NOTE: ADDITIONAL CHARGES FOR HOSES MAY BE		
		NEEDED BASED ON CONDITION		

This Quotation is Subject to the Additional Terms & Conditions on the Reverse Side

<input type="checkbox"/> If This Box is Checked you Accept As Shown.	
Please Sign and Return Acceptance Copy	Authorized Signature <span style="float: right;">Date</span>

THE PRICE QUOTED HEREIN MAY BE CHANGED BY US WITHOUT NOTICE AFTER 30 DAYS. CONTACT OFFICE FOR VERIFICATION AFTER THAT TIME.

All orders Accepted will be Subject to the Following Unless Specified Otherwise in our Current Price Lists. Schedules or Quotations:

**TERMS AND CONDITIONS:**

1. Prices and terms are subject to change without notice.
2. Regular Terms on approved credit are: Net 10 Days
3. Prices are FOB Seller's dock. If stated on current price lists or quotations, freight will be allowed on orders as specified. No Allowance for freight or for cartage will be made if buyer accepts delivery at the factory or warehouse.
4. All orders are taken subject to seller's acceptance.
5. Seller Shall be excused and not liable for delays caused by Buyer's request, labor troubles, shortages in materials, damage to plant, governmental regulations or other cause, similar or otherwise, beyond Seller's control.

6. **Warranty:**

We warrant products manufactured by us to be free from defects in material and workmanship for 90 day period from our invoice date. As to any products not manufactured by us, the warranty is that of the manufacturer. Our obligation and liability under this warranty is expressly limited to replacing or repairing at our option: the defective part only, and only after satisfactory inspection and proof of defect. We make no other warranty, expressed or implied.

Our obligation shall not include any liability allegedly caused by use of the merchandise resulting in property damage or personal injury. We do not accept liability for transportation charges, labor charges or any direct, indirect or consequential damage or delay. No warranty against patent infringement is made or is to be implied.

Products or parts for which a warranty claim is made are to be returned, transportation prepaid to our warehouses unless authorized in writing by us prior to shipment.

Any improper use, misapplication, operation beyond rated capacity, substitution of parts or any alteration or repair by others in such manner as in our judgment affects the product materially and adversely, shall void this warranty. No employee or representative is authorized to change this warranty in any way or to grant any other warranty, expressed or implied.

7. The goods manufactured by us will be produced in compliance with requirements of the Fair Labor Standards Act of 1938, as amended and in compliance with regulations and orders of the U.S. Department of Labor issued there under.
8. Seller does not agree to any terms and conditions except those set forth herein and in its current price schedules and in its quotation, if any. Shipment of any merchandise by Seller will be on said terms and conditions and no modification shall be effected by the acknowledgement or acceptance of any purchase order forms containing different terms and conditions from those set forth herein.

**OLSON TRAILER AND BODY**  
GREEN BAY, WISCONSIN

VILLAGE OF CALEDONIA

FISCAL NOTE: TRANSFER APPROVED OPERATING EXPENDITURE BUDGET AUTHORITY TO CAPITAL EQUIPMENT- SALT IMPROVEMENTS


FISCAL YEAR: 2023

ACCOUNT NAME		ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
DEPARTMENT: DPW (HIGHWAY)								
General Fund: Highway-								
Snow & Ice Materials		100-41-64080	\$ 250,000	\$ 212,873	\$ 37,127	\$ (17,000)	\$ 233,000	\$ 20,127
Capital Projects Fund:								
Highway Equipment-Vehicles		400-41-65040	\$ 417,000	\$ 243,901	\$ 173,099	\$ 17,000	\$ 434,000	\$ 190,099
			\$ 667,000	\$ 456,774	\$ 210,226	\$ -	\$ 667,000	\$ 210,226

# MEMORANDUM

Date: November 8, 2023

To: Committee of the Whole

From: Ryan Schmidt, P.E.  
Village Engineer 

Re: **Variance Request to Add Second Driveway on Principal Thoroughfare at 7521 5 Mile Road (Ordinance 18-1-4-(d)-(4))**

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## BACKGROUND INFORMATION

The Engineering Department has received a request for a variance to Ordinance 18-1-4-(d)-(4) requiring all properties on principal thoroughfares be limited to 1 access. The property in question is 7521 5 Mile Road and the property owner Michael Leiber has reached out to gain a second property access to get to his farm field. 5 Mile Road is considered a principal thoroughfare in the Village.

This property just recently changed hands in September and the previous owner/existing property has only had the one access to the property to have it farmed. The access is shown below on the east side of the property abutting 5 Mile Road. There is no access on STH 38. The new owner is requesting the access to be located at the high point of the roadway even with the driveway of his other property across the street to the north in addition to the existing access to the home further east.

This property will be undergoing modifications to the Right of Way, to the elevation of the hill adjacent to it, and to the intersection by completely removing and replacing it with a roundabout due to the significant safety concerns. 5 Mile Road is proposed to be reconstructed beyond the limits of this property and will be acquiring additional Right-of-Way to make it possible. This hill will be lowered up to 5' as currently proposed amongst any other changes as the design continues.

Village Ordinance limits road access to maintain safety on the traveled roadway, promote general safety and welfare of the public, to conserve the open rural character along public roads, amongst many other factors. This request does not meet Village Ordinance for access to a principal thoroughfare and therefore is not recommended for approval.

## RECOMMENDED MOTION

**Motion to deny the request for a waiver to Ordinance 18-1-4-(d)-(4) due to the following:**

- **Lot of record is permitted only one vehicular access point to a principal thoroughfare and an extra driveway access would violate this ordinance.**

