



FINANCE COMMITTEE MEETING AGENDA
Tuesday, August 8, 2023 at 5:30 p.m.
Caledonia Village Hall - 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. Accounts Payable Policy and Procedure Discussion
4. Adjourn

Dated August 4, 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: Trustee Martin and President Weatherston were present. Trustee Pierce, Trustee McManus, and Trustee Stillman were also present. Trustee Hammes arrived at 5:40 p.m.

Absent: Trustee Wishau was excused.

Department Managers: Also present were Village Administrator Kathryn Kasper, Public Services Director Anthony Bunkelman, Village Engineer Ryan Schmidt, Police Chief Christopher Botsch, and Village Attorney/HR Manager Tyler Helsel.

2. Approval of Minutes

Motion by Trustee Martin to approve the minutes dated June 20, 2023. Seconded by President Weatherston. Motion carried, unanimously.

3. Review and Recommendation of Liberty Mutual Claims Involving an Alleged Incident with the Caledonia Fire Department

Helsel detailed two separate claims related to an alleged incident with the Caledonia Fire Department

The first claim was an update to a previously approved claim from an insured individual. The insured returned requesting additional funds to cover the full claim, including what the insurance company paid out of pocket. The revised total claim amounted to \$3,824.89.

Motion by Trustee Martin to recommend paying the claim in the amount of \$3,824.89 after a signed release. Seconded by President Weatherston. Motion carried, unanimously.

The second claim was from a driver involved in the same incident. The driver submitted a medical claim for physical therapy expenses totaling \$1,000.

Motion by Trustee Martin to recommend approving the claim in the amount of \$1,000 after a signed release. Seconded by President Weatherston. Motion carried, unanimously.

Both claims were agreed upon with the understanding that they would be full and final settlement

4. Resolution 2023-79 – Resolution Of The Village Board Of The Village Of Caledonia Authorizing The Purchase Of An Interview Room Recording System Through Axon Enterprise And Enter Into A 5-Year Contract To Include The Equipment, Installation, Online Platform, And Ongoing Support

Police Chief Botsch discussed upgrading the police department's interview room recording system. He explained the benefits of the system selected, provided by Axon Enterprise. The costs associated with the system include a year-one expense, followed by an annual fee for maintenance, support, and access to an online platform, evidence.com. The annual fee would also cover access to the online platform, Evidence.com for future Axon systems, such as body or squad cameras.

Cost concerns were discussed but were addressed by Chief Botsch by highlighting potential cost reductions from existing maintenance and support systems, which would be replaced by the new integrated system.

Motion by Trustee Martin to approve and forward to the Village Board. Seconded by President Weatherston. Motion carried, unanimously.

5. Request Permission To Sole Source Fitness Equipment Procurement For Public Safety Facility.

Police Chief Botsch explained the context for the proposal, which covered the plan for the public safety building to include a fitness room. Meetings regarding the Public Safety Building tasked our team to find outside funding for the fitness center. \$35,000 was raised from various sources, including the Kaiser Family Foundation, Support Our Law Enforcement and a grant from an insurance provider. The total cost of the equipment needed was around \$56,000.

The discussion then shifted to the definition and understanding of "sole sourcing." The proposal involved selecting the best equipment from various brands based on quality, function, durability, and cost-effectiveness. The selection team included a firefighter and a police officer who evaluated each piece of equipment on a range of factors. This was not initially clear, and clarification was sought on the terminology used.

Motion by Trustee Martin to permit the selection team to choose the best piece of equipment. Seconded by President Weatherston. Motion carried, unanimously.

6. Permission To Apply For A Grant For Outdoor Park Fitness Equipment.

Schmidt explained the opportunity presented by Game Time, a fitness equipment company, to apply for a grant of up to \$50,000 towards outdoor fitness equipment for park and recreational use. There is no commitment to accept the funds if awarded, and no specific park has yet been designated to receive the equipment. The equipment types under consideration include pull-up bars, push-up bars, and a sit-up bench, which are relatively simple and suitable for unsupervised use.

Motion by Trustee Martin to permit Village Staff to Apply for A Grant For Outdoor Park Fitness Equipment. Seconded by President Weatherston. Motion carried, unanimously.

7. Adjournment

Trustee Martin adjourned the meeting at 5:51 p.m.

Respectfully submitted,
Joslyn Hoeffert, Village Clerk