

**1. Call to Order**

Trustee Wishau called the meeting to order at 4:30 p.m.

Committee Members: Trustee Wishau, Trustee Martin and President Dobbs.

Absent: None.

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

**2. Approval of Minutes**

Motion by Trustee Martin to approve the minutes dated March 15, 2021. Seconded by President Dobbs. Motion carried unanimously.

**3. Resolution 2021-49 – Resolution Authorizing The Village Of Caledonia To Purchase A Surplus 102’ KME Ladder Truck From Tess Corners Fire Department**

Henningfeld explained the repairs needed for the ladder truck. There is a wait for repairs which has put the Fire Department in the position of being without a ladder truck for potentially 6+ months. A used ladder truck was found to be purchased and will provide a ladder truck during the repair. One of the reserve trucks would be released as surplus once the repair is made.

Motion by Trustee Martin to approve Resolution 2021-49 and to forward to the Board for approval. Seconded by President Dobbs. Motion carried unanimously.

**4. Resolution 2021-50 – Resolution Authorizing The Village Of Caledonia To Procure miTime Timekeeping Module From Civic Systems, LLC**

This is a time keeping software that will be implemented Village wide. Currently we are using Aladtec but is a scheduling software that is not great for time keeping. Aladtec would still be retained for scheduling purposes. MiTime would assist with payroll and would be provided through Civic Systems. We would be saving approximately \$4,000 annually.

Motion by Trustee Martin to approve Resolution 2021-50 and to forward to the Board for approval. Seconded by President Dobbs. Motion carried unanimously.

**5. Resolution 2021-51 – Resolution Amending Various Accounts In The 2020 Village Of Caledonia Budget To Reflect Actual Revenue And Expenses More Accurately**

The 2020 Budget was previously approved but certain line items were underfunded as well as overfunded. There was a need to amend the budget to consolidate these line items, and ultimately the funds were moved into the capital projects fund. Kasper explained different budget line items including consolidating the 4 Mile Overpass which

has been moved into debt service. There was conversation regarding the Hunts Landfill and ensuring that the Village has met certain obligations.

Motion by Trustee Martin to approve Resolution 2021-51 and to forward to the Board for approval. Seconded by President Dobbs. Motion carried unanimously.

**6. Resolution 2021-52 – Resolution approving an agreement with FMLA Source for Leave Management Services**

FMLA is a complicated process, and the Village is currently short staffed. FMLA source would handle the entire management and service. This has historically worked better for both the municipality and employees. The optional ADA should be considered because of the potential liability. This service would be an annual renewal if the Board decided this was not something they wanted to continue.

Motion by Trustee Martin to approve Resolution approving an agreement with FMLA Source for Leave Management Services including the ADA and a one-year renewal and to forward to the Board for approval. Seconded by President Dobbs. Motion carried unanimously.

**7. Adjournment**

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

Meeting adjourned at 4:56 p.m.

Respectfully submitted,

Joslyn Hoeffert, Village Clerk