

### **1. Call to Order**

President Dobbs called the meeting to order at 5:28 p.m., at the Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin.

Committee Members: President Dobbs, Trustee Wishau and Trustee Wanggaard. Also present were Trustee Martin, Trustee Prott and Trustee Stillman.

Absent: None

Department Managers: Village Administrator Tom Christensen, Finance Manager Larry Borchert and Police Chief Daniel Reilly

### **2. Approval of Minutes**

Motion by Trustee Wanggaard to approve the minutes dated October 15, 2018. Seconded by President Dobbs. Motion carried unanimously.

### **3. Civic Systems Software Presentation and Possible Approval of Its Purchase**

Two presenters from Civic Systems were present via teleconference. A presentation was done for the possible purchase of a new government software package that would include functions of finance, payroll, permits, HR, etc. The Village Hall currently does not have a multifunctional software package. This is software for a live program. Some questions were asked regarding the user group concerning who and/or how does software requests and enhancements get handled. They will put together a list of enhancements that have been done over the last 2 years as requested by Trustee Wishau. The software package does offer user driven reports. One license is available for all logons/users. 8 users at one time can be logged in. All reports can be exported into a live excel spreadsheet. It would take roughly 4 to 5 months for implementation; hopefully, by the end of June. They discussed security. It can be determined what people have access to. There is an audit trail that can be turned on and off which would be assigned by an administrator. Training can be held at the Village Hall. Training is done with your own live data. Annual support fees include the maintenance fee, support online and enhancements and updates. Any modules can be added at a later date. Civic will include in the contract that any modules can be added within 2 years at no additional cost. Their travel costs are included in the training and implementation. A training module is offered online but is really meant as a refresher course and not a new user training method. Training is done on site for new users taking over the system. Utility billing is currently done by work horse software but can be integrated into this system. A quote for that was not available at the moment but should not be a problem to have users in different locations. Our hardware is capable of this per our IT department. Ambulance billing is being handled through an outside contracted called Three Rivers. Because they also take care of collections and the fact that this billing gets more in depth because of the various insurances, it was decided to not bring this process in house. The system will also tracks permits and inspections.

Motion by President Dobbs to move forward with getting a detailed contract drafted with Civic Systems and bring it back to the committee for official approval. Seconded by Trustee Wanggaard. Motion carried unanimously.

**4. 2018 Investment Policy**

This is a current policy with a change to the Authorized and Suitable Investments section.

Motion by Trustee Wanggaard to approve the investment policy dated October 12, 2018.  
Seconded by President Dobbs. Motion carried unanimously.

**5. Adjournment**

Motion by Trustee Wanggaard to adjourn. Seconded by President Dobbs. Motion carried unanimously. Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Karie Torkilsen  
Village Clerk