



FINANCE COMMITTEE MEETING AGENDA
Monday, May 17, 2021 at 5:30 p.m.
Caledonia Village Hall - 5043 Chester Lane

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

1. Call to Order
2. Approval of Minutes
3. Cleaning Contract update
4. COPS grant by the Police Department
5. Adjournment

Dated May 14, 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 5:49 p.m.

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

Absent: None.

Department Managers: Administrator Tom Christensen, Finance Director Kathy Kasper, Utility Director Anthony Bunkelman and Public Works Director Tom Lazcano.

2. Approval of Minutes

Motion by Trustee Martin to approve the minutes dated April 5, 2021. Seconded by President Dobbs. Motion carried unanimously.

3. Dennis Bishop Claim

Christensen explained the history of this claim.

Motion by Trustee Martin to approve the Dennis Bishop claim as submitted and forward to the Village Board for approval. Seconded by President Dobbs. Motion carried unanimously.

4. Adjournment

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

Meeting adjourned at 5:56 p.m.

Respectfully submitted,

Joslyn Hoeffert, Village Clerk

CLEANCO

Professional Cleaning Services

2711 Lathrop Avenue - Racine, WI 53405
Phone (262) 552-2656 – Fax (262) 456-0355

April 28, 2021

Ms. Jenny Boon
Ms. Kathryn Kasper
Village of Caledonia
5043 Chester Lane
Racine, WI 53402

To Whom It May Concern,

Thank you for allowing Cleanco the opportunity to submit this proposal.

The "Task Schedule" that accompanies this letter, details the RECOMMENDED services we discussed. Please review it carefully. We can make whatever changes necessary to custom fit our services to your needs.

5X per week services: **COST: \$1010.00 per month**

Full mop of building as requested (billed separately) **COST: \$ 40.00 per occurrence**
VCT Tile: Deep scrub, 3 coats finish – Boardroom **COST: \$1450.00 per occurrence**
Breakroom **COST: \$ 320.00 per occurrence**

Cost includes all labor, supervision, insurance and taxes.

Customer is responsible to provide chemicals, equipment, trash liners and restroom supplies.

Billing is processed on the 15th of the month; Net 15 days

Acceptance of our service signifies your agreement to:

- ❖ A **30 Day Written Notice** is required to terminate service at any time.
- ❖ Agreement operates on a month-to-month basis
- ❖ Not to hire any of our employees to perform cleaning work for you.
- ❖ To pay invoices by proper due date.

Should you have any questions, I will be happy to help.

Sincerely,

Susan Christoffersen, President

Megan O'Brien

From: Christopher Botsch
Sent: Friday, May 14, 2021 9:38 AM
To: Megan O'Brien
Cc: Joslyn Hoeffert; Kathy Kasper; Thomas J. Christensen; Robert Mueller; Shawn Engleman
Subject: COPS Grant Info to Village Board 05-14-21
Attachments: COPS Grant Calculations with Narrative_051421.pdf

Megan,

Attached is a document to coincide with the COPS grant discussion for Monday's meeting. Rob Mueller and Kathy worked to put these numbers together. (Thanks Kathy and Rob.) The document outlines the costs associated with (1) grant funded position. We are still reviewing the grant to see how many positions we can justify by directly relating them to their focus criteria.

I will be present at the meeting for further questions and discussions.

Thanks,
Chris

Christopher Botsch - Chief of Police

Caledonia Police Department
6900 Nicholson Road
Caledonia, WI 53108
Dept: (262) 835-4423
Fax: (262) 835-4799



COST PROJECTIONS NARRATIVE: FY21 CHP

COST PROJECTIONS: FY 21 COPS HIRING GRANT				ONE OFFICER			
YEAR	BASE RATE	BASE RATE + FRINGE RATE	YEARLY RATE	GRANT COVERAGE	GRANT %	VILLAGE MATCH	VILLAGE %
1	\$30.54	\$49.63	\$103,230.40	\$77,422.80	75.00%	\$25,807.60	25.00%
2	\$33.58	\$54.56	\$113,484.80	\$77,422.80	68.22%	\$36,062.00	31.78%
3	\$34.22	\$55.60	\$115,648.00	\$77,422.80	66.95%	\$38,225.20	33.05%
4	\$35.00	\$56.88	\$118,310.40	\$0.00	0.00%	\$118,310.40	100.00%
				\$232,268.40		\$218,405.20	

The above table documents the overall costs and coverages for the Village and Grantor. If awarded, the grant covers 75 percent of the entry-level salary and fringe benefits for each approved position for a three-year period. It's important to note, any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the Village. Each column is explained below.

YEAR
1
2
3
4

This column represents years 1 through 4.

BASE RATE	
\$30.54	Entry-level
\$33.58	Rate after probation
\$34.22	Rate after 2 years
\$35.00	Rate after 3 years

This column represents the pay rates for officers upon hire and increasing to their max hourly rate after 3 years of employment. It's important to note, the grant ONLY covers 75 percent of the entry-level rate throughout the duration of the 3-year agreement. The Village, as part of the agreement, must pick up the cost of increases in pay during the 3-year period. (RATES ARE BASED ON CURRENT 2020 COLLECTIVE BARGAINING CONTRACTS)

BASE RATE + FRINGE RATE	
\$49.63	Entry-level
\$54.56	Rate after probation
\$55.60	Rate after 2 years
\$56.88	Rate after 3 years

This table represents the hourly rate for officers after including the fringe benefit rate. The grant will cover fringe benefits for entry-level employees only. Included benefits are retirement, social security, health insurance, dental, life, disability, HRA, and worker's comp. Specific fringe benefit rates can be provided upon request.

YEARLY RATE	
\$103,230.40	Entry-level
\$113,484.80	Rate after probation
\$115,648.00	Rate after 2 years
\$118,310.40	Rate after 3 years

This table represents the yearly rate for officers calculated by multiplying the rates in the previous table by 2080.

GRANT COVERAGE		GRANT %
\$77,422.80	Year 1	75.00%
\$77,422.80	Year 2	68.22%
\$77,422.80	Year 3	66.95%
\$0.00	Year 4	0.00%
\$232,268.40		

This table represents the Grantor's coverage for the approved new officer. Calculations were made by multiplying the yearly rate for entry-level officers, in year 1, by 75%. The resulting amount stays the same throughout the duration of the three-year agreement. In other words, the grantor will only cover 75% of \$103,230.40 during years 2 and 3. Any additional amount must be added to the Village's coverage portion. The percentages above represent the portion of grantor coverage when pay raises are factored in. The Grantor does not cover any portion of yearly rates in year 4. 100 percent of costs in year 4 are shifted to the Village. As part of the agreement, the Village must retain the approved officer for at least 12 months beyond the three-year grant period.

The amount in red in the above table represents the amount of grant funding the Village must request, at a minimum, for one (1) officer.

VILLAGE MATCH		VILLAGE %
\$25,807.60	Year 1	25.00%
\$36,062.00	Year 2	31.78%
\$38,225.20	Year 3	33.05%
\$118,310.40	Year 4	100.00%
\$218,405.20		

The table above represents the Village's coverage for the approved new officer. It was previously shown how the calculations were made. As part of the agreement, the Village must, at minimum, agree to cover 25% of the yearly rate for entry-level officers. It is also part of the agreement that the Grantor's percentage of coverage MUST decrease, and the Village's percentage of coverage MUST increase over the course of the grant period. The percentages above show the increase for each year of the grant period. Year 4 shows a 100% Village contribution which is required as part of the grant application process.

COST PROJECTIONS: FY 21 COPS HIRING GRANT				ONE OFFICER WITH 2.0% COL FACTOR			
YEAR	BASE RATE	BASE RATE + FRINGE RATE	YEARLY RATE	GRANT COVERAGE (75%)	GRANT %	VILLAGE MATCH	VILLAGE %
1	\$31.15	\$49.73	\$103,438.40	\$77,578.80	75.00%	\$25,859.60	25.00%
2	\$34.25	\$54.68	\$113,734.40	\$77,578.80	68.21%	\$36,155.60	31.79%
3	\$34.90	\$55.72	\$115,897.60	\$77,578.80	66.94%	\$38,318.80	33.06%
4	\$35.70	\$56.99	\$118,539.20	\$0.00	0.00%	\$118,539.20	100.00%
				\$232,736.40		\$218,873.20	

This table represents a two percent cost-of-living increase factored into the base rates.

NOTES:

1. All amounts are approximate.
2. All amounts are based on 1 officer. Data showing multi-officer cost projections can be provided upon request.
3. Fringe benefit data can be provided upon request.
4. All calculation formulas can be provided upon request.

CALCULATIONS

$$\text{yearly rate} = (\text{br} + \text{fr}) \times 2080$$

$$\text{grantor coverage} = \text{entry lvl yearly rate} \times .75$$