

**COMMITTEE OF THE WHOLE MEETING AGENDA**

**Tuesday, September 10, 2024**

**Immediately following the Village Board Meeting, but not before 6:15 p.m.**

**Caledonia Village Hall - 5043 Chester Lane**

**Caledonia, WI 53402**

1. **Meeting called to order**
2. **Roll Call**
3. **Approval of Minutes:** Committee of the Whole – August 27, 2024
4. **Public Comment** - Provides a two-minute opportunity for citizens to voice opinions to the Committee of the Whole. The Committee of the Whole cannot respond as this may conflict with open meeting requirements.
5. **New Business**
  - A. Report and discussion on unfinished property developments
  - B. 2024 General Fund Budget to Actual Expenditures Report, as of 6/30/2024
  - C. Resolution Authorizing the Village of Caledonia to transfer funding from a Fire Department Salary account to a Capital Account to purchase additional fire hose and a respirator fit tester
  - D. Resolution Authorizing the Village of Caledonia to transfer funding from a Police Department Salary account to a Capital Account to purchase Axon Enterprise body worn cameras and squad cameras
  - E. Discussion on possible change in requirements for entering the Fire Department and offering tuition reimbursement for certificates.
  - F. Suggested items to be placed on the next meeting agenda (*with no action*)
6. **Continuing Business**

None
7. **Closed Session**
  - A. The Committee of the Whole will take up a motion to go into CLOSED SESSION, pursuant to s. 19.85(1)(e), Wis. Stat., deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, **specifically:** to discuss the Caledonia Raymond Cooperative Boundary Agreement; and pursuant to Sec. 19.85(1)(g), Wis. Stat., conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, **specifically:** to discuss the possible resolution of litigation in Racine County Circuit Case Number 24-CV-0727 - Village of Caledonia v. Kristie Kapke and Mark Mikorski.
  - 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.
8. **Adjournment**

**1 - Order**

President Weatherston called the Committee of the Whole meeting to order at 6:21 p.m. at the Caledonia Village Hall.

**2 – Roll Call**

**PRESENT:** 7 – President Weatherston, Trustee Stillman, Trustee Martin, Trustee Lambrecht, Trustee Pierce, and Trustee McManus, and Trustee Wishau

**ABSENT:** 0

**STAFF:** Interim Administrator/Police Chief Christopher Botsch, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Finance Director Wayne Krueger, Development Director Peter Wagner, Fire Chief Jeff Henningfeld, Village Attorney Elaine Ekes, Clerk Jennifer Olsen and Deputy Clerk Norgie Montes De Oca-Metzing

**3 – Approval of Minutes**

A **motion** was made by Trustee Peirce to approve the Committee of the Whole minutes of August 14, 2024, seconded by Trustee Stillman.

**The motion to carried 7-0.**

**4 – Public Comment**

The following people appeared to speak before the Committee:

None

**5 – Presentations**

**A. Report and discussion on Storm Water ERUs**

**6 – New Business**

**B. Operator License Application Review – Vincente Burdohan**

**Motion by Trustee McManus to deny the license, seconded by Trustee Stillman.  
Motion carried 7-0.**

**C. Citizen Concerns regarding conduct of some individuals operating under a Transient Merchant License for Moxie Pest Control (discussion only)**

Staff summarized several complaints received against Moxie Pest Control and advised of the possible courses of action the Committee could take against the company and/or its individual salespersons after notice and a due process hearing, per Village ordinance and Wisconsin state law. The Village may not revoke all licenses issued to salespersons working for a particular company, as the licenses are issued to each individual. Only those individuals that are claimed to have violated village ordinances or any condition of their license may be served notice of a hearing to consider possible license revocation.

The Village will contact the company to ensure they are aware of the complaints, and to inform them of possible consequences if the complaints are not addressed.

**D. Suggested items to be placed on the next meeting agenda (*with no action*)**

1. Discussion on possible change in requirements for entering the Fire Department and offering tuition reimbursement for certificates.
2. Presentation on the current budget spend-to-date

**7 – Continuing Business**

**A. Implementation/Enforcement concerns on Animals at Large Ordinance and options for impoundment (*CoW 7/23/24 layed over until 8/27*)**

**Motion by** Trustee McManus to lay over until HR Manager/Assistant Village Attorney Tyler Helsel returns, **seconded by** Trustee Pierce. **Motion carried 7-0.**

**7 – Closed Session**

- A. The Committee of the Whole/Village Board will take up a motion to go into CLOSED SESSION, pursuant to Wis. Stat. s. 19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, **Specifically**: to discuss the Weed Commissioner.

**Motion by** Trustee McManus to go into closed session, seconded by Trustee Stillman. **Motion carried by the following roll call vote:**

**Ayes:** 7 – Weatherston, Martin, Stillman, Lambrecht, Pierce, McManus, and Wishau

**Absent:** 0

- A. **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 by** Trustee Stillman to go into open session, seconded by Trustee Martin. **Motion carried 7-0.**

**8 – Adjournment**

President Weatherston adjourned the meeting at 7:27 p.m.

*Respectfully submitted:*  
*Jennifer Olsen*  
*Village Clerk*

Village of Caledonia  
 2024 General Fund Budget to Actual Expenditures  
 As of 6/30/2024

	2024	Actual Expenditures		Budget	Estimated as	Projected
	Adopted Budget	as of 6/30/24	% Expended	Variance	of 12/31/24	Year-End Variance
Village Board	\$ 60,208	\$ 27,643	45.9%	\$ 32,565	\$ 60,208	\$ -
Village Clerk	180,082	48,868	27.1%	131,214	145,911	34,171
Elections	100,135	19,673	19.6%	80,462	99,095	1,040
Administration	224,376	108,169	48.2%	116,207	219,779	4,597
Finance	374,004	185,862	49.7%	188,142	364,321	9,683
Police	6,269,700	2,726,300	43.5%	3,543,400	5,303,118	966,582
Police Support	326,672	193,130	59.1%	133,542	331,148	(4,476)
Muni Court	194,682	99,016	50.9%	95,666	188,267	6,415
Fire	7,349,006	3,574,691	48.6%	3,774,315	7,137,598	211,408
Building	310,069	149,096	48.1%	160,973	299,405	10,664
Public Works	2,416,495	1,223,895	50.6%	1,192,600	2,373,486	43,009
Engineering	378,240	138,981	36.7%	239,259	365,245	12,995
Facilities	236,602	135,115	57.1%	101,487	238,780	(2,178)
Community Development	296,288	133,769	45.1%	162,519	263,880	32,408
Parks	194,106	78,220	40.3%	115,886	185,702	8,404
Professional	1,666,232	1,025,633	61.6%	640,599	1,630,336	35,896
<b>Total Expenditures</b>	<b>\$ 20,576,897</b>	<b>\$ 9,868,061</b>	<b>48.0%</b>	<b>\$ 10,708,836</b>	<b>\$ 19,206,279</b>	<b>\$ 1,370,618</b>

VILLAGE OF CALEDONIA

FISCAL NOTE: BUDGET MODIFICATION TO UTILIZE PROJECTED UNSPENT PERSONNEL COSTS WITHIN THE FIRE DEPARTMENT TO REPLACE EXISTING FIRE HOSE AND PORTABLE FIT TESTING EQUIPMENT

FISCAL YEAR: **2024**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
<b>GENERAL FUND</b>							
Fire Dept - Salaries	100-35-50100	4,355,934	2,676,452	\$ 1,679,482	(38,000)	\$ 4,317,934	\$ 1,641,482
Transfer to Capital Projects	100-00-66300	845,719	-	\$ 845,719	38,000	\$ 883,719	\$ 883,719
<b>CAPITAL PROJECTS FUND</b>							
Transfer from General Fund	400-00-49210	(845,719)	-	(845,719)	(38,000)	(883,719)	(883,719)
Fire Equipment	400-35-65030	\$ 45,000	\$ 41,071	\$ 3,929	\$ 38,000	\$ 83,000	\$ 41,929
		<u>\$ 4,400,934</u>	<u>\$ 2,717,522</u>	<u>\$ 1,683,412</u>	<u>\$ -</u>	<u>\$ 4,400,934</u>	<u>\$ 1,683,412</u>

**RESOLUTION NO. 2024-0XX  
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDING FROM A FIRE  
DEPARTMENT SALARY ACCOUNT TO A CAPITAL ACCOUNT TO PURCHASE FIRE  
HOSE AND A RESPIRATOR FIT TESTER**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

**WHEREAS**, the Village of Caledonia Fire Department has been unable to fully staff our total allocation of firefighter/paramedic positions in 2024,

**WHEREAS**, because of the vacancies in the firefighter/paramedic positions, the Village of Caledonia Fire Department salary account (Acct #105-30-50100) is projected to have a surplus for 2024,

**WHEREAS**, the Village of Caledonia is requesting to transfer \$38,000 from the Fire Department salary account (Acct #105-30-50100) to capital account (Acct #400-35-65030), per the attached Exhibit A,

**WHEREAS**, fire hoses, which unless damaged have a 20-year useful life, are necessary equipment to quickly extinguish fires and which occasionally require replacement due to age and wear, and

**WHEREAS**, the Village of Caledonia is required by OSHA to perform fit testing annually on all employees to ensure a tight fit with SCBA, canister respirator, and N95 surgical masks, and,

**WHEREAS**, the Fire Department requests permission to purchase 1,900 feet of fire hose for \$15,000 and a portable fit tester from TSI incorporated for \$22,000 to meet the abovementioned needs, and,

**WHEREAS**, the Fire Department has obtained competitive pricing for the fire hose and seeks sole source procurement authorization for the fit testing equipment, and

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board to authorize a transfer of funds in the amount of \$38,000 from the Fire Department salary account (Acct #105-30-50100) to a capital account (Acct #400-35-65030) to purchase necessary fire hose and a portable respiratory fit tester,

**BE IT FURTHER RESOLVED THAT** all Village officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance of the Agreement.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this \_\_\_\_ day of September, 2024.

**VILLAGE OF CALEDONIA**

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

Attest: \_\_\_\_\_  
Jennifer Olsen  
Village Clerk

**VILLAGE OF CALEDONIA**

FISCAL NOTE: BUDGET MODIFICATION TO UTILIZE PROJECTED PERSONNEL COSTS WITH THE POLICE DEPARTMENT TO PURCHASE AXON BODY AND SQUAD CAMERA

FISCAL YEAR: **2024**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	YEAR TO DATE EXPENDITURES	CURRENT BALANCE	BUDGET MODIFICATION	BUDGET AFTER MODIFICATION	REMAINING BUDGET BALANCE
<b>GENERAL FUND</b>							
Police Dept - Salaries	100-30-50100	3,730,946	1,937,837	\$ 1,793,109	(125,719)	\$ 3,605,227	\$ 1,667,390
Transfer to Capital Projects	100-00-66300	720,000	-	\$ 720,000	125,719	\$ 845,719	\$ 845,719
<b>CAPITAL PROJECTS FUND</b>							
Transfer from General Fund	400-00-49210	-	-	-	(125,719)	(125,719)	(125,719)
Police Equipment	400-30-65030	\$ 250,000	\$ 252,704	\$ (2,704)	\$ 125,000	\$ 375,000	\$ 122,296
		<u>\$ 4,450,946</u>	<u>\$ 1,937,837</u>	<u>\$ 2,513,109</u>	<u>\$ (719)</u>	<u>\$ 4,325,227</u>	<u>\$ 2,387,390</u>

**RESOLUTION NO. 2024-0XX  
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING THE TRANSFER OF FUNDING FROM A POLICE  
DEPARTMENT SALARY ACCOUNT TO A CAPITAL ACCOUNT TO PURCHASE AXON  
ENTERPRISE BODY WORN CAMERAS AND SQUAD CAMERAS**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

**WHEREAS**, the Village of Caledonia Police Department has been unable to staff to our full allocation of police officers in 2024.

**WHEREAS**, because of the vacancies within the position of police officer, the Village of Caledonia Police Department salary account (Acct #100-30-50100) is projected to have a surplus for 2024.

**WHEREAS**, the Village of Caledonia is requesting to transfer \$125,718.66 from the Police Department salary account (Acct #100-30-50100) to capital account (Acct #400-30-65030), per the attached Exhibit A,

**WHEREAS**, the Village of Caledonia is requesting permission to enter into a 5-year contract with Axon for Body Worn Cameras in the amount of \$93,779.22 in year one and a separate contract with Axon for Squad Cameras in the amount of \$31,939.44 in year one, totaling \$125,718.66.

**WHEREAS**, the Village of Caledonia is responsible for approximately \$50,000 per year for years 2-5 of the contract for the Body Worn Cameras and approximately \$32,000 per year for years 2-5 of the contract for the Squad Cameras, funding which will come from subsequent Police Department operating budgets.

**WHEREAS**, the Village of Caledonia previously approved the purchase of Axon Interview Room Cameras as a part of the new Public Safety Building with the goal of moving to an Axon ecosystem.

**WHEREAS**, the Village of Caledonia obtained competitive pricing through a NASPO contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Caledonia Village Board authorizes a transfer of funds in the amount of \$125,718.66 from the Police Department salary account (Acct #100-30-50100) to capital account (Acct #400-30-65030) to purchase Axon Body Worn Cameras and Axon Squad Cameras.

**BE IT FURTHER RESOLVED THAT** all Village officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance of the Agreement.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this \_\_\_\_ day of September, 2024.

**VILLAGE OF CALEDONIA**

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

Attest: \_\_\_\_\_  
Jennifer Olsen  
Village Clerk



## **Budgetary Impact Statement: Paramedic Tuition Reimbursement Program**

### **Overview:**

The Paramedic Tuition Reimbursement Program is designed to support employees who pursue paramedic training by reimbursing them for eligible tuition expenses. This initiative aims to enhance recruitment, improve the quality of emergency medical services, and increase employee retention by a demonstrated investment in their professional development.

### **Financial Impact:**

#### **1. Program Cost:**

- **2024:** The program is expected to reimburse up to six employees, with an estimated tuition cost per employee of \$2,500. The total estimated expenditure is \$15,000.
- **2025 and Subsequent Years:** We anticipate decreased participation at full staffing. Vacancies will dictate usage due to retirement or other separation causes. In these years, the program is expected to reimburse up to three employees annually, with an estimated expenditure of \$7,500.

#### **2. Potential Offsets:**

- **Budget Neutral:** The salary budget is primarily allocated for firefighter/paramedics. Since firefighter/ EMTs are paid significantly lower wages, the cost savings could be used to fund the program. Additionally, vacancies within the department would result in unspent wages, which could also contribute to the program's funding.
- **Reduction in Recruitment Costs:** By investing in current employees, the program could reduce the need for external hiring, lowering recruitment and onboarding expenses.
- **Enhanced Service Delivery:** Improved employee skill levels could lead to better patient outcomes and operational efficiencies, potentially resulting in cost savings in other areas.

#### **3. Long-Term Financial Considerations:**

- **Retention and Employee Satisfaction:** The program will likely increase employee retention, reducing turnover-related costs such as hiring and training new staff. Over time, the long-term financial benefits of a more skilled and stable workforce may outweigh the initial investment.
- **Budget Adjustments:** Future budget allocations should account for potential increases in tuition costs.

## **PARAMEDIC TUITION REIMBURSEMENT POLICY**

### **Paramedic Tuition Reimbursement**

The Village of Caledonia provides tuition reimbursement for approved educational activities. The purpose of the Paramedic Tuition Reimbursement Policy is to provide financial assistance for newly hired Village of Caledonia employees currently enrolled in a paramedic certification program at a state or federally-accredited educational institution. It is at the Village's sole discretion to approve employees for participation in the program, and each employee's approved expenses may vary based on individual circumstances.

### **Maximum Reimbursement**

The Village of Caledonia may offer a one-time tuition reimbursement of up to \$2,500 upon completing a paramedic certification program at a state or federally-accredited educational institution and receiving licensure as a State of Wisconsin or Nationally Registered EMT- Paramedic.

An employee is eligible for either Paramedic Tuition Reimbursement or Tuition Reimbursement in any given calendar year, but not both.

### **Eligibility**

To be eligible for tuition reimbursement under this policy, an employee must:

- Be a full-time employee.
- Be enrolled in a Paramedic certification program at a state or federally-accredited educational institution.
- Have active status on payroll when the course is completed.
- The employee and Village must execute a Tuition Reimbursement Repayment Agreement.
- Receive licensure as a State of Wisconsin or Nationally Registered EMT- Paramedic

### **Repayment Schedule**

If an employee leaves employment for any reason within two (2) years of the issuance of reimbursement payment by the Village for the qualified participation in the paramedic certification program, repayment of the tuition reimbursement shall be required to the Village according to the following schedule:

- Within one (1) year after receiving the reimbursement, the employee will reimburse the Village 100% of the tuition reimbursement.
- Within two (2) years after receiving the reimbursement, the employee will reimburse the Village 50% of the tuition reimbursement.
- After two (2) years following the reimbursement, the employee will not be required to reimburse the Village.

The employee will authorize the repayment of these amounts through a repayment agreement, which will include permitting the deduction of such amounts from the employee's final paychecks and any amounts owed to the employee to the extent permitted by law.

### **Courses and Programs Eligible for Reimbursement**

To be considered for reimbursement, the employee must be currently enrolled in an Emergency Medical Technician - Paramedic certification program at a state - or federally accredited educational institution.

### **Tuition Reimbursement upon Completion of Course**

Upon course completion, the employee must submit an official transcript of grades and proof of payment. Proof of payment can be established by either a bursar's receipt or a copy of the canceled check (front and back). Records of all education and training programs completed by each employee must be forwarded to and will be maintained by the Human Resources Department and the Fire Department.

If the employee receives a scholarship, grant, or other outside tuition assistance (e.g., G.I. Bill or veteran's assistance), it may reduce the tuition reimbursement available to the employee from the Village. In no instance shall the sum of all tuition assistance monies exceed the actual eligible costs of the paramedic certification program.

The employee understands that this policy is not the sole basis for sustaining employment with the Fire Department during the 24-month term and is subject to dismissal per Village of Caledonia Fire Department policy and the Caledonia Firefighter's Local 2740 Collective Bargaining Agreement.