

**Village Board Meeting
February 5, 2018**

1 - Order

Trustee Wishau called the Village Board Meeting to order at 7:05 p.m., at Village Hall, 5043 Chester Lane, Racine, WI.

2 - Pledge of Allegiance

3 - Roll Call

Board: Trustee Trentadue, Trustee Benkowski, Trustee Wanggaard, Trustee Willing, Trustee Prott and President Dobbs

Absent: Trustee Wishau was excused

Staff: Village Administrator Tom Christensen, Finance Manager Larry Borchert, Public Works Director Tom Lazcano and Utility District Director Anthony Bunkelman.

4 - Approval of minutes

Motion by Trustee Wanggaard to approve the minutes of the following meeting(s) as printed. Seconded by Trustee Trentadue. Motion carried unanimously.

Regular Board meeting(s) – January 15, 2018

Special Board meeting(s) – January 3, 2018, January 17, 2018, January 22, 2018

5 - Citizens Reports/General comments from the audience

None

6 - Communications and Announcements

6A - Update on the Western Publishing Building

Nothing new to report at this point.

6B – Recognition of Former Commissioners

President Dobbs presented Dave Ruffalo a certificate of recognition and appreciation for his 9 years of service to the Caledonia Utility District Commission. President Dobbs presented Jeremy Hinds a certificate of recognition and appreciation for his 5 years of service to the Storm Water Utility District. President Dobbs presented Tom Kandathil (absent) a certificate of recognition and appreciation for his 19 years of service to the Storm Water Utility District.

7 - Committee Reports**7A(1) - Approval of A/P checks**

Motion by Trustee Wanggaard to approve the A/P checks as presented. Seconded by Trustee Willing. Motion carried unanimously.

General Fund	Check No's 76321-76492	in the amount of \$19,114,357.10
Parks Enterprise	Check No's 6240-6241	in the amount of \$4,266.11
Joint Health	Check No's 12362-12382	in the amount of \$189,594.61
Joint Parks	Check No's 8648-8652	in the amount of \$7,875.19
Credit Cards	12/26/17 – 1/25/18	in the amount of \$29,644.85

7B(1) - Approval of 2017-2018 Operator's Licenses (Bartenders)

Motion by Trustee Prott to approve 2017-2018 Operator's Licenses as presented. Seconded by Trustee Willing. Motion carried unanimously.

8 - Ordinances and Resolutions**8A - Resolution 2018-10 – Resolution Of The Village Board Of The Village Of Caledonia Approving The Predevelopment Agreement For The Audubon Arboretum Subdivision For Property Located At The Southwest Corner Of 5 ½ Mile Road And Charles Street**

Lazcano explained that the Resolution is for the allowance of engineering fees, review fees, legal fees, and miscellaneous fees to be collected during the development process for the Audubon Arboretum Subdivision.

Motion by Trustee Benkowski to adopt Resolution 2018-10 Approving The Predevelopment Agreement For The Audubon Arboretum Subdivision For Property Located At The Southwest Corner Of 5 ½ Mile Road And Charles Street. Seconded by Trustee Prott. Motion carried unanimously.

8B - Resolution 2018-11 – Resolution Designating The Village Of Caledonia Finance Department As The Financial And Payroll Accountants For The Caledonia Sewer And Water Utilities

Christensen stated the Wisconsin Unemployment Office has requested a Resolution that names the Village of Caledonia Finance Department as the financial and payroll accountants for the Sewer and Water utilities.

Motion by Trustee Wanggaard to adopt Resolution 2018-11 Designating The Village Of Caledonia Finance Department As The Financial And Payroll Accountants For The Caledonia Sewer And Water Utilities. Seconded by Trustee Trentadue. Motion carried unanimously.

8C - Resolution 2018-12 – Resolution Authorizing The Adoption Of An Updated Fair Labor Standards Act (FLSA) Policy For The Village Of Caledonia

Christensen gave detail on how this Resolution formally states our adoption of the Fair Labor Standards Act (FLSA) policies regarding overtime and hours worked. It also provides an exemption for the Highway Department employees who are working snow removal operations and Utility Department employees who are working between November 1 and April 30. They will receive time and a half or compensation time for hours worked over 8 per day, so that they do not have to have a full 40 hour week before they earn time and half premium overtime. This has been through Personnel Committee and they recommended approval.

Motion by Trustee Benkowski to adopt Resolution 2018-12 Authorizing The Adoption Of An Updated Fair Labor Standards Act (FLSA) Policy For The Village Of Caledonia. Seconded by Trustee Trentadue. Motion carried unanimously.

8D - Resolution 2018-13 – Resolution Of The Village Board For The Village Of Caledonia Approving The Audubon Arboretum Subdivision Concept Plan For Plat Revision – 5 ½ And Charles St., Parcel Id's 51-104-04-23-17-084-000, 51-104-04-23-17-085-000 & 51-104-04-23-17-086-005; Audubon Park Racine, LLC, Owner

Lazcano described how the subdivision was originally approved in 2007, and is now being brought to fruition. There are a few revisions from the original concept plan, such as lot sizes, number of lots, and changes to the way some of the way the roads are set up. These changes will create less maintenance for the Village in the future. There was concern regarding a road change, specifically the cul-de-sac link but they have since spoken to the Fire Department and received an okay (and will be sending an email saying so). Plan Commission has reviewed and recommended approval.

Motion by Trustee Prott to adopt Resolution 2018-13 Approving The Audubon Arboretum Subdivision Concept Plan For Plat Revision – 5 ½ And Charles St., Parcel Id's 51-104-04-23-17-084-000, 51-104-04-23-17-085-000 & 51-104-04-23-17-086-005; Audubon Park Racine, LLC, Owner. Seconded by Trustee Benkowski. Motion carried unanimously.

8E - Resolution 2018-14 – A Resolution To Approve A Conditional Use To Occupy An Existing Commercial Building And Site For Rental, Sales And Service Of Construction And Industrial Equipment (DBA Franklin Equipment), Including Outside Storage Of Equipment; 3845 27th Street; Scott Miles Trust, Owner; Franklin Equipment, Applicant; Under The Cooperative Plan Dated November 12, 2009 Between The Village Of Caledonia And The Town Of Raymond Under Sec. 66.0307, Wis. Stats.

Bunkelman explained the proposal. This was reviewed by the Plan Commission, and they recommended approval.

Motion by Trustee Benkowski to adopt Resolution 2018-14 To Approve A Conditional Use To Occupy An Existing Commercial Building And Site For Rental, Sales And Service Of Construction And Industrial Equipment (DBA Franklin Equipment), Including Outside Storage Of Equipment; 3845 27th Street; Scott Miles Trust, Owner;

Franklin Equipment, Applicant; Under The Cooperative Plan Dated November 12, 2009 Between The Village Of Caledonia And The Town Of Raymond Under Sec. 66.0307, Wis. Stats. Seconded by Trustee Prott. Motion carried unanimously.

8F - Resolution 2018-15 – A Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Spending Of Certain Park Impact Fees

Christensen said that the Park's Commission has been working on an updated needs assessment and the assessment is scheduled to be completed in a few months. They are ready to move forward with a certain number of projects, but they need engineering and design services to prepare a site plan. This Resolution proposes to use \$25,000 of impact fees towards that site plan.

Scott Warner was present and explained how this request is for the study of 8 ½ acres of Crawford Park adjacent to Caledonia Village Hall.

Motion by Trustee Benkowski to adopt Resolution 2018-15 Authorizing The Spending Of Certain Park Impact Fees. Seconded by Trustee Willing. Motion carried unanimously.

8G - Resolution 2018-16 – Resolution Amending Various Accounts In The 2017 Village Of Caledonia Budget To Reflect Actual Revenue And Expenses More Accurately

This is a standard process done annually to amend the over spent accounts and under spent accounts. Borchert explained the amendments. There is a net surplus of \$291,020 for 2017. The \$291,020 surplus came from revenues being \$347,000 over what we budgeted, and our expenditures being \$56,000 over budget. The General Fund balance had a transfer of \$372,000 to the 2017 Capital Projects Fund which should help fund the construction of the Highway Garage Project. Borchert explained the expenditures; the amounts from expenditures accounts that were under budget were used to fund accounts that were over budget. They also took from 3 revenue accounts that were over budget to fund additional accounts. The investment interest went well in 2017, every month Borchert strategically left just enough to pay the bills in the Tri City bank account and left the rest to collect interest. There is a fund balance of \$4,678,000 and there has been a surplus every year for the past couple of years.

Trustee Prott asked if there was a threshold that needed to be met in order to improve our credit rating? Borchert explained that a fund balance policy was adopted in 2017, and the lower limit that yields a decent credit rating is 20% of your general fund budget of the year and felt that's efficient to carry over in the event of a down turn.

Motion by Trustee Benkowski to adopt Resolution 2018-16 Amending Various Accounts In The 2017 Village Of Caledonia Budget To Reflect Actual Revenue And Expenses More Accurately. Seconded by Trustee Trentadue.

Trustee Benkowski – aye

Trustee Willing – aye

Trustee Trentadue – aye

Trustee Prott – aye

Trustee Wanggaard – aye

President Dobbs – aye

Motion carried unanimously.

8H - Resolution 2018-17 – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Application For And Use Of Credit Card On Behalf Of The Village

Christensen stated this it to authorize the new credit card program and identifies the vendor. There is a substantial return in the program, and is a benefit to the Village. The program will be reviewed annually in order to secure the best deal for the Village. Finance Committee reviewed and recommended approval.

Motion by Trustee Wanggaard to adopt Resolution 2018-17 Authorizing The Application For And Use Of Credit Card On Behalf Of The Village. Seconded by Trustee Willing. Motion carried unanimously.

8I - Resolution 2018-18 – Resolution Of The Village Board Of The Village Of Caledonia Accepting Work For The DeBack Industrial Park Intersection And Bypass Lanes

Bunkelman explained this is part of the Development Agreement with DeBack Farms. The Village was required to perform the projects within the existing right-of-way, specifically the East Frontage Road right-of-way. The project was performed by A.W. Oakes, and they have accomplished all the work required. There has been an inspection of the work performed and it has been found to conform to Village Standards. Bunkelman recommended approval.

Motion by Trustee Wanggaard to adopt Resolution 2018-18 Accepting Work For The DeBack Industrial Park Intersection And Bypass Lanes. Seconded by Trustee Trentadue. Motion carried unanimously.

9 – New Business

9A – A Permit To Perform Utility Work Within Road Right Of Way For The Caledonia Utility District’s STH 32 Utility Improvements Advanced Utility Work Project

Bunkelman stated that the Utility District is seeking to re-lay approximately 80 feet of sanitary sewer, and about 740 feet of water main along south side of 6 Mile Road right-of-way, east of Douglas Avenue. This work is necessary for the reconstruction of Highway 32 and 6 Mile Road. East of Highway 32 is being constructed by the DOT later this year. The Utility District is publically advertising this project and will hold a bid opening. The project also includes areas along Douglas Avenue for sewer and water adjustments or improvements in anticipation of the Highway 32 project being performed by the DOT. The Village requires a Road Opening Permit for the right-of-way on 6 Mile Road which the Village has jurisdiction. The Utility District has applied for and received a Road Opening Permit from the DOT in regards to the Highway 32 right-of-way.

Motion by Trustee Wanggaard to authorize A Permit To Perform Utility Work Within Road Right Of Way For The Caledonia Utility District’s STH 32 Utility Improvements Advanced Utility Work Project subject to conditions outlined in memo dated Wednesday, January 31, 2018 from Public Works Director. Seconded by Trustee Benkowski

10 - Report from Village Administrator

Christensen is anticipating a decision on funding for the Hoods Creek bridge project within the next couple of months.

11 - Adjournment

Motion by Trustee Wanggaard to adjourn. Seconded by Trustee Willing. Motion carried Unanimously.

Meeting adjourned at 7:33 p.m.

Respectfully submitted,

Karie Torkilsen
Village Clerk