



FINANCE COMMITTEE MEETING AGENDA

**Monday, December 21, 2020 at 5:30 p.m.
Caledonia Village Hall - 5043 Chester Lane**

THIS WILL NOT BE AN IN-PERSON MEETING

AUDIO & VIDEO CONFERENCE VIA ZOOM

ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 868 8819 4702 OR

ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799.. 86888194702# OR

ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/86888194702>

1. Call to Order
2. Approval of Minutes
3. **Resolution 2020-124** – Resolution Adopting The Caledonia’s 2021 Salary Compensation Schedule With Consumer Price Index Adjustment And Adding The Positions Of Parks Manager And Village Clerk
4. **Resolution 2020-126** – Resolution Authorizing The Village Of Caledonia To Enter Into A Contract With The City Of Racine In Regard To Bus Service In The Village Of Caledonia For 2020
5. Adjournment

Dated December 18, 2020

Karie Pope
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a “meeting” within the meaning of Wisconsin’s open meeting law. Nevertheless, only the committee’s agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

1. Call to Order

Trustee Wishau called the meeting to order at 4:00 p.m.

Committee Members: Trustee Wishau, and President Dobbs. Trustee Stillman sat in for Trustee Martin. Trustee Weatherston was also present.

Absent: Trustee Martin.

Department Managers: Administrator Tom Christensen, Finance Director Kathy Kasper, Public Works Director Tom Lazcano, Fire Chief Richard Roeder and BC Jeff Henningfeld.

2. Approval of Minutes

Motion by President Dobbs to approve the minutes dated November 16, 2020. Seconded by Trustee Stillman. Motion carried unanimously.

3. 2020 Purchase of Plow Truck

The truck was ordered at the beginning of the year and did not follow the procurement policy. Lazcano was instructed to assemble a post sole source memo to explain the process. All the trucks in the fleet are Mack trucks, and the Village has a lot of special tools used to work on Mack trucks and accumulated knowledge. The Highway Department felt it would make sense from a financial standpoint and reliability to go with the same manufacturer. It's too late to stop the purchase at this point. Trustee Wishau didn't agree with the sole source provided and felt this didn't meet the criteria; He felt competing quotes needed to be provided moving forward.

Motion by President Dobbs to continue with the 2020 Purchase of Plow Truck as ordered. Seconded by Trustee Stillman. Motion carried unanimously.

4. 2020 Purchase of Ambulance

Chief Roeder explained that the Fire Department has a need for an ambulance. The Fire Department has purchased Life Line built ambulances in the past and are satisfactory in meeting the needs of the department. There were different quotes obtained, and Life Line was the lowest quote at \$253,783. The goal is to keep the old ambulance as a reserve. The procurement policy was not followed in this instance, but there are competitive quotes provided.

Motion by President Dobbs to accept the 2020 Purchase of Ambulance for \$253,783 from Life Line. Seconded by Trustee Stillman. Motion carried unanimously.

5. Resolution 2020-118 – Resolution Authorizing The Village Of Caledonia To Enter Into A Contract With Clifton Larson Allen LLP For 2020 Audit Services

In order to accurately complete the Finance Statements, we must remain contracted with Clifton Larson Allen (CLA) for one more year, and a Request For Proposal (RFP) can be done next year. Trustee Wishau agreed with the reasoning but reiterated he would like a

different perspective next year. There was some discussion regarding the audit firm preparing the financial statements, and Kasper felt it should be done by the Village because it is a more financially sound practice to review that ourselves.

Motion by President Dobbs to approve and forward Resolution 2020-118 to the Village Board. Seconded by Trustee Stillman. Motion carried unanimously.

6. Resolution 2020-120 – Resolution Authorizing The Village Of Caledonia To Procure A Replacement Fence For The Vehicle Impound Area

The impound area was redone outside of the Police Department, and the fence needed to be removed. The fence replacement was not budgeted for but is necessary to be replaced.

Motion by President Dobbs to approve and forward Resolution 2020-120 to the Village Board. Seconded by Trustee Stillman. Motion carried unanimously.

7. Adjournment

Motion by Trustee Stillman to adjourn. Seconded by President Dobbs. Motion carried unanimously.

Meeting adjourned at 4:25 p.m.

Respectfully submitted,

Joslyn Hoeffert
Deputy Village Clerk

RESOLUTION NO. 2020-124

A RESOLUTION ADOPTING THE CALEDONIA'S 2021 SALARY COMPENSATION SCHEDULE WITH CONSUMER PRICE INDEX ADJUSTMENT AND ADDING THE POSITIONS OF PARKS MANAGER AND VILLAGE CLERK

WHEREAS, the Caledonia Village Board of Trustees previously adopted Resolution 2018-79, Caledonia's Salary Compensation Schedule and a Merit System for Pay Adjustments for Various Village Employees; and

WHEREAS, the Caledonia's Salary Compensation Schedule shall be reviewed on an annual basis by the Village Board, and the Salary Compensation Schedule may be adjusted based on the cost of living or other factors as determined by the Village Board; and

WHEREAS, the current Salary Compensation Schedule was adopted under Resolution 2019-03; and

WHEREAS, the Wisconsin Employment Relations Commission's posted Applicable Consumer Price Index for all Urban Consumers (CPI-U), for January 1, 2021 is 1.56%; and

WHEREAS, the Human Resources Director has prepared the attached salary schedule (dated 12/10/2020) which increases by 1.56% the minimum, mid-point and maximum rate for each salary grade; and

WHEREAS, the Finance Committee has reviewed and authorized the attached salary schedule (dated 12/10/2020) which increases by 1.56% the minimum, mid-point and maximum rate for each salary grade; and

WHEREAS, the 2021 Budget included a Parks Manager position and that position needs to be added to the Salary Compensation Schedule and based on the budgeted amount for salary should be placed in Salary Grade 11; and

WHEREAS, the 2021 Budget included a Parks Manager position and that position needs to be added to the Salary Compensation Schedule; and

WHEREAS, the Village Board has begun the process to move the Village Clerk position to an appointed position and that position needs to be added to the Salary Compensation Schedule; and

WHEREAS, the Staff and the Personnel Committee of the Caledonia Village Board recommends placing the Village Clerk position in Salary Grade 15; and

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that Caledonia's Salary Compensation Schedule as adjusted for the increase in CPI-U and adding the Parks Manager position in Salary Grade 11 and adding the Village Clerk position in Salary Grade 15, as set forth in Exhibit A which is attached hereto and incorporated herein is approved and adopted.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of December, 2020.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Karie Pope, Village Clerk

RESOLUTION NO. 2020-126

RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO ENTER INTO A CONTRACT WITH THE CITY OF RACINE IN REGARD TO BUS SERVICE IN THE VILLAGE OF CALEDONIA FOR 2020

WHEREAS, the Village of Caledonia has received bus services through the Belle Urban System in the past and has executed a contract with the City of Racine on a yearly basis for said services; and

WHEREAS, the City of Racine has presented a 2020 agreement for adoption by Village of Caledonia, in the amount of \$32,900.00, a \$0.00 increase over 2019.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that a contract between the Village of Caledonia and the City of Racine in regard to bus service provided by the Belle Urban System for 2020 as set forth in Exhibit A which is attached hereto and incorporated herein, at a cost not to exceed \$32,900, is authorized and approved and the Village President and Village Clerk are authorized to execute said contract.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of December, 2020.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Karie Pope, Village Clerk