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## FINANCE COMMITTEE MEETING AGENDA

**Tuesday, August 22, 2023 at 5:30 p.m.**  
**Caledonia Village Hall - 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. 2022 CLA Audit Presentation
4. **Resolution 2023-92** – Resolution Authorizing The Village Of Caledonia To Enter Into A Purchase Agreement To Order A Replacement Fire Engine From Pierce Manufacturing, Inc.
5. **Resolution 2023-93** – Resolution Authorizing The Village Of Caledonia To Accept A Donation From Bear Paw Adventure Park / Jellystone To Be Used Towards The Purchase Of An Aerial Drone
6. Adjourn

Dated August 17, 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 5:32 p.m.

Committee Members: Trustee Wishau and Trustee Martin. President Weatherston was present but left shortly before the meeting. Trustee Pierce and Trustee Stillman were also present.

Absent: None.

Department Managers: Also present were Finance Director Wayne Krueger and Village Attorney/HR Manager Tyler Helsel.

### **2. Approval of Minutes**

Motion by Trustee Martin to approve the minutes dated July 25, 2023. Seconded by Trustee Wishau. Motion carried, unanimously.

### **3. Accounts Payable Policy and Procedure Discussion**

Trustee Wishau emphasized the need for enhanced segregation of duties in financial processes. A proposed two-party system would involve one person initiating requests, and another verifying payment – a structure intended for short-term vendor inquiries regarding changes to payment terms, among other things. For new vendors, the completion of a comprehensive form including signatures, bank records, and approval by additional staff members was discussed. The meeting also addressed the idea of a standardized desk procedure for financial processes and policies, and there was a debate about whether staff or a combination of staff and the committee should review procedures, with the committee ultimately having final approval authority. The significance of reinforcing internal controls, addressing cybersecurity concerns, and responding to past audit findings regarding weak internal controls and phishing issues were key points. In response to inquiries from CIVMIC, a commitment was made to address internal questions, potentially leading to reduced rates. The meeting also explored the responsibility for implementing audit recommendations, while consistently citing staff shortages in audit letters as a challenge.

### **4. Adjournment**

Trustee Martin adjourned the meeting at 5:45 p.m.

Respectfully submitted,  
Joslyn Hoeffert, Village Clerk

**RESOLUTION NO. 2023-92**

**RESOLUTION AUTHORIZING THE VILLAGE OF CALEDONIA TO ENTER INTO A  
PURCHASE AGREEMENT TO ORDER A REPLACEMENT FIRE ENGINE FROM  
PIERCE MANUFACTURING, INC.**

**WHEREAS**, Fire Department policy and practice require a fire engine as part of a standardized response to fire alarms, structure fires, automobile accidents, and technical rescue incidents within the Village.

**WHEREAS**, the Fire Department currently operates a fire engine over twenty-two years old that is nearing the end of its effective service life and requires replacement. Replacement was initially authorized as part of the Capital Budget approved in the 2021 Village budget.

**WHEREAS**, those 2021 allocated funds were reallocated under Resolution 2021-70 to facilitate the emergency repair/refurbishment of the Village's ladder truck, and the replacement of the approved engine did not occur.

**WHEREAS**, during the 2023 budget preparation process, the Fire Department was directed to proceed with the design, contractual commitment, and order placement of a new engine.

**WHEREAS**, the Fire Department has designed a replacement fire engine to meet the current and future needs of the Village, sought competitive bids, and recommends a contractual agreement for the replacement engine for the sum of \$939,827 to Pierce Manufacturing, Inc.

**WHEREAS**, to facilitate this purchase agreement, the Village agrees to allocate a portion of future capital funds prior to or on delivery of the engine in a budget year to be determined.

**WHEREAS**, the Village Finance Committee has reviewed this request and recommends that the Village Board authorize a contractual agreement for the replacement engine described above.

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board that the Fire Department is authorized and approved to execute a purchase agreement with Pierce Manufacturing, Inc for \$939,827, and the required funds shall be allocated to and spent from a future Capital Project Fund.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin,  
this \_\_\_\_\_ day of August 2023.

VILLAGE OF CALEDONIA

By: \_\_\_\_\_  
Thomas Weatherston, Village President

Attest: \_\_\_\_\_  
Joslyn Hoeffert, Village Clerk

**RESOLUTION NO. 2023-93**

**RESOLUTION AUTHORIZING THE VILLAGE OF  
CALEDONIA TO ACCEPT A DONATION FROM BEAR PAW  
ADVENTURE PARK / JELLYSTONE TO BE USED TOWARDS THE  
PURCHASE OF AN AERIAL DRONE**

**WHEREAS**, Bear Paw Adventure Park / Jellystone approached the Caledonia Police Department with an idea to partner for a fundraising effort for an aerial drone for the police department.

**WHEREAS**, Bear Paw Adventure Park hosted a series of events in early August with a portion of the proceeds to be donated to the Caledonia Police Department.

**WHEREAS**, the Caledonia Police Department attended these events and participated in various fundraising and community engagement activities.

**WHEREAS**, Bear Paw Adventure Park raised \$16,000 for the purchase of an aerial drone and has donated the money to the Caledonia Police Department.

**NOW, THEREFORE, BE IT RESOLVED** that the Village Board of the Village of Caledonia, Racine County, Wisconsin, do hereby authorize the acceptance of a donation of \$16,000 from Bear Paw Adventure Park / Jellystone to be used for the purchase of an aerial drone.

Adopted by the Village Board of the Village of Caledonia, Racine County,  
Wisconsin on this \_\_\_\_ day of August 2023.

By: \_\_\_\_\_  
Thomas R. Weatherston, President

Attest: \_\_\_\_\_  
Joslyn Hoeffert, Clerk