

COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, February 25, 2025

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 – February 11, 2025
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. **Committee Updates**
 - A. Racine County Intergovernmental Cooperation Council - President Weatherston
 - B. Plan Commission – Nancy Pierce
 - C. Parks and Recreation Advisory Committee – Holly McManus
 - D. Caledonia Utility District Commission – Lee Wishau
6. **New Business**
 - A. Resolution to Create a Public Record Request Fee Schedule
 - B. Suggested items to be placed on the next meeting agenda (*with no action*)
7. **Continuing Business**
 - A. Stop Sign Concerns – 7 Mile and STH 32
8. **Adjournment**

**Committee of the Whole Meeting
February 11, 2025**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 6:34 p.m. at the Caledonia Village Hall.

2 – Roll Call

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

EXCUSED: 0

STAFF: Administrator Todd Willis, Finance Director Wayne Krueger, Village Attorney Elain Ekes, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Development Director Peter Wagner, Lt. Erin Laehr, Interim Fire Chief Walter Leininger, Deputy Clerk Norgie Metzinger, and Clerk Jennifer Bass

3 – Approval of Minutes

A **motion** was made by Trustee Pierce to approve the January 28, 2025 Committee of the Whole meeting, seconded by Trustee McManus. **Motion carried 7-0.**

4 – Public Comment

The following people appeared to speak before the Committee:
None

5 – New Business

A. **2024 Sewer Long Range Cash Flow Analysis Presentation** – Jon Cameron, Ehlers

B. **Sole Source** – Floor Scrubbers

Motion by Trustee McManus to approve to the request, seconded by Trustee Martin.
Motion carried 7-0.

C. **Discus Rochester lateral** – Gorney Park

Motion by Trustee Martin to recommend approval to the Village Board, seconded by Trustee McManus. **Motion carried 7-0.**

D. **Report on stop sign visibility at 7 Mile and Hwy 32**

Motion by Trustee McManus to direct staff to provide an estimate for a flashing stop sign, seconded by President Weatherston. **Motion carried 7-0.**

E. **Suggested items to be placed on the next meeting agenda (with no action)**
None

7 – Continuing Business

None

8 – Adjournment

President Weatherston adjourned the meeting at 7:10 p.m.

Respectfully submitted:
Jennifer Bass
Village Clerk

**RESOLUTION NO. 2025-XXX
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING THE ADOPTION OF
A RECORD REQUEST FEE SCHEDULE**

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

WHEREAS, Section 3-3-4 (f) of Village Code of Ordinances states “A requester shall be charged a fee to defray the cost of locating and copying records as follow

- (1) The cost of photocopying shall be Twenty-five Cents (25¢) per page, excluding accident reports. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
- (2) If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
- (3) The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio- or video-tapes, shall be charged.
- (4) If mailing or shipping is necessary, the actual cost thereof shall also be charged.
- (5) There shall be no charge for locating a record unless the actual cost therefor exceeds Fifty Dollars (\$50.00), in which case the actual cost shall be determined by the legal custodian and billed to the requester. The Town will determine the cost of locating a record by using the hourly rate of Twenty Dollars (\$20.00) per hour for employees involved in attempting to locate the record.
- (6) The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds Five Dollars (\$5.00).
- (7) Elected and appointed officials of the Town shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
- (8) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.”; and

WHEREAS, The proposed Record Request Fee Schedule, Exhibit A, complies with all Village of Caledonia ordinances and Wisconsin state statutes,

NOW, THEREFORE, BE IT RESOLVED that the Caledonia Village Board approves the adoption of the Record Request Fee Schedule as presented.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of March, 2025.

VILLAGE OF CALEDONIA

By: _____
Thomas Weatherston
Village President

Attest: _____
Jennifer Bass
Village Clerk

**Public Record Request Fee Schedule
Village of Caledonia**

Hard Copies	Includes any paper records provided by: <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record. 	\$ 0.25 per page <i>In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i> <i>No charge for requests under \$0.50.</i>
Electronic Copies	Includes any electronic records provided by: • Email • Flash drive • Other electronic format	Cost of physical medium: Flash drive (each): \$ 1.51 (2GB) <i>In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i>
	Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).	No fee <i>In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i>
Location Fees	Location fees are assessed for searching and identifying responsive records.	\$ 20.00 per hour of staff time (minimum possible hourly rate). <i>In certain instances, an employee with special skills may be needed to conduct a search. In these instances, a higher hourly rate may be assessed.</i> <i>No charge for location fee totals under \$50.00.</i>

Prepayment will be required prior to the release of records for estimated fees over \$5.00.

Postage fees may be added when records are mailed.

Fees may be waived or reduced at the discretion of the legal custodian.

MEMORANDUM

Date: February 20, 2025

To: Committee of the Whole

From: Ryan Schmidt, P.E.
Village Engineer



Re: **Stop Sign Concerns – 7 Mile and STH 32**

BACKGROUND INFORMATION

Staff presented a memorandum at the February 11th, 2025, Committee of the Whole Meeting regarding research into the stop signs at the intersection of 7 Mile and STH 32. Staff's recommendation was not to modify the stop signs with flags or otherwise. The traffic incident that occurred in November of 2024 at this intersection was an outlier to the 5-year crash history for the intersection and did not represent a trend of other incidents where failure to yield the right-of-way was observed. The Committee still recommended that staff look further into flashing stop signs and their cost if installed at the intersection.

Upon further research, Staff reached out to the State DOT and determined that this intersection is within WisDOT jurisdiction and is not the Village's to modify. WisDOT could do a safety analysis to see if there are any issues with crashes related to drivers either not stopping at this intersection or failing to yield the right-of-way. If there was an issue found by the DOT, they would first look at countermeasures like permanent flags depending on the severity and/or crash rate. A Flashing/blinking stop sign would need to be warranted by statewide policy based on the crash analysis and would need to be done through a permit with the DOT. The Village would need to apply for this permit and then pay for the installation and subsequent maintenance costs. A flashing solar powered stop sign through TAPCO at this time is \$1,625 each. This is the signing material only and does not include labor, permit fees, or other costs associated with the signs. A minimum of two would be needed on the west side of the intersection.

With this additional information, Staff does not recommend modification to the stop signs at STH 32 and 7 Mile Road for the following reasons:

- **A 5-year crash analysis was already examined by Staff and no incidents occurred because of a failure to stop at the stop signs or failure to yield the right-of-way.**
- **The specific incident that occurred in 2024 is the only incident of this nature since the beginning of the 5-year crash analysis period (2019).**
- **The Stop Signs are under WisDOT jurisdiction.**