

**Committee of the Whole Meeting  
April 9, 2024**

**1 - Order**

President Weatherston called the Committee of the Whole meeting to order at 6:20 p.m. at the Caledonia Village Hall.

**2 – Roll Call**

**PRESENT:** 5 – President Weatherston, Trustee Lambrecht, Trustee Martin, Trustee Pierce, and Trustee Wishau.

**EXCUSED:** 0 – Trustee Stillman and Trustee McManus

**STAFF:** Administrator Kathryn Kasper, Public Services Director Tony Bunkelman  
Finance Director Wayne Krueger, Development Director Peter Wagner, Police Chief Christopher Botsch, Fire Chief Jeff Henningfeld, Village Attorney/HR Manager Tyler Helsel, Village Attorney Elaine Ekes, and Clerk Jennifer Olsen.

**3 – Approval of Minutes**

A motion was made by Trustee Pierce to approve the Committee of the Whole minutes of 03/26/24, seconded by Trustee Lambrecht. The motion carried 5-0.

**4 – Public Comment**

The following people appeared to speak before the Committee:

*None*

**5 – New Business**

**A. Fire Department Operations Overview Presentation (CoW 4/9/24)**

Fire Department staff presented an overview of department operations.

**B. Discussion on changing address from Racine to Caledonia**

A motion was made by Trustee Pierce to formally acknowledge Caledonia in the official mailing address and to direct staff to implement the changes, seconded by president Weatherston. The motion carried 5-0.

**C. Discussion on dates for the Public Safety Facility open house**

Staff proposed Sunday, June 9<sup>th</sup> for the official public open house, and the Committee agreed. Details of the event will follow, along with a press release. Discussion on a dedication plaque, location to be determined.

**D. Suggested items to be placed on the next meeting agenda (With No Action)**

1. Discussion on the “5 acre rule”
2. Discussion on “open space” definition

**6 – Continuing Business**

**A. Discussion on sale methods for sale of former Fire Station #12, Douglas Ave. (CoW 10/24/23)**

Staff recommendation: To list the property with a real estate agent with deed restrictions prohibiting the following uses:

- Vehicle sales, service, and repair
- Fueling Station
- Self-Storage facility
- Recycling drop-off facility
- Adult Entertainment uses
- Landscape Contractors' yard
- Outdoor display/sale/storage or merchandise

These deed restrictions could be lifted at a later date by a future board with the agreement of the owner of the property. Discussion on zoning change from M-1 to B-3.

A motion was made by Trustee Martin to list the property with a real estate agent with the deed restrictions and re-zoning requests, seconded by Trustee Pierce. The motion carried 5-0.

**B. Discussion on creating commercial property development forms (CC 3/12/24, 2-0, CoW 3/26/24 postponed, CoW 4/9/24 postponed)**

Commercial property development forms and flow chart will not be started until and unless the residential forms are in use.

**C. Discussion on creating residential property development forms (CC 3/12/24, 2-0, CoW 3/26/24 postponed, CoW 4/9/24 postponed)**

Presentation by Trustee Wishau. Chart and overview created to address complaints from people who don't know much about the building permitting process.

Recommendations by other Committee members:

- Include a legend for the document types
- Review supporting documents to make sure still up to date

A motion was made by Trustee Weatherston to postpone a decision on implementation until the next meeting, -seconded by Trustee Pierce . The motion carried 5-0.

**D. Discussion on flow chart development for permitting/approvals (CC 3/12/24, 2-0, CoW 3/26/24 postpone, CoW 4/9/24 postponed)**

Item was discussed concurrently with item 6C.

**7. Closed Session Items:**

- A.** The Village Board will take up a motion to go into CLOSED SESSION, pursuant to Wis. Stat. S. 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the position of Village Administrator.

Motion to go into closed session by Trustee Martin, seconded by Trustee pierce Motion carried by the following vote:

Ayes: 5 – Weatherston, Lambrecht, Pierce, Wishau, Martin

Nays: 0

- B. The Village Board reserves the right to go back into OPEN SESSION, and possibly take action on the items discussed during the closed session and to move to the remaining items on the agenda.

Motion to go into open session by Trustee Martin, seconded by Trustee Pierce. Motion carried, 5-0.

## **8. Adjournment**

President Weatherston adjourned the meeting at 8:08 p.m.

*Respectfully submitted:*

*Jennifer Olsen  
Village Clerk*

DRAFT