



FINANCE COMMITTEE MEETING AGENDA
Monday, June 6, 2022 at 4:00 p.m.
Caledonia Village Hall - 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. Resolution 2022-55 - Resolution Authorizing The Village Of Caledonia To Modify The Budget For The Purchase Of An Utility Terrain Vehicle
4. Proposed 2023 Budget Schedule
5. Status of Civic Systems purchase order module implementation
6. Purchasing Ordinance Review
7. Database Of All Village “Computer” Assets Sources From OnTech (Software And Hardware)
8. Status Of Fixed Asset Database
9. Fixed Asset Disposal Policy / Sample Capital Asset Policy
10. Adjournment

Dated June 3, 2022

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 5:30 p.m.

Committee Members: President Dobbs, and Trustee Wishau. Trustee Weatherston and Trustee Stillman were also present.

Absent: Trustee Martin was excused.

Department Managers: Finance Director Wayne Krueger, Public Services Director Anthony Bunkelman and Utility Manager Bob Lui.

2. Approval of Minutes

Motion by Trustee Weatherston to approve the minutes dated March 21, 2022. Seconded by President Dobbs. Motion carried unanimously.

3. Purchase of Sole Source Equipment/Specific Brands – Kohler Mobile Generator Replacement

Total Energy Systems LLC is the only local distributor for Kohler Mobile generators. The Village has two Kohler generators which are obsolete and unserviceable. Bunkelman also spoke of the Spectrum Generators which are also unserviceable and obsolete, with Spectrum no longer being in business. The Utility District would like to purchase three generators. Two of the generators are proposed to be purchased in 2022, and a third is proposed to be purchased in 2023

Motion by Trustee Weatherston to approve the Purchase of Sole Source Equipment/Specific Brands – Kohler Mobile Generator Replacement. Seconded by President Dobbs.

The Committee discussed purchasing all three and making a possible budget amendment to accommodate this.

Motion by Trustee Weatherston to approve the Purchase of Sole Source Equipment/Specific Brands – Kohler Mobile Generator Replacement and purchase all three staggered with a delivery, into 2023, with two purchased in 2022. Seconded by President Dobbs. Motion carried unanimously.

4. Adjournment

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

Meeting adjourned at 5:45 p.m.

Respectfully submitted,
Joslyn Hoeffert, Village Clerk

RESOLUTION NO. 2022-55

RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO MODIFY THE BUDGET FOR THE PURCHASE OF AN UTILITY TERRAIN VEHICLE

WHEREAS, A portion of the Fire Department’s Capital Improvement Plan, the Village Board approved a \$16,000 expenditure to purchase and install Emergency Vehicle Pre-emption Devices (EVPs) at the intersection of State Hwy 31 and 4 Mile Road as a part of the 2022 budget process.

WHEREAS, During the State of Wisconsin approval process to install the EVPs, it was determined that the Wisconsin Department of Transportation would fully fund the purchase and installation of the EVPs within the next year.

WHEREAS, The Police and Fire departments have determined that a shared Utility Terrain Vehicle (UTV) would be a valuable asset to the Village.

WHEREAS, Through extensive fundraising efforts and grants, the Fire Department has accepted multiple donations totaling \$28,118.04 of the \$34,028.79 total cost to procure the UTV; a shortfall of \$5,910.75.

WHEREAS, to facilitate this purchase, the Village will reallocate a portion of funds in the 2022 budget previously approved for the purchase and installation of the EVPs which is available in the capital account 400-35-65030.

WHEREAS, the Village Finance Committee has reviewed this request and recommends that the Village Board authorize the use of said funds as described above.

NOW, THEREFORE, BE IT RESOLVED by the Caledonia Village Board that the reallocation of \$5,910.75 towards purchasing a UTV is authorized and approved the required funds shall be taken from the 2022 Capital Project Fund.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of June 2022.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

VILLAGE OF CALEDONIA

FISCAL NOTE: MODIFY CAPITAL ASSET FUNDING TO ALLOW THE PURCHASE OF THE UTILITY TERRAIN VEHICLE THROUGH A COMBINATION OF THE CAPITAL ASSET FUNDING TRANSFER AND DONATIONS RECEIVED BY THE FIRE DEPARTMENT IN 2021 AND 2022.

FISCAL YEAR: **2022**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
DEPARTMENT: CAPITAL OUTLAY; FIRE DEPARTMENT							
Ambulance/Power Load System	400-00-65030	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ 150,000	\$ 150,000
Emergency Vehicle Traffic Signal Preemption	400-00-65030	\$ 16,000	\$ -	\$ 16,000	\$ (5,911)	\$ 10,089	\$ 10,089
Utility Terrain Vehicle (UTV)	400-00-65030	\$ -	\$ -	\$ -	\$ 5,911	\$ 5,911	\$ 5,911
DEPARTMENT: DONATION FUND; FIRE DEPARTMENT							
Utility Terrain Vehicle (UTV) Donations	250-35-48907	\$ -	\$ -	\$ -	\$ (28,118)	\$ (28,118)	\$ (28,118)
Utility Terrain Vehicle (UTV) Expenses	250-35-64196	\$ -	\$ -	\$ -	\$ 28,118	\$ 28,118	\$ 28,118
		<u>\$ 166,000</u>	<u>\$ -</u>	<u>\$ 166,000</u>	<u>\$ 0</u>	<u>\$ 166,000</u>	<u>\$ 166,000</u>

Note: The Village Board authorized the Fire Department to acquire the Polaris UTV via a sole source procurement method and to accept donations toward the purchase of the vehicle on Resolution 2022-27, 3/21/2022.

Village of Caledonia 2023 Proposed Budget Schedule

Monday, September 19 th :	Initial Budget Presentation
Monday, September 26 th :	Department Budget Presentations to Village Board
Tuesday, September 27 th :	“ “ “ “ “ “
Wednesday, September 28 th :	“ “ “ “ “ “
Monday, October 17 th :	Budget Review
Wednesday, October 26 th :	Submission of public hearing notice to Journal Times for publication
Friday, October 28 th :	Public Hearing Notice 1 st Publication (15 days prior to Public Hearing)
Mon, November 14 th :	Public Hearing / Budget Adoption
Wed, November 16 th :	Submission of tax data to Racine County
Tuesday, December 6 th :	Projected mail dates for tax bills
Thursday, December 15 th :	Levy Limit filing due to the State

PROCUREMENT POLICY

- A. Purpose. This policy is established to further clarify Section 2-4-25 Expenditure Policy of the Village's Code of Ordinances and to implement procurement procedures in preparation for the implementation of the purchasing module within the ERP software system of financial record keeping with an emphasis on the importance of fiscal responsibility. This policy supplements and expands the procedures under Sec. 2-4-25(3) until such a time that Village revises the ordinance after implementation of the purchasing module.
- B. Effective Date. This policy shall apply to all Departments and entities that receive funds from the Village, except for the Central Racine County Health Department which is governed by its own procurement procedures.
- C. Procedure.
1. Initiation. Department staff (“Initiator”) shall identify procurement needs as they arise, discuss such needs with the Department head, and perform necessary research to define specifications and identify product(s) that will meet the needs.
 2. Approval and Payment. If a proposed purchase is within the implicated Department’s approved budget, Initiator shall take the following steps, depending upon the cost of the proposed purchase. Purchases shall not be divided into smaller increments in order to avoid or circumvent the approval and payment procedures required by this policy.
 - i. Less than \$50:
 1. Obtain prior Department head approval;
 2. If applicable, complete a petty cash form and present to Finance Department.)
 3. Complete the purchase using an authorized Purchasing Card (P-Card), when possible. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the MiView program to document the purchase.
 - ii. \$50 or more, but less than \$3,000:
 1. Obtain prior Department head approval;
 2. Complete the purchase using an authorized P-Card, when possible, or complete a purchase order, attach the supporting documentation, and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the MiView program to document the purchase.
 - iii. \$3,000 or more, but less than \$10,000:
 1. Soliciting quotes from three (3) or more vendors who compete for the business, which may result in meaningful savings for the Village (quotes may be obtained via email, telephone, Internet, or fax). If less than three (3) quotes received, provide

- documentation of solicitation to other vendors;
 2. If obtained, review quote sheet(s) from vendor(s);
 3. Obtain prior Department head approval;
 4. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds Department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation (including the quotes), and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the miView program to document the purchase.
- iv. \$10,000 or more, but less than \$25,000:
1. Solicit written quotes on vendor letterhead from a minimum of three (3) vendors. If less than three (3) quotes received, provide documentation of solicitation to other vendors;
 2. Review quotes with Department staff and Department head, identifying the lowest quote meeting specifications, and documenting why any lower quotes are not acceptable (e.g., how/why quote does not meet specifications);
 3. Forward quotes to, and obtain prior approval from, Village Administrator;
 4. Forward quotes to, and obtain prior approval from, Finance Director;
 5. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds Department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation (including the quotes), and forward to Finance Department for payment. Regardless of method of purchase, Initiator shall upload all documentation, including quotes received, into the miView program to document the purchase.
- v. Greater than \$25,000 (Formal Bid or Request for Proposal (RFP) required):
1. Contact the Clerk's Office or Village Attorney to identify the public notice and public bidding timelines;
 2. Department staff/head develops bid or RFP solicitation documents and specifications;
 3. Department staff/head manages and completes the bid or solicitation process;
 4. Department staff/head review and evaluate vendor bids/proposals, and prepare a memorandum to the Village Administrator and Finance Director indicating that an award is recommended;

5. Forward the award memorandum and obtain approval from Village Administrator;
6. Forward the award memorandum and obtain approval from Finance Director;
7. Forward the award memorandum and obtain approval from any Village commission, committee or authority with oversight responsibility (if applicable), the Village Finance Committee and the Village Board.
8. Consult with Finance Director on the method and timeline for payment(s). Complete the purchase using an authorized P-Card, if determined to be the appropriate method (contact Finance Director if the cost exceeds department head's authorized limit), or, if the vendor will not accept P-Card payment, attach the supporting documentation, and forward to Finance Department for payment. A procurement record should be maintained in accordance with State and Village record retention requirements.

- (f) **Existing Employees.** Employees of the Village who do not reside within 15 miles of the jurisdictional boundaries of the Village on the date of adoption of this Section shall not be required to move their residence to comply with this Section. However, if such employees move from their current Residence, such employees shall not move further away from the Village jurisdictional boundaries unless otherwise allowed under this Section or approved by the Personnel Committee or the Police and Fire Commission, as applicable.
- (g) **Effect of Move.** Any permanent employee of the Village who is required by this Section to reside within the 15 mile radius of Village jurisdictional boundaries, and who moves his or her residence outside of the restriction, shall be deemed to resign his/her position with the Village on the date that the transfer of residency takes place, effective immediately, unless otherwise allowed under this Section.
- (h) **Extension.** Whenever it shall appear to the Personnel Committee or the Police and Fire Commission, as applicable, that good cause exists for granting extensions of time to employees of the Village to obtain residences within 15 miles of the jurisdictional boundaries of the Village under this Section, or if a new or prospective employee of the Village would require a reasonable period of time in order to establish a residence within the prescribed distance from the Village so as to meet the requirements of this Section, the Personnel Committee or the Police and Fire Commission, as applicable, may allow such employee a period of not to exceed an additional 6 months in which to satisfy the requirements of this Section.
- (i) **Exceptions.**
 - (1) The residency requirement shall not apply where, in the judgment of the Personnel Committee or the Police and Fire Commission, as applicable, the best interests of the Village will be served by the employment of a non-resident person who is particularly well-qualified for the position by reasons of education, background and experience.
 - (2) Whenever it shall appear to the Personnel Committee or the Police and Fire Commission, as applicable, that an employee should be granted a temporary exception from the requirements of this section, the Personnel Committee or the Police and Fire Commission shall review such request and make a finding based upon the evidence presented.
- (j) **Compliance.** In construing and applying the provisions of this section, the provisions of any section inconsistent herewith shall be deemed amended so as to be in all respects consistent with the provisions of this Section.

SEC. 2-4-25 REPEALED.

Editor's Note: Ordinance 2021-14 Repealed prior Section 2-4-24 - Local Board of Health.

SEC. 2-4-26 EXPENDITURE POLICY.

- (a) **Purpose.** To emphasize the importance of fiscal responsibility and provide financial protection of Caledonia taxpayers.
- (b) **Applicability.** Effective January 1, 1998, this section shall apply to all departments and entities that receive funds from the Village.

- (c) **Prohibition.** No department or entity’s fiscal year budget for any line item shall be exceeded, unless a budget amendment is approved by a vote of two-thirds of the Village Board.
- (d) **Routine Purchasing.**
 - (1) General Considerations. The Finance Department is responsible for ensuring that all procurements comply with Village policies and procedures, as well as state law. The Village of Caledonia’s purchasing policy may be more, but not less, restrictive than allowed under Wisconsin statutes. All purchasing decisions shall reflect the Village’s finite financial resources and the effect of such decisions on Village taxpayers. Procurement transactions must be conducted in a manner that provides open and free competition. Where appropriate, employees are also encouraged to utilize cooperative purchasing opportunities with other governmental agencies, municipalities and Village departments, and to actively consider patronizing Wisconsin businesses, particularly businesses within Racine County, as well as small and minority-owned businesses, and businesses located in labor surplus areas of Wisconsin. The Village Administrator is a resource to assist and provide purchasing guidance as needed.
 - (2) Limitations.
 - a. All purchases must be made within the constraints of the approved annual Village budget, which is subject to change by the Village Board via the procedures set forth in sec. 65.90, Stats, and Village ordinance.
 - b. Contracts. Public construction contracts shall be let as required by state law and Village ordinance. All personal and professional service contracts shall be in writing. Vendor contracts, including any documents labeled as “agreements,” “purchase orders,” “terms of sale,” or otherwise, shall, prior to execution, be reviewed by, as necessary, the department head, the Village Administrator, the Finance Director, the Village Attorney, and, when deemed necessary by such reviewers, shall be referred to the Village Board for its consideration and possible action. Once executed, the cost of a contract may not be increased without the approval of the Village Administrator and, if the proposed change would increase the contract cost by 7% or more, without the approval of the Village Finance Committee. Once executed, the scope of a contract may not be changed unless the Village Administrator prepares a written summary of the proposed change, which must be approved by the Village Board. In no event may a contract be executed or amended until sufficient funds to cover the initial or changed contract amount have been formally budgeted by the Village Board. The Village Administrator shall keep the Board apprised of the progress of executed contracts and of any issues with such contracts that may arise.
 - c. Repealed.
 - d. This purpose and goal of this subsection is to ensure that the Village receives the most advantageous purchasing terms possible; the subsection is not adopted to benefit product or service vendors. Therefore, to the maximum extent allowed by law, the Village, through its authorized agents, reserves the right, if unique circumstances so warrant, to waive any technicalities and procedures set forth in this subsection and to accept any

proposal that is deemed to be to the greatest benefit of the Village.

(3) Procedure.

- a. Initiation. Department staff (“Initiator”) shall identify procurement needs as they arise, discuss such needs with the department head or department manager, and perform necessary research to define specifications and identify product(s) that will meet the needs.
- b. Approval and Payment. If a proposed purchase is within the implicated department’s budget, Initiator shall take the following steps, depending upon the cost of the proposed purchase. Purchases shall not be divided into smaller increments in order to avoid or circumvent the approval and payment procedures required by this subsection.
 - i. Less than \$50:
 1. Obtain prior department head approval;
 2. If applicable, complete a petty cash form and present to cashier;
 3. Complete the purchase using an authorized Purchasing Card (P-Card), when possible.
 - ii. \$50 or more, but less than \$3,000:
 1. Obtain prior department head approval;
 2. Complete the purchase using an authorized P-Card, when possible, or complete a purchase order, attach the supporting documentation, and forward to Finance Department for payment.
 - iii. \$3,000 or more, but less than \$10,000:
 1. Soliciting quotes from three (3) or more vendors who compete for the business, which may result in meaningful savings for the Village;
 2. If obtained, review quote sheet(s) from vendor(s);
 3. Obtain prior department head approval;
 4. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds department head’s authorized limit), or, if the vendor will not accept P-Card payment, complete a purchase order, attach the supporting documentation (including the quotes), and forward to Finance Department for payment.
 - iv. \$10,000 or more, but less than \$25,000:
 1. Solicit quotes from three (3) or more vendors (quotes may be obtained via email, telephone, Internet, or fax);
 2. Review quote(s) from vendors (if less than three (3) quotes received, provide documentation of solicitation to other vendors);
 3. Forward quotes to, and obtain prior approval from, Village Administrator;

4. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds department head's authorized limit), or, if the vendor will not accept P-Card payment, complete a purchase order, attach the supporting documentation (including the quotes), and forward to Finance Department for payment.
- v. \$25,000 or more, and up to \$50,000:
1. Solicit written quotes on vendor letterhead from a minimum of three (3) vendors;
 2. Review quotes with department staff and department head, identifying the lowest quote meeting specifications, and documenting why any lower quotes are not acceptable (e.g., how/why quote does not meet specs);
 3. Forward quotes to, and obtain prior approval from, Village Administrator;
 4. Forward quotes to, and obtain prior approval from, Finance Director;
 5. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds department head's authorized limit), or, if the vendor will not accept P-Card payment, complete a purchase order, attach the supporting documentation (including the quotes), and forward to Finance Department for payment.
- vi. Greater than \$50,000: (Formal bid or Request for Proposal (RFP) required)
1. Contact the Clerk's Office or Village Attorney to identify the public notice and public bidding timelines;
 2. Department staff /head develops bid or RFP solicitation documents and specifications;
 3. Department staff/head manages and completes the solicitation process;
 4. Department staff/head review and evaluate vendor bids/proposals, and prepare a memorandum to the Village Administrator and Finance Director indicating that an award is recommended;
 5. Forward the award memorandum and obtain approval from Village Administrator;
 6. Forward the award memorandum and obtain approval from Finance Director;
 7. Complete the purchase using an authorized P-Card, when possible (contact Finance Director if the cost exceeds department head's authorized limit), or, if the vendor will not accept P-Card payment, complete a purchase order, attach the supporting documentation, and forward to Finance Department for payment.

- c. Exceptions.
 - i. Pre-existing Competitively Bid Contracts. In the event that the Village is entitled to purchase needed items under a Cooperative Purchasing Agreement or other existing contractual arrangement that was competitively bid by the Village or by another governmental agency, the quotes or bids otherwise required under sub (3)(b) are not required, but may still be solicited if there is reason to believe that such solicitation would result in savings for the Village. All other approval and payment procedures shall be followed, as provided sub (3)(b).
 - ii. Sole Source Products/Specific Brands. Competitive quotes or bids otherwise required by sub (3)(b) may be omitted if there is but one proven source for a needed item, including, for example, proprietary items or specific items required for systems that the Village already owns. Similarly, quotes or bids may be limited to specific brand name items when Village needs, such as employee training, dictate that only such brand name items are acceptable, as documented by letters from relevant department heads and/or meeting minutes specifying the nature and need for the specific brand name item. When a sole source or brand-specific purchase is sought, the Village Administrator shall ensure that the sole source or brand-specific request is reasonable and necessary under the circumstances. All other approval and payment procedures shall be followed, as provided sub (3)(b).
- (e) **Emergency Expenditures.** In the event a proposed expenditure must be made in an emergency, which is defined as a situation which imminently threatens the life, health, safety, or property of anyone, or the continuation of necessary Village operations, such that utilizing the Routine Purchasing policy set forth in sub (d) is impracticable, the proposed expenditure may be authorized by the Village Administrator or Village President, or in their absence, by any member of the Finance Committee (“Emergency Authorizer”), either verbally or in writing. All Village employees’ primary responsibility shall be maintaining a safe environment. To the maximum extent feasible under the circumstances, Village employees shall contact an Emergency Authorizer and endeavor to undertake the following steps, as soon as the circumstances reasonably allow:
 - 1. Present the facts regarding the emergency to the Emergency Authorizer;
 - 2. Provide information that supports the emergency expenditure;
 - 3. Verify the budget amount is sufficient to fund the proposed expenditure or, if not sufficient, work with the Finance Director to adequately fund the proposed expenditure;
 - 4. Recommend a vendor that will provide the necessary services and materials promptly to remedy or relieve the emergency situation;
 - 5. Receive Emergency Authorizer’s approval for the proposed expenditure;
 - 6. Enter a purchase order and attempt to expedite the approval process, as necessary; and,

7. Submit to the Finance Department written documentation describing the emergency and the basis for selecting a particular contractor, and such other information as may be necessary to properly document the circumstances.