



## COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, March 26, 2024

Starting at 6:15 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. **Roll Call**
3. **Approval of Minutes** – Committee of the Whole – March 12, 2024
4. **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.
5. **New Business**
  - A. Request by Mark and Sue Gracyalny
  - B. Change of Agent application for Walgreens, 5005 Douglas Ave
  - C. Sole Source for Plow Truck – DPW
  - D. Discussion on renaming of Debby Dr at Prairie Crossing and Dunkelow Rd.
  - E. Discussion on creating commercial property development forms (CC 3/12/24, 2-0)
  - F. Discussion on creating residential property development forms (CC 3/12/24, 2-0)
  - G. Discussion on flow chart development for permitting/approvals (CC 3/12/24, 2-0)
  - H. Discussion on creating a wish list that individuals/businesses could donate to (CC 3/12/24, 2-0)
  - I. Discussion on removing the sign at Highways 31 and 32 (CC 3/12/24 recommend removal, 2-0)
  - J. Discussion on possible locations for two new Village welcome signs (CC 3/12/24 no recommendation, 2-0)
  - K. Suggested items to be placed on the next meeting agenda (With No Action)
6. **Continuing Business**
  - A. Discussion regarding livestock fencing requirements and animals running at large; Reference: Title 7, Ch. 1 Animal control and Title 11, Ch. 6 Nuisances (CoW 1/23/24 direct staff to review, CoW 2/13/24 postponed, CoW 2/27/24 postponed, CoW 2/27/24 directed staff to review CoW 3/12/24 directed staff to continue review)
  - B. Discussion on potential revisions to Title 14, Chapter 3, subdivision controls (CoW 2/13/24 postponed, CoW 2/27/24 postponed to 3/26/24 meeting)
  - C. Continuing Discussion - Village 5-10 Year Vision (CoW 1/9/24, CoW 1/23/24, CoW 2/13/24 postponed, CoW 2/27/24 postponed, CoW 3/12/24 directed staff to provide quote from UW Extension, 7-0)
7. **Adjournment**

**Committee of the Whole Meeting  
March 12, 2024**

**1 - Order**

President Weatherston called the Committee of the Whole meeting to order at 6:15 p.m. at the Caledonia Village Hall.

**2 – Roll Call**

**PRESENT:** 7 – President Weatherston, Trustee McManus, Trustee Stillman, Trustee Lambrecht, Trustee Martin, Trustee Pierce, and Trustee Wishau

**EXCUSED:** 0

**STAFF:** Administrator Kathryn Kasper, Clerk Jennifer Olsen, Public Services Director Tony Bunkelman, Finance Director Wayne Krueger, Development Director Peter Wagner, Police Chief Christopher Botsch, Fire Chief Jeff Henningfeld, and Village Attorney/HR Manager Tyler Helsel.

**3 – Approval of Minutes**

A motion was made by Trustee Pierce to approve the Committee of the Whole minutes of 02/27/24, seconded by Trustee Lambrecht. The motion carried 7-0.

**4 – Public Comment**

The following people appeared to speak before the Committee:  
*None*

**5 – New Business**

**A. Discussion on changes to Title 7, Chapter 3 regarding the Cigarette, Tobacco, and Electronic Smoking Devices License.**

Staff presented the topic for discussion, detailing changes to the current state law regarding electronic smoking devices. Staff directed to work on changes to the ordinance and bring it back to committee for review.

**6 – Continuing Business**

**A. Continuing Discussion - Village 5-10 Year Vision (*CoW 1/9/24, CoW 1/23/24, CoW 2/13/24 postponed, CoW 2/27/24 postponed*)**

Motion by Trustee Pierce to postpone until the 3/26/2024 meeting, seconded by Trustee Stillman. Motion failed, 0-7.

Discussion on conservation subdivisions and considering the original intent of their creation, what the wishes of the residents were at the time, and if they may have changed in the time since. Debate was had on whether to develop a vision first or decide on the conservation issues first. Staff suggested the Village investigate professional consulting services to help develop a strategic plan if that was the direction the board was taking; UW Extension was suggested as a potential, cost-effective option. Some committee members stated that extensive work has been done in the past regarding this issue and the Village should not need to start all over or that work was needed at all.

Motion by Trustee Pierce directing staff to receive a quote from the UW extension for a strategic vision seconded by McManus second. Motion carried, 7-0.

**B. Discussion regarding livestock fencing requirements and animals running at large; Reference: Title 7, Ch. 1 Animal control and Title 11, Ch. 6 Nuisances (CoW 1/23/24 direct staff to review, CoW 2/13/24 postponed, CoW 2/27/24 postponed, CoW 2/27/24 directed staff to review)**

Staff presented proposed ordinance changes addressing animals at large, followed by discussion on whether the proposed changes address the issue satisfactorily. It was suggested that changes should also address unenclosed livestock on private property, making that a citable offense. Some of the arguments presented opposing this suggestion include 1) the regulation of livestock is intended for licensing and permitting, not public safety, 2) the proposed changes may not have the intended deterrent effect, and 3) broken enclosures are already addressed in the building code.

Motion by Trustee Pierce to direct staff to further review ordinance changes, seconded by Trustee McManus. Motion carried, 7-0.

**7. Adjournment**

President Weatherston adjourned the meeting at 7:22 p.m.

*Respectfully submitted:*

*Jennifer Olsen  
Village Clerk*

Form  
AT-200**Appointment of Successor Agent – Retail Licenses**

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

**Section 1: Licensee Information and Acknowledgement**

Licensee Name

Katie Niesen

Reason for Cancellation of Appointed Agent

Location and Position Change

The undersigned appoints Katie Niesen

agent in accordance with sec. 125.04(6), Wis. Stats.

as

Signature of President / Member

2/29/2024

Date

**Section 2: Agent Information and Acknowledgement**

Agent Name

Katie Niesen

Mailing Address

5005 Douglas Ave

City or Post Office

Racine

State

WI

Zip Code

53402

**Agent Questions**

Yes No

1. Are you of legal drinking age? ☒ Yes ☐ No
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? ☒ Yes ☐ No
3. Have you ever been convicted of a federal law violation? ☐ Yes ☒ No
4. Have you ever been convicted of a state law violation? ☐ Yes ☒ No
5. Have you ever been convicted of a local ordinance violation? ☐ Yes ☒ No
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ☒ Yes ☐ No

**UNDER PENALTY OF LAW,** I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Walgreens #6243

and

assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Signature of Agent

Date

**Section 3: Licensing Authority Approval**

Municipality Name

Signature of Official

Date

Title of Official



## Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk. ✓

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Niesen		Katie		Marie	
Home Address (street/route)		Post Office	City	State	Zip Code
1515 Shore Dr			Racine	Wi	53402
Home Phone Number		Age	Date of Birth	Place of Birth	
262-497-1319				Racine, Wi	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ Manager of Walgreen Co dba Walgreens # 06243  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)  
 which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. (a) How long have you continuously resided in Wisconsin prior to this date? \_\_\_\_\_  
 (b) Have you resided in the City of Milwaukee continuously for one year immediately prior to this date? ..... ☐ Yes ☒ No
2. (a) Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, or laws of any other states? ..... ☐ Yes ☒ No  
 (b) Have you ever been convicted of any violations of any county or municipal ordinances? ..... ☐ Yes ☒ No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... ☐ Yes ☒ No  
 If yes, identify. Walgreens  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ..... ☐ Yes ☒ No  
 (If yes, identify.) \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address by City and County)

**READ CAREFULLY BEFORE SIGNING:** I, The undersigned, shall not willfully refuse to provide those services offered under this license, or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; I shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. I also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named on the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Katie Niesen  
(Signature of Named Individual)

# Serving Alcohol

is proud to present this certificate to

**Katie Niesen**

for successful completion of the online course



## Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- \* CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- \* OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- \* RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- \* DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- \* ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at  
[servingalcohol.com](http://servingalcohol.com)

**Verification Code**  
5ltenXjZIT

**Date Issued**  
Mar 19th, 2024

**VALID FOR 2 YEARS**

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

### Wisconsin Alcohol Seller/Server Course

**Name: Katie Niesen**

**Certification Date: Mar 19th, 2024**

**Certificate Code: 5ltenXjZIT**

**Verify Online: [servingalcohol.com](http://servingalcohol.com)**

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

**SERVING ALCOHOL INC**


**VALID FOR 2 YEARS**

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

# MEMORANDUM

Date: March 20, 2024

To: Committee of the Whole

From: Ryan Schmidt, P.E.  
Village Engineer 

Re: **Sole Source Request Plow Truck – Volvo and Kriete Truck Center Milwaukee, Inc.**

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## BACKGROUND INFORMATION

The Highway Department was approved to Sole Source Mack Trucks at the Committee of the Whole on December 12, 2023. Since this time, Mack Truck and the sales team with Kriete Truck Center Milwaukee, Inc., who the Village utilizes for purchasing our Plow Trucks, has notified us that it will continually be more difficult to acquire the Mack branded Plow Trucks we have budgeted for the last 2 years. Kriete has brought forward a proposal for a Volvo brand chassis that utilizes the same engine and transmission as an alternate purchase option. The proposed alternative would allow the DPW to acquire the 2 trucks by the end of 2024. Staff have test driven the Volvo and believe the truck to be an equivalent truck with a higher quality cab. Volvo owns Mack which has allowed the Village this opportunity and the company has told us the price will be comparable.

Staff recommends that the Village move forward with Sole Sourcing Volvo through the Kriete Truck Center pending receipt of the budgetary information. If the cost is within our capital budget values for 2023 and 2024, it is recommended to proceed to ensure the DPW has the appropriate vehicles to calibrate and prepare for the next winter season.

## RECOMMENDATION

**Move to approve sole source purchasing of Volvo brand trucks for the Public Works Highway Division Single and Tandem axle plow trucks now and in the future.**

**Animals at Large**  
**Farm Animals at Large**

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**Amend Sec. 7-1-1**

- (b) Definitions. In this Chapter, unless the context or subject matter otherwise require:
- (1) "Owner" shall mean any person owning, harboring, or keeping ~~an animal dog or cat~~ and the occupant of any premises on which ~~an animal dog or cat~~ remains or to which it customarily returns daily for a period of ten (10) days. An occupant of any premises on which ~~an animal dog or cat~~ remains or to which it customarily returns daily for a period of ten (10) days is presumed to be harboring or keeping the ~~dog or cat~~ animal within the meaning of this Section.
  - (2) ~~"Animal "At Large"~~ means ~~an Animal that to be offis off~~ the premises of the owner and not under the control of some person by ~~Leash or other control. ,but a dog or cat n~~ animal within an automobile or trailer of its owner, or in an automobile of any other person with the consent of the owner of said ~~animal dog or cat~~, shall ~~be deemed to be upon the owner's premises~~ not be an Animal at Large.
  - (3) "Dog" shall mean any canine, regardless of age or sex.
  - (4) "Cat" shall mean any; feline, regardless of age or sex.
  - (5) "Neutered" as used herein as describing a dog or cat shall mean a dog or cat having nonfunctional reproductive organs.
  - (6) "Animal" means mammals, reptiles and birds that are owned by an individual. Wild animals are not under this definition in this Chapter. ;
  - (7) "Cruel" means causing unnecessary and excessive pain or suffering or unjustifiable injury or death.
  - (8) "Law Enforcement Officer" has that meaning as appears in Sec. 967.02(5), Wis. Stats., and includes a humane officer under Sec. 58.07, Wis. Stats., but does not include a conservation warden appointed under Sec. 23.10, Wis. Stats.
  - (9) "Farm Animal" means any warm-blooded animal normally raised on farms in the United States ~~and or any animal~~ used for food or fiber, including but not limited to horses, cows, and sheep. ;
  - (10) "Pet" means an animal kept and treated as a pet.
  - (11) "Leash" means a cord, thong or chain not more than ten (10) feet in length by which ~~an Animal dog~~ is controlled by the person accompanying it.
  - (12) "Primary enclosure" means a barn, fence, or other structure that is structurally sound and maintained in good repair to protect an animal from injury, to contain an animal, and to keep predators out. A Primary Enclosure shall be constructed and maintained to include a portion for the animals to remain dry and clean; constructed and maintained so that the animals contained therein have convenient access to clean food and water; and the floors of the primary enclosures shall be constructed so as to protect an animal's feet and legs from injury.
  - (13) "Farm Animal at Large" means a Farm Animal that is one of the following: (1) outside a Primary Enclosure; (2) not under the control of some person over the age of ten (10) by Leash or control. A Farm Animal within a trailer of its owner, or in a trailer of any other person with the consent of the owner of said Farm Animal, shall not be a Farm Animal at Large.

**Sec. 7-1-6      RESTRICTIONS ON KEEPING OF DOGS, CATS, FOWL AND OTHER ANIMALS. ~~Animals at large; penalty.~~**

[...]

(c) ~~Dogs~~ Animals at Large Prohibit Running at Large. It shall be unlawful for the owner or keeper of any ~~dog~~Animal to permit or suffer such ~~dog~~Animal to be at large, which shall mean that it is off the premises of its owner or keeper and upon any public street or alley, any school ground, any public park or upon any other public or private property without the permission of the owner of the property, provided, however, an Animal ~~dog~~ shall not be deemed to be at large if:

- (1) It is attached to a Leash, ~~not more than ten (10) feet in length which is of sufficient strength to restrain it,~~ and the Leash is held by a person competent to govern it of at least ten (10) years of age and prevent it from annoying or worrying pedestrians or trespassing on private property or trespassing on public property where ~~dogs~~Animals are forbidden; or
- (2) It is properly restrained within a motor vehicle or trailer.

(d) Farm Animal At Large. It shall be unlawful for the owner or keeper of any Farm Animal to permit or suffer a Farm Animal at Large, which shall mean whether on the owner's premises or not, that it is one of the following: (1) outside a Primary Enclosure; (2) not under the control of some person over the age of ten (10) by Leash or control. However, a Farm Animal shall not be deemed to be a Farm Animal at Large if it is properly restrained within a motor vehicle or trailer.

(e) Owner's Liability for Damage Caused by ~~Dog~~Animals at large; Penalties.

- (1) In the event the animal at large is a dog, the provisions of Sec. 174.02, Wis. Stats., relating to the owner's liability for damage caused by dogs together with the penalties therein set forth are hereby adopted and incorporated herein by reference.
- (2) In the event the animal at large is an animal other than a dog, the owner is subject to a forfeitures as outlined in Sec. 7-1-30.

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### Our Mission

The Office of Strategic Consulting is an internal consulting office that serves as a resource for UW–Madison campus units, helping to enhance organizational effectiveness by supporting strategic initiatives, change, and improvement efforts while building organizational capacity.

## Core Values



### Our Place in the University

We report to the Provost's Office, with additional accountability to the Office of the Vice Chancellor for Finance and Administration (VCFA). This reporting structure reflects our commitment to—and support of—both the academic and the administrative units on campus. Because we work across the entire organization, we are able to make strategic connections and help our clients and partners leverage solutions

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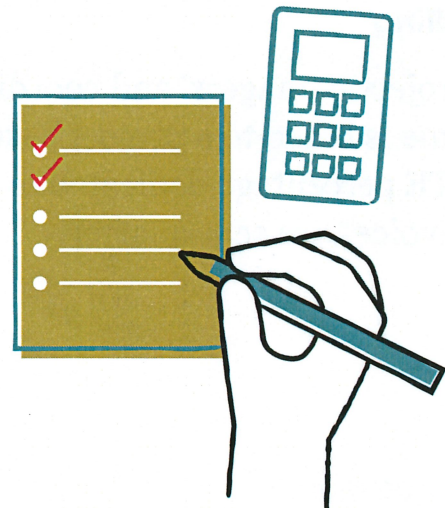
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