



FINANCE COMMITTEE MEETING AGENDA
Tuesday, June 13, 2023 at 5:30 p.m.
Caledonia Village Hall - 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. Proposed 2024 Budget Schedule
4. **Resolution 2023-60** – Resolution Authorizing The Village Of Caledonia To Accept A Grant From The Geiger Family Foundation To Be Used Towards The Purchase Of Fitness Equipment For The Public Safety Building
5. **Resolution 2023-64** – Resolution Authorizing The Village Of Caledonia To Contract With Baycom, Inc. To Install Existing Radio Equipment On The 7 Mile Water Tower
6. Adjourn

Dated June 9, 2023

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 Weatherston, Trustee Wishau and Trustee Hammes
(sat in for Trustee Martin).

Absent: None.

Department Managers: Also present were Human Resources Manager and Village Attorney Tyler Helsel, Public Services Director Anthony Bunkelman, Finance Director Wayne Krueger and Administrator Kathy Kasper.

2. Approval of Minutes

Motion by President Weatherston to approve the minutes dated April 24, 2023.
Seconded by Trustee Hammes. Motion carried, unanimously.

3. Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Michael Strasser For A Claim Submitted To The Village On April 7, 2023

Helsel explained the cause of the claim.

Motion by President Weatherston to recommend approval of Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Michael Strasser For A Claim Submitted To The Village On April 7, 2023. Seconded by Trustee Hammes. Motion carried unanimously.

4. Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Liberty Mutual For Auto Loss Claim Involving The Caledonia Fire Department

Helsel clarified that the Village Board had previously granted approval for this claim earlier this year. However, there have been subsequent adjustments made to the claim request. This morning, a new request was received, and it is being suggested that this item be deferred for further discussion.

Motion by President Weatherston to layover Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Liberty Mutual For Auto Loss Claim Involving The Caledonia Fire Department. Seconded by Trustee Hammes. Motion carried unanimously.

5. Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Matt Montemurro For A Claim Submitted To The Village On May 15, 2023

Bunkelman provided an explanation regarding the cause of the claim and highlighted that the cost would be shared with Reeseman's Excavating.

The Committee engaged in a discussion regarding the circumstances surrounding the claim and explored potential measures to mitigate or prevent similar incidents in the future.

Motion by President Weatherston to recommend approval of Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Matt Montemurro For A Claim Submitted To The Village On May 15, 2023 and forward to the Utility District. Seconded by Trustee Hammes. Motion carried unanimously.

6. Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Thomas Nurmi For Auto Loss Claim Involving The Caledonia Police Department

Helsel explained the cause of the claim.

Motion by Trustee Hammes to recommend approval of Resolution 2023-XX – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Payment To Thomas Nurmi For Auto Loss Claim Involving The Caledonia Police Department. Seconded by President Weatherston. Motion carried unanimously.

7. Adjournment

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

Meeting adjourned at 5:46 p.m.

Respectfully submitted,
Joslyn Hoeffert, Village Clerk

2024 Budget Schedule

June 13, 2023

September 12	Initial Budget presentation to Village Board
September 18-21	Board member Q&A with Administrative Staff
September 25,26,27	Departmental Budget Presentations to Board
October 10	Budget review
October 17	Submission of public hearing notice for publication
October 18	Public Hearing Notice 1 st publication – 15 days prior to Public Hearing
November 14	Public Hearing – Budget Adoption
November 16-30	Submission of tax data to County, generation, and printing of tax bills
December 6-10	Projected mail dates for tax bills
December 15	Levy Limit filing due to State

RESOLUTION NO. 2023-60

**RESOLUTION AUTHORIZING THE VILLAGE OF
CALEDONIA TO ACCEPT A GRANT FROM THE GEIGER FAMILY
FOUNDATION TO BE USED TOWARDS THE PURCHASE OF
FITNESS EQUIPMENT FOR THE PUBLIC SAFETY BUILDING**

WHEREAS, the Village of Caledonia is constructing a new Public Safety Building which contains a fitness center to help maintain and/or improve the health and wellness of public safety personnel; and

WHEREAS, Village staff was encouraged to find alternate funding sources for the fitness equipment for the fitness center equipment; and

WHEREAS, the Police Department applied for a grant with the Geiger Family Foundation for \$25,000 to be used for the purchase of fitness equipment; and

WHEREAS, the Geiger Family Foundation has granted \$25,000 to be used for the purchase of fitness equipment; and

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Caledonia, Racine County, Wisconsin, do hereby authorize the acceptance of a grant of \$25,000 from the Geiger Family Foundation to be used for the purchase of fitness equipment for the new Public Safety Building.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin on this ____ day of June, 2023.

By: _____
Thomas R. Weatherston, President

Attest: _____
Joslyn Hoeffert, Clerk

RESOLUTION NO. 2023-64

**RESOLUTION AUTHORIZING THE VILLAGE OF
CALEDONIA TO CONTRACT WITH BAYCOM, INC. TO INSTALL
EXISTING RADIO EQUIPMENT ON THE 7 MILE WATER TOWER**

WHEREAS, the Village of Caledonia is constructing a new Public Safety Facility, which will result in the vacation of the current Station 12 on Highway 32 and 5 Mile, and it is the intent of the Village to sell this property in the future; and

WHEREAS, existing radio infrastructure that serves the antenna equipment at the current Station 12, which hosts radio communication for Police and Fire on the east of the Village, has substantially degraded and is obsolete, and we are unable to replace it in its current format; and

WHEREAS, the Water tower at 7 Mile was built to accommodate antennas for these purposes, and the long-term plan and intent of the Village was to have antennas on this tower for Police & Fire radio communications; and

WHEREAS, Baycom, Inc. is the authorized Motorola representative in this area, and they are familiar with the Radio communications of the Village, Racine County, and surrounding municipalities, making them the most qualified firm to perform this work; and

WHEREAS, as part of this Resolution a budget modification is necessary to transfer \$87,900 from the Unassigned General Fund Balance to Capital Fund Balance account to offset the costs of the equipment installation, as shown in the attached Fiscal Note; and

NOW, THEREFORE, BE IT RESOLVED that the Village Board of the Village of Caledonia, Racine County, Wisconsin, do hereby authorize the Village staff to enter into a sole source contract with Baycom, Inc. as outlined in Exhibit "A".

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, on this ____ day of June 2023.

By: _____
Thomas R. Weatherston, President

Attest: _____
Joslyn Hoeffert, Clerk

VILLAGE OF CALEDONIA

FISCAL NOTE: AUTHORIZING THE VILLAGE OF CALEDONIA TO CONTRACT WITH BAYCOM, INC. TO INSTALL RADIO EQUIPMENT
ON THE 7 MILE WATER TOWER

FISCAL YEAR: **2023**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
DEPARTMENT: POLICE DEPARTMENT							
General Fund: Fund Balance							
Unassigned	100-34300-000	\$ (4,487,448)	\$ -	\$ (4,487,448)	\$ 87,900	\$ (4,399,548)	\$ (4,399,548)
General Fund: Transfer to							
Capital Projects	100-00-66300	\$ -	\$ -	\$ -	\$ (87,900)	\$ (87,900)	\$ (87,900)
Capital Projects Fund: Fund							
Balance Applied	400-00-49300	\$ (189,865)	\$ -	\$ (189,865)	\$ (87,900)	\$ (277,765)	\$ (277,765)
Capital Projects Fund:							
Equipment	400-30-65030	\$ 69,500	\$ 18,939	\$ 50,561	\$ 87,900	\$ 157,400	\$ 138,461
		<u>\$ (4,607,813)</u>	<u>\$ 18,939</u>	<u>\$ (4,626,751)</u>	<u>\$ -</u>	<u>\$ (4,607,813)</u>	<u>\$ (4,626,751)</u>

The budgeted modification is transferring \$87,000 from Fund Balance to cover the installation costs of the existing radio equipment which will be relocated to the 7 Mile Water Tower.

BAYCOM

A Lifeline in the Moments that Matter

Quotation For
Vilage of Caledonia
Police and Fire
Attn: Chief Botsch
Attn: Chief Henningfeld

Vendor
BAYCOM, INC.
Attn: Dave Feiler
W239 N2890 Pewaukee Road
Pewaukee, WI 53072
414-546-7625

REVISED

Quote #: Caledonia PD/FD Satellite Receiver Project / 05262023

Date 5/26/2023
Quote valid until 7/25/2023

ITEM ID	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	1	DB222A / Fixed Station Antenna	\$754.00	\$754.00
	2	L4TNM-PS / Type N Male Connectors 1/2"	\$45.00	\$90.00
	150	L4DF-45A / 1/2" Foam Helix TX Line	\$4.75	\$712.50
	1	IS-B50HN-C2-MA / Polyphaser Lightning Suppression NM/NF	\$165.00	\$165.00
	1	Misc. Parts / Customer Jumper NM to NM	\$195.00	\$195.00
	1	BCDSRMC06-08AD / VHF 8 Channel Multicoupler	\$3,700.00	\$3,700.00
	3	Misc. Parts / Custom Jumper NM to NM for Multicoupler	\$585.00	\$1,755.00
	1	60" Cabinet for 7 Mile Tank	\$1,455.00	\$1,455.00
	1	Reprogramming of existing MTR2000 Stations / RX Only	\$435.00	\$435.00
	1	Technical Services: Install Rack, MultiCoupler and 3 MTR2000 Stations. Commission Microwave Links and Network to Existing RX Comparators at Summit and Existing (old) PD. Assumption: All MTR Stations are in good working order.	\$6,480.00	\$6,480.00
	1	Cambium 11 GHz Licensed PTP (Point to Point) Microwave Includes: One (1) 11 GHz Microwave link with 3 ft. dishes 10 MHz, 72 Mbps @ 99.999% reliability, 51 Mbps @ 100%. Three Analog Audio to IP Convertors, Link from 7 Mile Tank to Summit Water Tank, FCC Coordination and Licensing, Tower Infrastructure Installation, Professional Commissioning and Optimization. Assumptions: IP Connectivity will be provided by customer, through the Racine County network, for any links required outside what is being installed. No tower studies or tower (tank) engineering or tower modifications are provided in this proposal.	\$58,134.90	\$58,134.90
Redundancy	1	Back-Up / Cambium and Network Infrastructure Includes: One (1) Spare Modem, Two (2) Spare Lightning Protection Units, One (1) Spare High Frequency Range Radio, One (1) Low Frequency Range Radio and One (1) Analog Audio to IP Converter.	\$13,443.74	\$13,443.74

Scope of Work to Follow

Approved By
PO #

Total : \$87,320.14
Shipping: \$579.86
Total: \$87,900.00

Terms and Conditions can be found at <https://www.baycominc.com/baycom-operating-terms-conditions/>

We impose a surcharge of 2% on credit card purchases over \$1,000, which is not greater than our cost of acceptance

Billing Terms: 50% down payment; remaining balance due at completion / acceptance

All of the information listed on this proposal is confidential and proprietary information.

Your Signature Is An Agreement To Purchase And An Acceptance Of The Above Terms

VILLAGE OF CALEDONIA POLICE DEPARTMENT

6900 Nicholson Road
Caledonia, WI 53108
Administration/Public Records
262-835-4423
Non-Emergency/Police Services
262-886-2300



Chief of Police
Christopher Botsch

Decommission the Radio Equipment at Station 12 and Transferring it to the Water Tower at 7 Mile Road

The current Fire Station 12 on Douglas Avenue has a mini-tower that holds equipment that is used to receive police radio transmissions generated from mobile and portable radios occurring on the east end of the Village. The equipment on this tower facilitates the transfer of the radio transmissions via an underground T1 telephone line to the main receiver/transmitter on the tower at Nicholson Road located at the Police/Fire Department. The transmissions are then disseminated from the Nicholson Road tower to the main radio system.

The current equipment at Fire Station 12 was designed to improve police radio communications for Channel MCS 9 and MCS 10 on the east end of the Village. MCS 9 is a channel shared by Mount Pleasant, Caledonia, and Sturtevant Police Departments (MCS), and it is the primary radio channel for all three Departments. MCS 10 is a backup channel.

The functionality of MCS 10 degraded several years ago, and the mini-tower no longer receives/transmits mobile and portable radio transmissions. This means that mobile and portable radio transmissions from MCS 10 are not assisted by the mini-tower at Station 12. Due to the distance, elevation, and obstructions until transmissions hit the next tower, transmissions on MCS 10 are poor when coming from the east end of the Village. Transmissions made from the northeast area of the Village are extremely poor and may not go through at all in some cases.

MCS 9 has recently begun to degrade. Due to problems with the T1 telephone line, in the early part of this year, we had to take the MCS 9 equipment at the mini-tower off line because it was creating background noise on the channel. This background noise was interfering with radio transmissions.

While MCS 9 was offline, radio transmissions from the east end of the Village were poor. Transmissions made from the northeast area of the Village were extremely poor and did not go through at all in some cases. This obviously presents a significant safety issue for officers engaged in activity in these areas.

A technician was able to examine the MCS 9 connection between Station 12 and the tower on Nicholson Road. The technician advised the T1 communication line is failing. The technician believed the background noise was caused by water in the underground T1 line.

After a few weeks, we brought the MCS 9 equipment at the mini-tower back online to test. The equipment was again working without the background noise. However, the technician advised the line is not stable and is prone to failure. In addition, they indicate T1 lines are obsolete. It is likely that a new fiber line would need to be explored. Given that we will be decommissioning Station 12 in the near future, this is not recommended.

Even with the MCS 9 equipment at the mini-tower functioning properly, MCS 9 has limitations, particularly in the northeast corner of the Village. Radio transmissions generated from the northeast corner of the Village are “scratchy” and lack clarity.

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Chief of Police
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This is not only an issue with Police radio communications. The Fire Department's mobile and portable radio transmissions on their primary channel from the east end of the Village are also affected due to poor tower coverage in that area.

With the degradation of function of the mini-tower at Station 12, and with the upcoming decommissioning of Station 12, it was necessary to explore options to improve radio coverage on the east end of the Village. Fire Chief Henningfeld and I met with our contracted radio vendor, Baycom Inc, and requested solutions to the above-described problem. Our Baycom representatives evaluated our current equipment, analyzed our current system, and developed a solution to improve police and fire radio coverage on the east end of the Village.

Attached is a quote from Baycom Inc. to transition our radio tower equipment from the mini-tower at Fire Station 12 to the water tower at 7 Mile Rd. The water tower is much taller than the mini-tower at Station 12 and should give us greater coverage. While some of the radio equipment will transfer from Station 12, we will also need to purchase additional equipment. The cost for the equipment and installation is \$87,900.

While per Village policy, (3) bids/estimates are required for items that cost over \$3,000.00, our radio equipment is purchased using contract pricing previously negotiated for Motorola products through the Wisconsin Counties Association (WCA Service Inc.). Baycom is the SE region representative for Motorola, and purchases of public safety equipment are directed to our area representative. In addition, Baycom is the vendor who is most familiar with our system, as they are tasked with the ongoing maintenance and support of Caledonia Police and Fire radio equipment and services.

It is important to note that Racine County is exploring an upgrade to the entire radio system throughout the County; however, they are in the early stages of this project. There are many unknowns as to how the system will be configured and on what system (VHF or 700/800 mhz) it will function. However, the microwave system proposed under this project to transport radio signals to Racine County's main infrastructure will likely work with a system upgrade. Most importantly, it appears it will be at least 2+ years before a new county-wide radio upgrade occurs, and we must have a more immediate resolution to our radio concerns.

The purchase of new equipment and the relocation from Station 12 to the water tower will improve the ability of Police and Fire Personnel to transmit from the east end of the Village. This will improve the safety of our officers and firefighters who must have reliable radio coverage to ensure critical communication can occur.

Respectfully,

Christopher Botsch
Chief of Police