



FINANCE COMMITTEE MEETING AGENDA

Monday, April 5 2021 at 4:30 p.m.
Caledonia Village Hall - 5043 Chester Lane

THIS WILL BE AN IN-PERSON MEETING – MAX NUMBER OF ATTENDEES 16

AUDIO & VIDEO CONFERENCE VIA ZOOM

ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 847 2782 0594 **OR**

ACCESS VIA ONE-TOUCH TELEPHONE IS: [tel: +13126266799](tel:+13126266799), [84727820594](tel:84727820594) **OR**

ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/84727820594>

1. Call to Order
2. Approval of Minutes
3. **Resolution 2021-49** – Resolution Authorizing The Village Of Caledonia To Purchase A Surplus 102’ KME Ladder Truck From Tess Corners Fire Department
4. **Resolution 2021-50** – Resolution Authorizing The Village Of Caledonia To Procure miTime Timekeeping Module From Civic Systems, LLC
5. **Resolution 2021-51** – Resolution Amending Various Accounts In The 2020 Village Of Caledonia Budget To Reflect Actual Revenue And Expenses More Accurately
6. **Resolution 2021-52** – Resolution approving an agreement with FMLA Source for Leave Management Services
7. Adjournment

Dated April 1, 2021

Joslyn Hoeffert

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 4:03 p.m.

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

Absent: None.

Department Managers: Administrator Tom Christensen, Public Works Director Tom Lazcano, Development Director Peter Wagner and Interim Fire Chief Jeff Henningfeld.

2. Approval of Minutes

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

3. Emergency Vehicle Preemption at 4 Mile Road and Douglas Avenue

Lazcano explained that the Fire Department has requested to allow signals to be changed green during emergencies. The Board approved funds for the EVP at the intersection in the 2021 budget. Interim Fire Chief Henningfeld recommended approval and suggested to go with TAPCO and Pro Electric.

Motion by Trustee Martin to approve the Emergency Vehicle Preemption at 4 Mile Road and Douglas Avenue. Seconded by President Dobbs. Motion carried unanimously.

4. Resolution 2021-37 – Resolution Of The Village Board Of The Village Of Caledonia Adopting The Park Sport Facility Fee Schedule Pursuant To Title 12 Of The Code Of Ordinances Of The Village Of Caledonia

This has been seen by the Parks & Recreation Advisory Committee who were in favor of this fee schedule. Wagner worked with the Park's Supervisor Solberg and compared fees used in surrounding communities. These fees would cover the maintenance for the area being used. The next step would be to improve the online reservation on our website to include these sport facilities (i.e. ball diamonds) for availability and transparency.

The Finance Committee discussed the possible flexibility of the 45-day period for approvals of tournaments which would allow staff to accommodate these types of events. The Committee suggested that added language could be made to accommodate any requests that do not make it into that window.

Motion by Trustee Martin to approve Resolution 2021-37 to amend the 45-day waiting period may be waived for exceptional circumstances, and forward to the Village Board for final approval. Seconded by President Dobbs. Motion carried unanimously.

5. Discussion and Possible Action on Ladder Truck Replacement or Repair

Henningfeld explained the ladder truck is out of commission and needs repair. A used ladder truck was found, and an offer was made to use in the interim. Right now, the offer

has not been accepted and are currently in an impasse. If the offer is not taken, another solution will be explored. The refurbishment of the out of commission ladder truck is being worked out and will provide more financial details once received.

6. Set dates for Budget Process for 2022

Trustee Wishau explained that the budget due date is December 15, 2021 for the levy proposal approved and filed. Trustee Wishau would like to schedule the initial budget process in September, with review meetings following in September, and follow up meetings in October. The tentative dates discussed have followed the same pattern that has been utilized in the past. The Administrator and Finance Director should be included in this conversation. Trustee Wishau will contact our current Finance Director to confirm if the tentative dates proposed would work.

7. The Finance Committee will take up a motion to go into CLOSED SESSION, for the following purpose: Pursuant to s. 19.85(1)(g), Wis. Stat. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the Village Board with respect to threatened litigation in which it may become involved, specifically as it relates to the Citizen Claim and Damage Form filed by Dennis Bishop against the Village of Caledonia.

Motion by Trustee Martin to go into Closed Session. Seconded by President Dobbs. Motion carried unanimously.

8. The Finance Committee shall then go back into OPEN SESSION and take action upon but not limited to, the item discussed in closed session including a recommendation on whether or not to approve or deny the claim

Motion by President Dobbs to go into Open Session. Seconded by Trustee Martin. Motion carried unanimously.

9. Adjournment

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

Meeting adjourned at 4:34 p.m.

Respectfully submitted,

Joslyn Hoeffert, Village Clerk

RESOLUTION NO. 2021-49

RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO PURCHASE A SURPLUS 102' KME LADDER TRUCK FROM TESS CORNERS FIRE DEPARTMENT

WHEREAS, Fire Department policy and practice requires an aerial ladder truck to reach elevated positions and provide a safe working platform as part of standardized response to fire alarms, structure fires, and technical rescue incidents within the Village.

WHEREAS, the sole aerial ladder truck currently in use by the Fire Department failed annual re-certification and requires extensive frame repair that necessitates the aerial ladder truck return to the manufacturer. The duration of this repair process is expected to encompass at least eight months.

WHEREAS, to maintain current emergency response capabilities during the repair process, the Fire Department has sought a suitable temporary replacement aerial ladder truck. The Fire Department has located, and recommends purchasing, a 1995 KME 102' Aerial Platform truck from the Tess Corners Fire Department, Muskego, Wisconsin for \$35,000.

WHEREAS, to upfit the acquired aerial ladder truck with necessary mobile radios (\$7,000), replace a non-functioning auxiliary power unit and front tires, and re-letter the truck, the department will require additional funds of approximately \$12,000 for use by the Caledonia Fire Department. The radios will be reassigned to other fleet vehicles when the aerial ladder truck is de-commissioned.

WHEREAS, this purchase will utilize a portion of funds in the 2021 budget for a Fire Department engine replacement and is available in the capital account 400-35-65040.

WHEREAS, the Village Finance Committee has reviewed this request and recommends that the Village Board authorize the purchase of the 1995 KME 102' Aerial Platform truck from the Tess Corners Fire Department and to fund the upfit as described above.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that the purchase of the 1995 KME 102' Aerial Platform truck from the Tess Corners Fire Department, Muskego, Wisconsin as described above at a cost of \$35,000 and the funding of the upfit as described above for an additional \$12,000 is authorized and approved and that the required funds shall be taken from the 2021 Capital Project Fund.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of April 2021.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

RESOLUTION NO. 2021-50

**RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO PROCURE
MITIME TIMEKEEPING MODULE FROM CIVIC SYSTEMS, LLC**

WHEREAS, the Village of Caledonia is requesting permission to purchase the miTime module from Civic Systems, LLC.

WHEREAS, Village staff believes that efficiencies of process can be gained by utilizing this module that will result in hours of saved staff time.

WHEREAS, Village staff intends to hold open the Payroll Accounting Clerk position until the Human Resource Manager position is filled which will result in a cost savings great enough to off set the purchase price of this software.

WHEREAS, in future years, the Village portion of the Aladtec licensing can be cancelled which will result in a cost savings of \$5,221 annually which will offset the future annual maintenance costs of the miTime module (\$1,375/annum).

WHEREAS, the Village Finance Committee has reviewed this request and recommends that the Village Board authorize Village staff to purchase the miTime software from Civic Systems, LLC at their quoted price of not to exceed \$8,500 which includes setup and training.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that Village Staff by authorized to purchase miTime module of Civic Systems, LLC.

BE IT FURTHER RESOLVED THAT all Village officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance of the Agreement.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of _____, 2021.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

RESOLUTION NO. 2021-51

RESOLUTION AMENDING VARIOUS ACCOUNTS IN THE 2020 VILLAGE OF CALEDONIA BUDGET TO REFLECT ACTUAL REVENUE AND EXPENSES MORE ACCURATELY

WHEREAS, the Village Board previously authorized the 2020 Village of Caledonia Budget; and

WHEREAS, the Village will consolidate the 4 Mile Overpass Fund 430 into the Debt Service Fund 300 as of 12/31/20; and

WHEREAS, certain line items were underfunded for the 2020 budget year; and

WHEREAS, certain line items overfunded for the 2020 budget year; and

WHEREAS, there is a need to amend the 2020 budget to reflect the consolidation of funds and underfunding and overfunding of line items.

WHEREAS, the Village Finance Committee has reviewed this request and recommends that the Village Board authorize the amendment of the 2020 budget as outlined.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia that the 2020 Village of Caledonia Budget be amended as set forth in Exhibit A which is attached hereto and incorporated herein and such amendments are authorized and approved

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of April, 2021.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

RESOLUTION NO. 2021-52

RESOLUTION APPROVING AN AGREEMENT WITH FMLA SOURCE FOR LEAVE MANAGEMENT SERVICES

WHEREAS, the Village of Caledonia has identified a need to better manage FMLA leave; and

WHEREAS, the Village of Caledonia recognizes that outsourcing leave management is the most efficient way to accomplish this goal; and

WHEREAS, FMLA Source has provided a proposal for leave management services.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that the proposal for Leave Management Services provided by FMLA Source as set forth in Exhibit A which is attached hereto and incorporated herein, is authorized and approved and the Village Administrator is to execute said agreement.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of April, 2021.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk