

**Committee of the Whole Meeting
December 12, 2023**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 7:30 p.m. at the Caledonia Village Hall.

Board: President Weatherston, Trustee Pierce, Trustee Stillman, Trustee Lambrecht, Trustee Martin, Trustee Wishau.

Absent: Trustee McManus was excused

Staff: Administrator Kathryn Kasper, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Finance Director Wayne Krueger, Development Director, Peter Wagner, Planner/Zoning Administrator, Todd Roehl, Police Chief Christopher Botsch, Fire Chief Jeff Henningfeld, Village Attorney/HR Manager Tyler Helsel and Village Attorney Elaine Ekes.

2 – Approval of Minutes

Committee of the Whole: 11/28/23

Motion by Trustee Martin to approve the Committee of the Whole minutes of 11/28/23 as printed. Seconded by Trustee Wishau. Motion carried unanimously.

3 – Public Comment (Provides a two-minute opportunity for citizens to voice opinions to the Village Board. The Village Board cannot respond as this may conflict with open meeting requirements.)

None

4 – New Business

4A. Quarterly Update - Code Enforcement and Property Maintenance Case Discussion (information to be presented at meeting)

Staff handed out a list of open cases and actions taken by staff to gain code compliance. Staff called out 6121 STH 31, 6828 Douglas & 3174 STH 31 and updated the Village Board on actions taken and planned actions to be taken to gain compliance.

4B. Update – 2035 Comprehensive Plan

Staff explained that we are awaiting an agreement with SEWRPC. Once we have that, staff will share with the Board how the project will proceed. The Village will be responsible for implementing a public participation plan as part of this update process.

Motion from Trustee Stillman to take Item I out of order, seconded by Trustee Wishau. Motion passed unanimously.

4I. Communications Committee Membership

Trustee Stillman suggested that item under Communication Committee be discussed at Committee of the Whole level. Trustee Pierce maintains the other members on the committee bring much needed expertise to the mission of the Committee. Discussed the opens seats on the committee. Discussion surrounding committee membership, priorities of the committee and continuation of the committee. Trustee Pierce expressed frustration with the other board members and the questioning of the veracity of the committee. The Board agreed to have the Communications committee to set goals and priorities and report to the Committee of the Whole on 1/9/24.

4C. Initial Discussion - Village 5-10 Year Vision

Discussion on how to proceed with creating agreeable goals of the Board. The Board discussed how the upcoming Comprehensive Plan update could be incorporated into a process creating a vision of the next five to ten years. Staff explained that the Comprehensive Plan utilizes a 20–30 year period of time as it relates to development, but not be the best tool for creating goals in the next 5-10 years. An alternative for a shorter-term goals or vision could be a strategic planning effort to focus on the priorities of the Board. The Board directed staff to compile a list of plans that should be incorporated within the Village as they relate to various matters that affect the Village. Bring it back in February.

4D. Review and Discussion – Accident Claim from State Farm

Staff presented a summary of the situation and the cost of the claim. The Village is responsible for paying the cost of damages.

Motion from Trustee Martin to move the claim to the Village Board for approval. Motion seconded by President Weatherson. Motion passed unanimously.

4E. Permission to Procure Forcible Entry Equipment – Fire Department

Staff explained the need for the equipment. Funds are available in the donation fund for the purchase. Three bids were received. Following procurement policy, staff is requesting permission to purchase the equipment from the vendor with the lowest bid.

Motion from Trustee Wishau to move item to Village Board for approval for purchase, Trustee Martin seconded. Motion passed unanimously.

4F. Permission to Place Order for Ambulance Budgeted in 2024 and projected 2025 – Fire Department

Staff explained the need to order the ambulance as soon as possible to retain pricing and get in line for production for a 2025 delivery date. Staff requested permission to place orders.

Motion from Trustee Martin to move this item to the Village Board. Trustee Lambrecht seconded. Motion passed unanimously.

4G. Sole Source 2024 Mack Truck – Highway Department

Staff presented rationale for sole sourcing the Mack Truck.

Motion by Trustee Stillman to give permission to sole source, seconded by Trustee Lambrecht. Motion passed unanimously.

4H. Review Proposed Sec. 15-8-1 Fire Sprinkler/ Fire Alarm Permits (renumbered and amended from 15-1-22)

Staff presented the purpose of renumbering and amending Section 15-11. Motion by Trustee Wishau to approve and move to Village Board, second by Trustee Stillman. Motion passed unanimously.

4J. Suggested Agenda Items To Be Placed On The Next Meeting Agenda (With No Action)

Title 15, Chapter 5 & 7 - brought back to Committee for review.
Continuation of the discussion on 5-10 year vision plan.

5 – Old Business

5A. 5 Mile & 38 2nd driveway access request discussion (Committee of the Whole 11/14/23, postponed to 12/12/23)

Motion from Trustee Martin to postpone to meeting of January 9th. Seconded by Trustee Stillman. Motion carried unanimously.

6. Adjournment

President Weatherston adjourned the meeting at 8:38 p.m.

Respectfully prepared and submitted,

Kathryn Kasper, Village Administrator