

COMMITTEE OF THE WHOLE MEETING AGENDA**Tuesday, May 13, 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 – April 22, 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. Plan Commission – Nancy Pierce
 - B. Parks and Recreation Advisory Committee – Holly McManus
 - C. Caledonia Utility District Commission – Lee Wishau
 - D. Visit Racine County – Fran Martin
6. **New Business**
 - A. Operator License – Robin Barth
 - B. Discussion and review of penalties for failing to complete construction projects
 - C. Review of Emergency Meeting powers
 - D. Discuss repeat offenders of nuisance animals and clarification on process with the Humane Society
 - E. Review of Contract with Visit Racine County for Tourism
 - F. Payne & Dolan Racine Quarry Explosives and Blasting Permit 2025
 - G. Suggested items to be placed on a future meeting agenda (*with no action*)
7. **Continuing Business**
 - A. Ordinance Review 9-1-57(b) and 9-4-6(b)
 - B. Review teleconference policy
8. **Adjournment**

**Committee of the Whole Meeting
April 22, 2025**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 6:39 p.m. at the Caledonia Village Hall.

2 – Roll Call

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

EXCUSED: 0

STAFF: Administrator Todd Willis, Village Attorney Tim Pruitt, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Development Director Peter Wagner, Police Chief Chris Botsch, Fire Chief Walter Leininger, Deputy Clerk Norgie Metzinger, and Clerk Jennifer Bass

3 – Approval of Minutes

A motion was made by Trustee Lambrecht to approve the April 8, 2025 Committee of the Whole meeting, seconded by Trustee Martin. **Motion carried 7-0.**

4 – Public Comment

The following people appeared to speak before the Committee:
None

5 – Committee Updates

- A. Plan Commission – Nancy Pierce
- B. Parks and Recreation Advisory Committee – Holly McManus
- C. Caledonia Utility District Commission – Lee Wishau
- D. Visit Racine County – Fran Martin
- E. Other Committees – Tom Weatherston

6 – New Business

- A. Title 2 Chapter 9 - Legislative Referrals, Requests for Services and Requests for Information Policy

A motion was made by Trustee Pierce to receive and file, seconded by Trustee Martin. **Motion carried 7-0.**

- B. 2025 Budget Modification – Swinger Coupler and Skid Steer Grapple Bucket

A motion was made by Trustee Pierce to recommend that the Village Board approve the resolution, seconded by Trustee McManus. **Motion carried 7-0.**

- C. Request to apply for a COPS Hiring Grant for a School Resource Officer (SRO) position and explore additional funding options

A motion was made by Trustee McManus to recommend that the Village Board approves the resolution, seconded by Trustee Stillman. **Motion carried 7-0.**

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

7 – Continuing Business

- A. Fireworks Ordinance Review (*CoW 3/11/25, 3/25/25*)

A motion was made by Trustee Martin to receive and file, seconded by Trustee Pierce.
Motion carried 7-0.

8 – Adjournment

President Weatherston adjourned the meeting at 7:17 p.m.

Respectfully submitted:
Jennifer Bass
Village Clerk

May 8, 2025

Robin Barth
6961 Douglas Ave
Racine, WI 53402

This letter is to advise you that based upon the results of your background check, your application for an Operator's License in the Village of Caledonia has been referred to the **Committee of the Whole** for review. You may attend this meeting to present evidence and testimony as to why the license should be granted.

Applicable parameters for denial of operator licenses:

- Lying, giving false or incomplete information, or misinformation on the application.

The applicant was convicted of a misdemeanor on 03/26/2024 and did not disclose this information on their application.

Committee of the Whole Meeting:

Tuesday, May 13 at 6:30 p.m. or immediately following the Village Board meeting.

Thank you,

Jennifer Bass
Village Clerk/Treasurer
5043 Chester Lane
Caledonia, WI 53402



VILLAGE OF CALEDONIA

Village Clerk/Treasurer
Jennifer Bass
5043 Chester Lane
Caledonia, WI 53402

Office: 262-835-4451
Direct: 262-835-6414
Email: jbass@caledonia-wi.gov
Website: caledonia-wi.gov

Clear Form

Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors

- ☐ New (\$40) ☒ Renewal (\$40) ☐ Provisional [New license add-on required] (\$50)
☐ Temporary [For non-profits only] (\$10) ☐ Replacement (\$5)

Applicant Information:*

* Indicates required information

First Name: <u>Robin</u>	Middle Name: <u>Lee</u>	Last Name: <u>Barth</u>	
Driver License Number:	DL State: <u>WI</u>	Date of Birth (mm/dd/yyyy):	Age (as of this application) <u>54</u>
Street Address: <u>6961 Douglas</u>	City: <u>Racine</u>	State: <u>WI</u>	Zip Code: <u>53402</u>
Phone Number (Best to contact): <u>Ale</u>		Email Address:	

Answer the following questions fully and completely: *

- As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? Yes ☒ No ☐
- Have you been convicted of any misdemeanor or felony? Yes ☐ No ☒
- Have you been convicted of violating any license or ordinance regulating the sale of Fermented Malt Beverages or Intoxicating Liquors? Yes ☐ No ☒

If you answered yes to either question 2 or 3, explain each conviction in detail below including the date of offense, the date of either the charge or conviction, the nature of the violation, where the offense was committed (city, county, state), and the law enforcement issuing the charge. If you answered no to either question 2 or 3, write NA.*

I hereby apply for a License to serve, from date hereof to June 30, 26 * Inclusive (unless sooner revoked), Fermented Malt Beverages and Intoxicating Liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license be granted to me.

Applicant Signature: <u>Robind. Barth</u>	Date Signed: <u>5-6-25</u>
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Office Use Only

Receipt No. 5006632 License No. Issued 2025-024 Provisional No. Issued —

Fee \$ 40.00 Initials JB

MEMORANDUM

Date: May 13, 2025

To: Committee of the Whole

From: Todd Willis
Village Administrator



Re: Discussion and review of penalties for failing to complete construction projects

Overview

1. In March the Committee of the Whole requested Village staff review of the penalties and abilities of the Village to deal with construction projects that aren't completed. It was further requested that staff investigate the options available prior to the issuance of construction of a project to require the applicant to submit some form of surety, bond, or letter of credit to ensure completion. Lastly, what options does the Village have to ensure restoration of property if a construction project becomes a nuisance and is required to step in?

Review

2. Prior to the issuance of any building permit the Village requires a Site Restoration Bond (\$1,000). In instances where water and sewer laterals have not been extended to the property line a Street Opening Permit (\$2,000 Letter of Credit or \$500 Cash Bond) is required to ensure the road is restored. Lastly, if a project completion is going to happen following the ability to plant landscaping, in an effort to allow occupancy a Letter of Credit, Bond, or Surety is required (110% of estimated cost).
3. Title 15 Chapter 1 Sec. 7(c) of the Village Municipal code handles when a permit lapses:

Lapse of Permit.

(1) The building permit shall become void unless operations are commenced within four (4) months from the date thereof or if the building or work authorized by such permit is suspended at any time after work is commenced for a period of sixty (60) days. The period of time may be extended by the Building Inspector if the delay was due to conditions beyond the control of applicant.

(2) Before any work is commenced or recommenced after the permit has lapsed, a new permit shall be issued at the regular fee rate. In any event, all work shall be completed within twenty-four (24) months from the date of issuance of the permit.

4. Under Wisconsin State Statute 66.0413(1)(b) municipalities are authorized general authority to order the razing of a partially constructed building if there has been a cessation of more than 2 years:

Raze order.

1. Except as provided in sub. (5), if a building is old, dilapidated, or out of repair and consequently dangerous, unsafe, unsanitary, or otherwise unfit for human habitation and unreasonable to repair, order the owner of the building to raze the building or, if the building can be made safe by reasonable repairs, order the owner to either make the building safe and sanitary or to raze the building, at the owner's option.
2. If there has been a cessation of normal construction of a building for a period of more than 2 years, order the owner of the building to raze the building.

Options

5. Raising of Bond, Sureties, or Letters of Credit to cover the cost of site restoration in the event of a project cessation.

Pros

- Ensures the Village would have enough to cover site restoration should it need to use the funds if a project can't be completed.
- Based on the size of the Bond, Sureties, or Letter of Credit it compels the developer to complete the necessary work to be able to close them out.

Cons

- Adds to the cost of completing a project
- Potentially makes a project unable to be financed or move forward since the size and scope of projects differ, would have to be a percentage of the estimated project costs rather than a specific number.

Recommendations

6. Based on the number of permits issued by the Village, there have been a limited number of instances that any of the Bonds, Surety, or Letters of Credit have needed to be pulled due to a lack of completion of a project. It should also be understood that there are varying factors that go into a project completion being stalled, or needing a building permit beyond the 2 years is valid. In these cases, an extension to the permit's validity can be discussed with the Building Inspection Department. Should the project be stalled, and no extensions have been requested on the project, the Village by State Statute can go through the process of property restoration. The cost of this would be initially covered by the Village and would be placed on the property as a special assessment to recover the cost of any work done on the Village's behalf. Adding to the fees at the front end of a project could have the potential to have a negative effect on development in the Village. Without any continued issues with uncompleted work, staff feels what is in place is sufficient and recommends no changes currently.

MEMORANDUM

Date: May 13, 2025

To: Committee of the Whole

From: Todd Willis
Village Administrator



**Re: Review of Village of Caledonia Special Meetings
of the Village Board and Wis. Stat. 19.84(3) for Emergency Meetings**

Background

1. At the April 8, 2025, Committee of the Whole meeting, staff was requested to review the current “*Emergency Meeting Powers*” (i.e. Special Meetings of the Village Board). The current Ordinance was adopted in January 2016 by the Village Board (**Attachment 1**). Village staff also reviewed Wis. Stat. 19.84(3) since it is mentioned in the Village Municipal Code of Ordinances (**Attachment 2**).

Review

2. Based on the Village Ordinance, there are two ways by which a *Special Meeting* may be called:
 - a. By the President; and
 - b. By any two (2) Trustees

Based on Wis. Stat. 19.84(3) for Emergency Meetings:

- a. Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

Recommendation: The Committee of the Whole should review the current Village Ordinance and State Statute related to *Special Meetings* to understand them prior to receiving and filing of the Memorandum.

Attachment 1

Title 2 Chapter 3

SEC. 2-3-7 SPECIAL MEETINGS OF THE BOARD.

Special meetings may be called by the President or by any two (2) Trustees. Unless authorized by the Village President, a request for a special meeting shall be made to the Village Clerk no less than forty-eight (48) hours prior to the specified time of the meeting. The Clerk shall immediately notify all Trustees of the time and place of the meeting and shall cause public notice to be posted in at least one (1) public place likely to give notice to persons affected and placed electronically on an Internet site maintained by the Village no less than twenty-four (24) hours prior to the time specified for the meeting, except as may be allowed under Wis. Stat. § 19.84(3) (for an emergency meeting).

Attachment 2

19.84 Public notice.

(1) Public notice of all meetings of a governmental body shall be given in the following manner:

(a) As required by any other statutes; and

(b) By communication from the chief presiding officer of a governmental body or such person's designee to the public, to those news media who have filed a written request for such notice, and to the official newspaper designated under ss. 985.04, 985.05 and 985.06 or, if none exists, to a news medium likely to give notice in the area.

Communication from the chief presiding officer of a governmental body or such person's designee shall be made to the public using one of the following methods:

1. Posting a notice in at least 3 public places likely to give notice to persons affected.

2. Posting a notice in at least one public place likely to give notice to persons affected and placing a notice electronically on the governmental body's Internet site.

3. By paid publication in a news medium likely to give notice to persons affected.

(2) Every public notice of a meeting of a governmental body shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof. The public notice of a meeting of a governmental body may provide for a period of public comment, during which the body may receive information from members of the public.

(3) Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

(4) Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.

(5) Departments and their subunits in any University of Wisconsin System institution or campus are exempt from the requirements of subs. (1) to (4) but shall provide meeting notice which is reasonably likely to apprise interested persons, and news media who have filed written requests for such notice.

(6) Notwithstanding the requirements of s. 19.83 and the requirements of this section, a governmental body which is a formally constituted subunit of a parent governmental body may conduct a meeting without public notice as required by this section during a lawful meeting of the parent governmental body, during a recess in such meeting or immediately after such meeting for the purpose of discussing or acting upon a matter which was the subject of that meeting of the parent governmental body. The presiding officer of the parent governmental body shall publicly announce the time, place and subject matter of the meeting of the subunit in advance at the meeting of the parent body.

MEMORANDUM

Date: May 13, 2025

To: Committee of the Whole

From: Todd Willis
Village Administrator

Re: Discuss repeat offenders of nuisance animals and clarification on process with Humane Society



Overview

1. In April the Committee of the Whole requested Village staff review any policies or procedures related to repeat offenders of nuisance animals and clarification on process with Humane Society. More specifically the interest was around how the Village handles such instances involving a larger animal (i.e. horse(s), cow(s), etc.).

Review

2. Prior to reviewing the policy surrounding this topic, the Police Department's Humane Officer described this as a process that could be used:
 1. Contact Humane Society and see if they have any contractors they work with.
 2. Reach out to the pony club on Hwy 31 and see what they could do to help us in a short-term sense.
 3. Reach out to Trustee Martin and see what resources she may know of.

Most situations that require village resources to do anything with a horse would generate an immediate community response where someone would be willing to help. The Last situation that was remembered at the time was a large barn fire on Hwy H, and neighbors from miles around helped with wrangling and holding onto some of the animals while it was sorted out.

3. Village staff discussed the process of Humane Society involvement should an incident arise. If they were to be called, this would be their process:
 1. Reach out to partners to get any supplies that would be needed (i.e. trailer, equipment, etc.).
 2. Contact any partners that may have stables available if the large animal needed to be housed for a length of time.
 3. Would contact the owner of the large animal and discuss corrections or items to be fixed to prevent any future instances.

4. Title 7 Chapter 1 Section 7(d) and (e) handle large animals at large and penalties:

(d) Farm Animal At Large. It shall be unlawful for the owner or keeper of any Farm Animal to permit or suffer a Farm Animal at Large, which shall mean whether on the owner's premises or not, that it is one of the following: (1) outside a Primary Enclosure; (2) not under the control of some person over the age of ten (10) by Leash or control. However, a Farm Animal shall not be deemed to be a Farm Animal at Large if it is properly restrained within a motor vehicle or trailer.

(e) Owner's Liability for Damages and Costs Caused by Animals at large; Penalties.

(1) In the event the animal at large is a dog, the provisions of Wis. Stat. Sec. 174.02, relating to the owner's liability for damage caused by dogs together with the penalties therein set forth are hereby adopted and incorporated herein by reference.

(2) In the event the animal at large is a Farm Animal, the owner is subject to a forfeiture as outlined in Sec. 7-1-30.

(3) The owner of any animal at large and/or captured under this Section shall pay, in addition to all penalties outlined in this Section, all veterinarian fees, including but not limited to fees for shots, licensing, room and board, or other costs with collecting and holding an animal at-large.

5. Based on the previous reporting by the Police Department's Humane Officer and the process outlined by the Humane Society, there appears to be some cross coordination that already exists between both action plans. With initial contact with Humane Society, both groups can conduct outreach to those that will be the most capable of handling the situation safely and humanly as possible, resulting in the less likelihood of injury to village staff, residents or the animal.
6. The Village Ordinances address what is considered an animal at large, and ways for the Village to recover costs should the problem become a nuisance based on repeated requirements of public services.

AGREEMENT FOR TOURISM PROMOTION AND TOURISM DEVELOPMENT SERVICES

THIS AGREEMENT is entered into by and between Racine County Convention and Visitors Bureau, Inc. (d/b/a Visit Racine County), a Wisconsin non-stock corporation ("Visit Racine County"), and the Village of Caledonia, a Wisconsin municipal corporation (the "Municipality"). This Agreement will be in effect starting January 1, 2025 through January 1, 202~~8~~⁷.

RECITALS:

A. The Municipality has implemented a room tax under section 66.0615 of the Wisconsin statutes.

B. Section 66.0615 of the Wisconsin statutes requires a municipality collecting a room tax to forward at least 70% of the room tax collected by it to a tourism entity or a tourism commission to be spent on tourism promotion and tourism development (except where grandfathering allows the municipality to forward a lesser amount).

C. Visit Racine County is a non-profit convention and visitors bureau engaged in tourism promotion and tourism development within Racine County, Wisconsin with a mission to promote and advocate for the development of Racine County, Wisconsin as an attractive visitor destination ~~in order to~~ enhance the local economy.

D. The parties wish to enter into an agreement whereby the Municipality will forward 80% of the room tax collected by the Municipality to Visit Racine County to be used by Visit Racine County for tourism promotion and tourism development within the Municipality.

NOW, THEREFORE, in consideration ~~for of~~ the mutual covenants herein, and for other good and valuable consideration, it is agreed as follows:

1. Recitals. The above recitals are incorporated herein by reference as though set forth in their entirety.

2. Room Tax. The Municipality will forward 80% of the room tax collected by it to Visit Racine County in the manner required by section 66.0615 of the Wisconsin statutes to be spent by Visit Racine County on tourism promotion and tourism development. The room tax required to be forwarded by the Municipality to Visit Racine County hereunder shall be remitted to Visit Racine County monthly. In the case of any change in the percentage of room tax collections the Municipality is required to forward to a tourism entity or commission under section 66.0615 of the Wisconsin statutes, whether due to a change in the law or a change in circumstances, then:

(a) in the event the percentage the Municipality is required to forward to a tourism entity or commission increases above the percentage stated in this section, the percentage described in this section shall be automatically increased to match the percentage of room tax collections the Municipality is required to forward to a tourism entity or commission under the then current version of the law as of the effective date of the change under the law, and

(b) in the event the percentage the Municipality is required to forward to a tourism entity or commission decreases below the percentage stated in this section, the percentage described in this section may be decreased, upon written notice by the Municipality to Visit Racine County, to the lower percentage required under the then current version of the law (or a greater amount acceptable to the Municipality) with such change taking effect as of the date three (3) months after notice is given. Notwithstanding the above, if the decrease in the amount to be forwarded is mandatory, then the decrease shall be effective as the effective date of the change under the law. The notice from the Municipality shall include an explanation as to the reason for the decrease.

3. Visit Racine County Services. In exchange for the Municipality forwarding room tax as required by section 2 above, Visit Racine County agrees to serve as the tourism entity for the Municipality under section 66.0615 of the Wisconsin statutes and to spend such room tax on tourism promotion and tourism development likely to result in paid overnight stays in the Municipality, including, without limitation, to:

(a) Undertake marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, and efforts to recruit conventions, sporting events, or motorcoach groups to the greater Racine County area, including, to the Municipality.

(b) Provide transient informational services.

(c) Promote and market events and attractions within the Municipality through the Municipality's normal marketing and advertising channels.

(d) Generally promote and advocate for greater Racine County, including the Municipality, as an attractive destination for recreational, business, or educational purposes.

(e) Attract events to the greater Racine County area that are likely to generate tourism and paid overnight stays in the Municipality.

(f) Consult with the Municipality with respect to tangible development projects within the Municipality that are likely to generate tourism and paid overnight stays in the Municipality.

(g) Employ destination marketing, professional and support staff, and consultants with the expertise to accomplish the above tasks as well as any special projects set forth in section 4 below.

4. Special Projects. In addition to the activities listed in section 3 above, Visit Racine County will undertake the following specified projects/activities with respect to tourism promotion and tourism development within the Municipality:

- Caledonia Conservancy & Trails
- Caledonia Historical Village
- Douglas Avenue Corridor
- Attraction Improvement/Growth
- Parks and Recreation
- Franksville Commercial District
- Campgrounds and Local Events

5. Reporting. On or before April 1st of each year, Visit Racine County shall report the following information to the Municipality: (a) all expenditures of one thousand (\$1,000) Dollars or more by Visit Racine County with respect to tourism promotion and tourism development in the previous calendar year that Visit Racine County deemed reasonably likely to generate paid overnight stays in the Municipality; and (b) a list of each member of Visit Racine County's board of directors, and the name of the business entity the board member owns, operates, or is employed by, if any. On or before July 1st of each year, Visit Racine County will present an update to the Caledonia Village Board about: (a) the prior year's metrics related to tourism; and (b) the current year tourism metrics. It is agreed that Visit Racine County's board shall include at least one board member who is an owner or operator of a lodging facility that collects the room tax within the Municipality. The parties acknowledge and agree that tourism promotion and tourism development activities by Visit Racine County within the greater Racine County area shall constitute tourism promotion and tourism development in the Municipality to the extent such activities are reasonably likely to generate paid overnight stays within the Municipality.

Formatted: Superscript

6. Term and Termination. This Agreement shall become effective as of the date and year first above written, shall be reviewed annually by the Municipality and Visit Racine County, and continue in effect until terminated as follows:

- (a) Upon at least three (3) months' notice from either party to the other effective as of January 1, 2025 through January 1, 2028⁷.
- (b) Upon mutual agreement of the parties;
- (c) Upon the Municipality ceasing to collect a room tax pursuant to section 66.0615 of the Wisconsin statutes or a successor statute.

7. Independent Contractor Status. Visit Racine County will be acting as

an independent contractor in providing services hereunder. Visit Racine County will have complete control over its own employees and the manner and means of performing its obligations hereunder, except that the performance of any services at the Municipality's facilities shall be subject to the rules, policies and procedures established therefor by the Municipality from time to time.

8. Covenant / Indemnification. Visit Racine County represents that it is a non-profit convention and visitors bureau engaged in tourism promotion and tourism development within Racine County, Wisconsin with a mission to promote and advocate for the development of Racine County, Wisconsin as an attractive visitor destination to enhance the local economy. Visit Racine County will use the room tax forwarded to it as provided in sections 3 and 4 above and will provide the reporting described in section 5 above. Visit Racine County makes no other representations, warranties, or covenants with respect to the Municipality's activities with respect to room tax, including, without limitation, as to whether such activities and the Municipality's performance of this Agreement comply with section 66.0615 of the Wisconsin statutes. The Municipality agrees to indemnify, defend and hold Visit Racine County harmless from and against any and all fault, liabilities, costs, expenses, claims, demands, or lawsuits incurred by, or brought against, Visit Racine County arising out of, related to, or connected with, allegations that the Municipality's performance under this Agreement or the Municipality's other room tax related activities are illegal or otherwise unlawful under section 66.0615 of the Wisconsin statutes. Nothing herein shall be construed to require any indemnification, hold harmless or defense of a claim by the Municipality that Visit Racine County breached this Agreement.

9. Entire Agreement. This Agreement supersedes all prior agreements, whether written or oral, between the parties with respect to its subject matter and constitutes a complete and exclusive statement of the terms of the agreement between the parties with respect to the subject matter of this Agreement.

10. Modification. This Agreement may only be amended, supplemented, or otherwise modified by a writing executed by both parties hereto.

11. Successors. This Agreement will apply to, be binding in all respects upon, and inure to the benefit of the heirs, executors, administrators, legal representatives, successors, and permitted assigns of the parties.

12. Governing Law. All matters relating to or arising out of this Agreement or the transaction contemplated herein and the rights of the parties will be governed by and construed and interpreted under the laws of the State of Wisconsin without regard to conflicts of laws principles that would require the application of any other law.

13. Attorneys' Fees. In the event any proceeding is brought in respect of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees and other costs incurred in such proceeding, in addition to any relief to which such party may be entitled.

14. Notices. All notices and other communications required or permitted by this Agreement shall be in writing and will be effective, and any applicable time period shall commence, when mailed to the following address by certified mail or by

a nationally recognized overnight courier service (costs prepaid) addressed to the following address:

VISIT RACINE COUNTY: Executive Director
14015 Washington Avenue
Sturtevant, Wisconsin 53177

MUNICIPALITY: Village of Caledonia
Attn: Administrator
5043 Chester Lane
Racine, WI 53402

15. Severability. If any provision of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, the other provisions of this Agreement will remain in full force and effect. Any provision of this Agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the date first written above.

This Agreement has been signed by the parties through their duly authorized representatives effective as of the ____ day of January, 2025.

**RACINE COUNTY CONVENTION
AND BUREAU, INC.**

VILLAGE OF CALEDONIA

By: _____
Cari Greving,
Executive Director

By: _____
Tom Weatherston, President

WITNESS: _____
Todd Willis, Administrator

MEMORANDUM

Date: May 6, 2025

To: Committee of the Whole
Village Board

From: Ryan Schmidt, P.E.
Village Engineer



Re: **Payne & Dolan – Racine Quarry – Explosives and Blasting Permit 2025**

BACKGROUND INFORMATION

The Village of Caledonia issues and annual Explosives and Blasting Permit for the Payne and Dolan Racine Quarry. The information and the required permit fees for the Permit was submitted by Payne & Dolan on April 14, 2025. The information for the permit was reviewed by the Engineering Department and appears to be in order. There is one expired license as of the application date and two that will expire during the permit period that will need to be updated at those times. An updated Blaster List is required to be submitted for the Village Board Meeting by May 27th to correct the current expired license of one individual and if any modifications are made during the permit period, a new list shall be provided.

This Explosive and Blasting Permit is valid from July 1, 2025, to June 30, 2026. This Explosive and Blasting Permit is hereby recommended for approval at the May 13th Committee of the Whole meeting and the May 27th Village Board Meeting.

RECOMMENDATION

Move to recommend approval to the Village Board the Explosive and Blasting Permit for Payne & Dolan, Inc. – Racine Quarry subject to the following:

- 1. An updated Licensed Blaster List for the Racine Quarry is submitted to the Village as licenses are renewed or staff are added so a current list is on file at the Village Hall.**

April 14th, 2025

Mr. Ryan Schmidt
Village of Caledonia
5043 Chester Lane
Caledonia, WI 53402

RE: Explosives Use Permit – Racine Quarry

Dear Mr. Schmidt:

In accordance with the Village of Caledonia's Code of Ordinances, Title 7, Chapter 10, Explosives and Blasting, Payne+Dolan respectfully submits this application for renewal of the explosive use permit for our Racine Quarry located at 1501 Three Mile Road in the Village of Caledonia.

Concurrent with this application, Payne+Dolan will notify in writing all village residents or owners located within the scaled distance area in order that they may request a pre-blast survey as allowed by the above ordinance.

The following documents are enclosed and submitted in support of our application:

1. Permit fee of \$500.00
2. Blasting procedures and types of explosive
3. Legal description of explosives use area
4. Scale distance calculations
5. Licensed blasters to be employed at the quarry
6. Explosives Use Permit Map
7. Copy of letter sent to residents or owners regarding the pre-blast survey
8. List of residents or owners notified
9. Copy of Performance Bond in the amount of \$50,000.00
10. Aerial photograph, scaling 1 inch = 200 feet with a 50' x 50' grid showing the permitted use area and the surrounding area within 500 feet

Thank you for your time and effort in this request. We appreciate the opportunity to work in your community. If you have any questions and/or need additional information, please do not hesitate to contact me at (262) 524-1258 or cweninger@walbecgroup.com

Sincerely,

Payne+Dolan, Inc.



Clint Weninger, P.G.
Land Resources Manager

Explosives Use

Blasting Designs: Generally, there are seven different blasting designs that could be used at the Payne & Dolan Racine Quarry. The specific blast design used varies with the blast location, rock formation and/or face height being blasted. All standard blast designs can be described as one of the seven following types:

Type 1: Production shot, 3-1/2" hole, no deck

Type 2: Production shot, 3-1/2" hole, single deck

Type 3: Production shot, 4" hole, no deck

Type 4: Production shot, 4" hole, single deck

Type 4: Production shot, 3" hole, no deck

Type 5: Production shot, 3" hole, single deck

Type 6: Production shot, 3" hole, double deck

Variations on these methods are occasionally used when development is taking place.

Explosives Supplier: Different manufacturers according to cost, efficiency, and availability may supply explosives used in the quarry. The emulsion based blasting agent is supplied by Quick Supply, and is the current standard blasting agent supplier in use at the Racine Quarry. Payne & Dolan, in following normal operating procedures, does intend to seek improvements in blast performance by the introduction of new and/or different explosive products as available. No dynamite products are used at the Racine Quarry.

Blasting Systems: An electronic blasting system is the form of blasting technique in use:
Quick Supply: The Electronic System used enables blasting control through its precision timing and flexibility. Delay periods can vary between 0-15,000 milliseconds, with a 1 millisecond increment according to the attached Standard Blast Designs. The electronic blasting system allows us to be safe, environmentally sound, and neighbor friendly.

Note: See "Standard Blast Designs" for additional details on the seven standard blast designs.

Racine Quarry

Racine County

Depending upon distance, decks can be added or removed to reduce pounds/delay. All Main Charges are Emulsion. Timing between Holes & Rows are done electronically, measuring between 1 & 500 ms.

Hole Diameter (inches)

Hole Depth (feet)

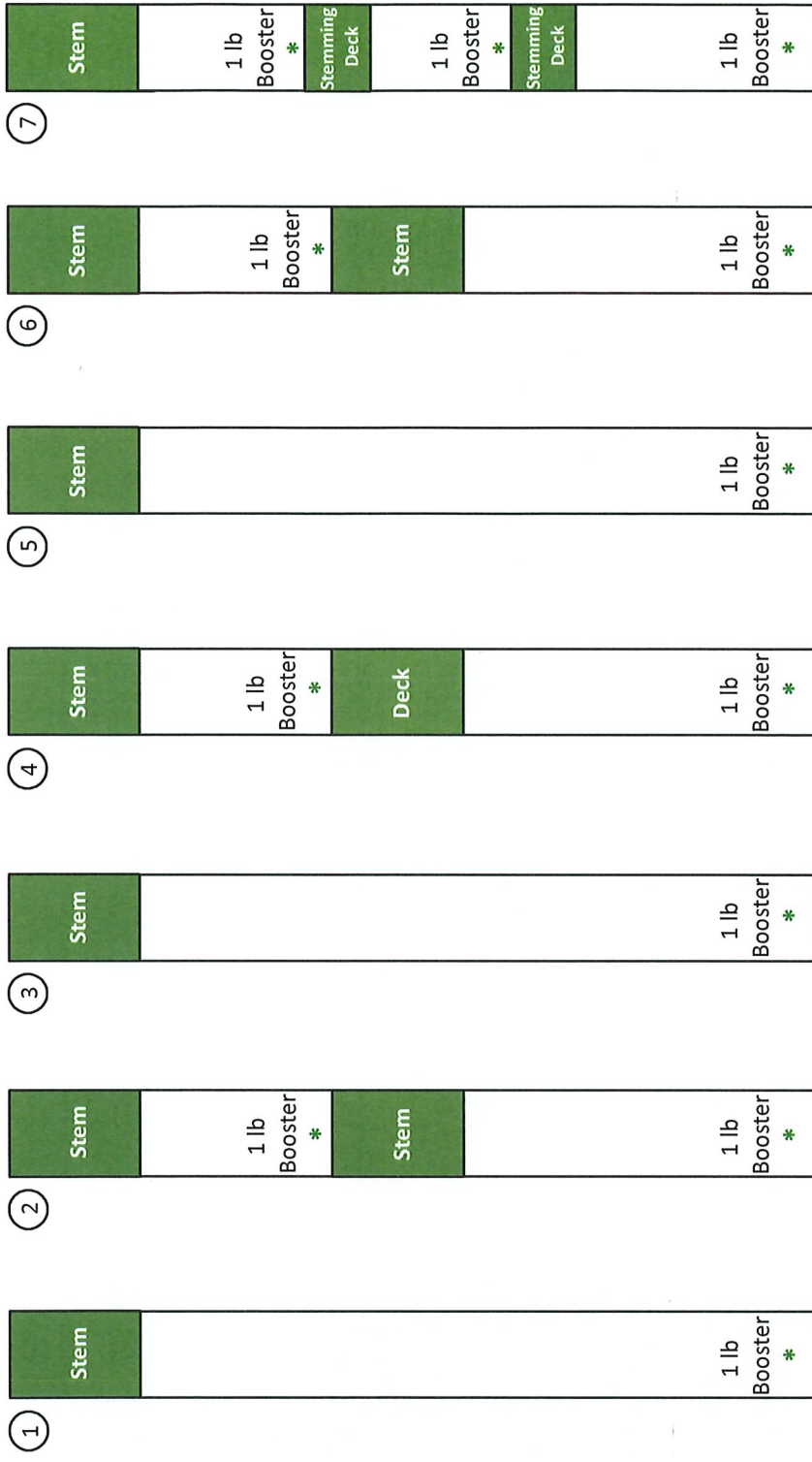
No. Decks

Evolutive Type:

1. Bottom Load Booster (lbs)

No. Holes

Max. LB/Delay:



3.5	20-60	4-6	1	1/2 Wet
4	20-60	4-6	0	1/2 Wet
4	20-60	4-6	1	1/2 Wet
3	25-40	4-6	0	1/2 Wet
3	20-60	4-6	1	1/2 Wet
3	25-85	4-6	2	1/2 Wet

1 or 3/4	1 or 3/4	1 or 3/4	1 or 3/4	1 or 3/4	1 or 3/4
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[illegible]

180 @ 1000'	180 @ 1000'	180 @ 1000'	180 @ 1000'	180 @ 1000'
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Explosives Use Area

Property Description – East Quarry

That portion of the SE ¼ of Section 29 and SW ¼ of Section 28, T4N-R23E, Village of Caledonia, Racine County, Wisconsin described as follows:

Commencing at the section corner common to Sections 29, 28, 32 and 33 of said T4N-R23E; thence N 39°43'33" W 42.92 feet to the intersection of the North right-of-way line of Three Mile Road and West right-of-way line of Vacated Charles Street, said intersection is the point of beginning of this description; thence, along said North right-of-way line, S 89°59'14" W 1096.15 feet; thence, continuing along said North right-of-way line, N 00°00'46" E 17.01 feet; thence, continuing along said North right-of-way line, N 89°59'18" W 394.00 feet to the easterly right-of-way line of Douglas Avenue; thence, along said easterly right-of-way line, N 44°25'45" W 113.67 feet; thence, continuing along said easterly right-of-way line, N 06°00'00" W 390.35 feet; thence, continuing along said easterly right-of-way line, on the arc of a 956.71 foot radius curve, concave to the southwest, the chord of which bears N 12°39'26" W 221.82 feet; thence, continuing along said easterly right-of-way line, N 19°30'13" W 313.94 feet; thence, continuing along said easterly right-of-way line, N 18°10'08" W 393.39 feet; thence N 40°23'05" E 162.93 feet; thence N 71°49'52" E 8.18 feet; thence N 18°10'08" W 221.10 feet; thence S 71°49'52" W 147.18 feet to said easterly right-of-way line of Douglas Avenue; thence, along said easterly right-of-way line, N 18°10'08" W 200.52 feet; thence S 89°45'06" E 1561.64 feet; thence N 01°17'40" E 462.90 feet; thence S 89°45'06" E 376.77 feet; thence on the arc of a 748.00 foot radius curve, concave to the northeast, the chord of which bears S 50°49'46" E 703.26 feet; thence on the arc of a 272.00 foot radius curve, concave to the southwest, the chord of which bears S 38°48'34" E 350.11 feet; thence S 01°15'02" W 1393.61 feet; thence N 89°50'28" W 634.97 feet to said West right-of-way line of Vacated Charles Street; thence, along said Vacated right-of-way line, S 01°00'35" W 200.09 feet to the point of beginning.

Property Description – West Quarry

That portion of the SW ¼ and the SE ¼ of Section 29, T4N-R23E, Village of Caledonia, Racine County, Wisconsin described as follows:

Commencing at the ¼ section corner common to Sections 29 and 32 of said T4N-R23E; thence, along the North-South ¼ line of said Section 29, N 01°04'36" E 33.01 feet to the North right-of-way line of Three Mile Road and the point of beginning of this description; thence, along said North right-of-way line, S 89°57'20" W 1545.62 feet; thence N 00°44'40" E 407.00 feet; thence S 89°57'20" W 205.06 feet; thence N 00°44'40" E 1002.47 feet; thence S 89°54'57" E 472.03 feet; thence N 00°44'40" E 553.04 feet; thence S 89°54'57" E 910.70 feet, to the westerly right-of-way line of the Union Pacific Railroad; thence, along said westerly right-of-way line, S 19°48'26" E 1655.87 feet; thence, continuing along said westerly right-of-way line, on the arc of a 5729.58 foot radius curve, concave to the southwest, the chord of which bears S 17°42'05" E 421.06 feet, to said North right-of-way line of Three Mile Road; thence, along said North right-of-way line, N 89°59'14" W 346.68 feet to the point of beginning.

Scale Distance Calculation

In accordance with Regulation 3 (D) (2) (d) (v), a scale distance factor of 100 has been used to determine the area of pre-blast notification. There is no change to the maximum charge used at the explosives use boundary from previous renewals.

Larger charges may be used inside the explosives use boundary, however, the charge per delay and scale distance notification radius relationship will not exceed that of the max charge listed at the perimeter of each pit. For example, a charge of 125 lbs/delay could be used at 330 ft inside of the East Pit Explosives Use Boundary and be equivalent to the max of 62 lbs/delay at the explosives use boundary. (See Map 1)

The distances from the explosives use boundary for pre-blast notification were calculated as follows:

$$\text{Notification Radius (ft)} = \text{Scale Distance} \times \sqrt{\text{Max Charge at Perimeter} \left(\frac{\text{lbs}}{\text{delay}} \right)}$$

East Quarry Blasting

Max Charge at Explosives Use Boundary = 62 lbs/delay

$$\text{Notification Radius (ft)} = 100 \times \sqrt{62 \frac{\text{lbs}}{\text{delay}}}$$

Notification Radius = 788 ft

West Quarry Blasting

Max Charge at Explosives Use Boundary = 82 lbs/delay

$$\text{Notification Radius (ft)} = 100 \times \sqrt{82 \frac{\text{lbs}}{\text{delay}}}$$

Notification Radius = 906 ft

Licensed Blasters

Quick Supply Company	WI License #	Class	Expiration Date
Thomas James Burke	1066454	5	4/3/2028
John Henry Sites	1056449	5	8/27/2027
Terry Gene Johnson	247772	7	2/22/2026
Gregorick Randall Johnson	1338104	5	1/26/2028
Robert McCollum	1522050	5	3/3/2029
Nicholas Rohloff	1286615	6	8/8/2026
Cory Fuss	844729	5	5/21/2025
Elias D Amundson-Minot	1543971	5	4/21/2026
Dustin Boerst	1043548	5&6	3/13/2027
Payne & Dolan	WI License #	Class	Expiration Date
Quentin Maxwell	1243501	5	4/4/2029

Note: Additional Wisconsin licensed, minimum Class 5, blasters may be added or removed during the year.

April 14th, 2025

RE: Pre-Blast Survey – Notification Letter

Dear Neighbor:

To comply with the blasting ordinance set forth by the Village of Caledonia, Chapter 10, Section 7-10-5(c)(4)(c), Payne+Dolan, Inc. is offering you a preblast survey of your home upon request. This service is offered annually as part of our Blasting Permit renewal process, however, the ordinance does limit property owners to one preblast survey every six years unless the dwelling or structure has been substantially modified or improved.

If you have not had a preblast survey completed within the last six years and would wish to request one, please contact the Village Public Works Director or Bryanna Bucholtz with Payne+Dolan at bbucholtz@walbecgroup.com or:

Payne+Dolan, Inc.
c/o Bryanna Bucholtz
N3W23650 Badinger Road
PO Box 781
Waukesha, WI 53187-0781

Notices should be received by June 1st, 2025 to insure that all requested surveys can be completed in a timely manner.

If you have any questions, please don't hesitate to contact me at (262) 524-1258 or cweninger@walbecgroup.com.

Sincerely,

Payne+Dolan, Inc.

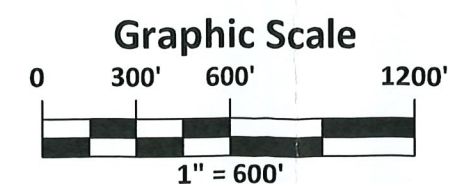


Clint Weninger, P.G.
Land Resources Manager



LEGEND

- Property Boundary
- Explosives Use Boundary
- Current Permanent Seismograph Location
- Notification Radius
- Production Blasting Boundary



Explosives Use - Notification Radius



Aerial Imagery Obtained from Racine County GIS
Aerial Date - Summer 2024

1

SHEET 1 OF 1

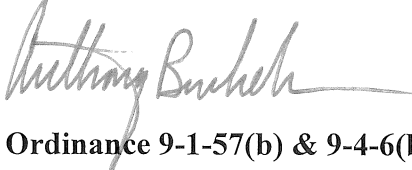
THIS PRINT IS THE PROPERTY OF PAYNE AND DOLAN, INC. AND THE CONTENTS CONTAINED HEREIN ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE USED OUTSIDE OF THE COMPANY WITHOUT PERMISSION.

Date: 4/1/2025 Site #: 80360 Drawn By: BLB

MEMORANDUM

DATE: Thursday, May 8, 2025

TO: Committee of the Whole

FROM: Anthony A. Bunkelman P.E.
Public Services Director 

RE: Review/Working Session for Ordinance 9-1-57(b) & 9-4-6(b)

BACKGROUND INFORMATION

Ordinance 9-1-57(b) & 9-4-6(b) are the Compulsory Connection Ordinances for Water & Sewer. Section (b)(1) of both of these Ordinances require the connection to municipal Water & Sewer for Residential or Agricultural Uses in the Village when the proposed building(s) are within 500' of the Utility mains or Right of Way with the Utility mains. It does not require connection when the building(s) setback is greater than 500'. The sections also state that when there is a Conditional Use granted that Section (b)(2) is followed. Section (b)(2) states that the building(s) shall be connected to the Utility mains if the property is located within 500' of the Utility main or Right of Way with the Utility mains. Properties that are greater than 500' from the Utility main or Right of Way with the Utility mains are not required to connect.

The Village should review the Compulsory Connection Ordinances to determine if there should be changes made to the Ordinance.

9-1-57(b)(1) & 9-4-6(b)(1) - Review to determine if the Village wants to continue to allow new construction in the Residential & Agricultural Zoning Districts to not connect to water & sewer (when readily available) if the building is greater than 500' from the Right of Way.

9-1-57(b)(2) & 9-4-6(b)(2) – Review to determine if the Village wants to continue to allow new construction granted by a Conditional Use to not connect to water & sewer when greater than 500' from the Property.

There are 44 Permitted Uses by Conditional Use over the 18 Zoning Districts. There is some overlap between the districts but the uses to be reviewed are as follows:

- 1) Private Utility Installations (A-2, R-1, R-2, R-3, R-4, R-5, RD-1, RM-1, B-1, B-2, B-3, M1, M-2, M-3)
- 2) Animal Hospitals (A-2, M-2, M-3)
- 3) Commercial Egg Production (A-2)
- 4) Pea vineries, creameries and condenseries (A-2)
- 5) Commercial Rasing of Animals such as dogs, foxes, goats, mink, pigs and rabbits (A-2)
- 6) Commercial Grain and Seed Operations (A-2)
- 7) Sod Farms (A-2)
- 8) Airstrips (A-2)
- 9) Storage, parking and maintenance of vehicles and equipment (A-2)
- 10) Colleges, universities, hospitals, sanitariums, religious, charitable, penal and correctional institutions, cemeteries and crematories (A-2)
- 11) Bed & Breakfast (A-2)
- 12) Non-farm residences (A-2)

- 13) Itinerant agricultural laborer's quarters not for rent (A-2)
- 14) Barn meeting / Reception Events (A-2)
- 15) Governmental and cultural uses (R-1, R-2, R-3, R-4, R-5, RD-1, RM-1, B-1, B-2, B-3, M-1, M-2, M-3)
- 16) Stables, nurseries, orchards, riding trails (R-1)
- 17) Public and parochial and private elementary and secondary schools and churches (R-1, R-2, R-3, R-4, R-5, RD-1, RM-1)
- 18) Licensed Community Living Arrangements (R-1, R-2, R-3, R-4, R-5, RD-1, RM-1)
- 19) Rest homes, nursing homes, homes for the aged, clinics, and children's nurseries (RD-1, RM-1)
- 20) Licensed commercial day care centers (RD-1, B-1, B-2, B-3, I-1)
- 21) Multiple-family dwellings with greater than eight (8) units per structure (RM-1)
- 22) Residential quarters may be permitted as a conditional use provided that such quarters are clearly accessory to the principal use on the property and occupy fifty (50) percent or less of the total floor space of the structure (B-1, B-2, B-3)
- 23) Pet Grooming (B-1, B-2, B-3)
- 24) Funeral Homes (B-2, B-3)
- 25) Drive-in establishments for food and beverage (B-2, B-3)
- 26) Landscape Contractors and Yards (B-3)
- 27) Clubs, Fraternities, and Lodges (B-3)
- 28) Commercial Recreational Facilities (B-3)
- 29) Public passenger transportation terminals (B-3, M-1, M-2, M-3)
- 30) Vehicle sales, service, washing, gas and repair stations, garages, vehicle wash, taxi stands, and public parking lots (B-3)
- 31) Drive-In Theatres (B-3)
- 32) Motels and Hotels (B-3)
- 33) Self-service storage facilities and yards (B-3, M-1, M-2, M-3)
- 34) Microbreweries, wineries, distilleries (B-3, M-1, M-2, M-3)
- 35) Commercial service facilities (M-1, M-2, M-3)
- 36) Airport and landing fields (M-2, M-3, I-1)
- 37) Recycling drop-off sites (M-2, M-3, I-1)
- 38) Contractor's office with outdoor storage of equipment and materials (M-2, M-3)
- 39) Sanitary landfills and their related accessory uses (M-3)
- 40) Manufacturing of abrasive materials, Storage and/or manufacturing of explosives and flammables, and Beverage Bottling (M-3)
- 41) Cemeteries (I-1)
- 42) Private recreational uses, assembly structures, golf facilities, campgrounds, swimming pools, athletic fields, lodges, archery and firearm ranges, zoological and botanical gardens (P-2)
- 43) Recreational based motorized off-road vehicle trails (P-2)
- 44) Public and private passive recreation and open space uses including Boating, game farms, grazing, orchards, shooting preserves, swimming, truck farming, utilities, water measurement and water control facilities, and wild crop harvesting (C-1)

RECOMMENDATION

The Village Board members should be ready to share their opinion on how the Village should develop with Sanitary Sewer and Water when readily available.

ORDINANCE 9-1-57 (b) & 9-4-6 (b)

Connections to Sewer & Water		
	Yes	No
Mandatory regardless of setback		
Mandatory at less than 500 foot setback		
Conditional Uses Connected to Sewer & Water		
	Yes	No
1) Private Utility Installations (A-2, R-1, R-2, R-3, R-4, R-5, RD-1, RM-1, B-1, B-2, B-3, M1, M-2, M-3)		
2) Animal Hospitals (A-2, M-2, M-3)		
3) Commercial Egg Production (A-2)		
4) Pea vineries, creameries and condenseries (A-2)		
5) Commercial Rasing of Animals such as dogs, foxes, goats, mink, pigs and rabbits (A-2)		
6) Commercial Grain and Seed Operations (A-2)		
7) Sod Farms (A-2)		
8) Airstrips (A-2)		
9) Storage, parking and maintenance of vehicles and equipment (A-2)		
10) Colleges, universities, hospitals, sanitariums, religious, charitable, penal and correctional institutions, cemeteries and crematories (A-2)		
11) Bed & Breakfast (A-2)		
12) Non-farm residences (A-2)		
13) Itinerant agricultural laborer's quarters not for rent (A-2)		
14) Barn meeting / Reception Events (A-2)		
15) Governmental and cultural uses (R-1, R-2, R-3, R-4, R-5, RD-1, RM-1, B-1, B-2, B-3, M-1, M-2, M-3)		
16) Stables, nurseries, orchards, riding trails (R-1)		
17) Public and parochial and private elementary and secondary schools and churches (R-1, R-2, R-3, R-4, R-5, RD-1, RM-1)		
18) Licensed Community Living Arrangements (R-1, R-2, R-3, R-4, R-5, RD-1, RM-1)		
19) Rest homes, nursing homes, homes for the aged, clinics, and children's nurseries (RD-1, RM-1)		
20) Licensed commercial day care centers (RD-1, B-1, B-2, B-3, I-1)		
21) Multiple-family dwellings with greater than eight (8) units per structure (RM-1)		
22) Residential quarters may be permitted as a conditional use provided that such quarters are clearly accessory to the principal use on the property and occupy fifty (50) percent or less of the total floor space of the structure (B-1, B-2, B-3)		
23) Pet Grooming (B-1, B-2, B-3)		

Conditional Uses Connected to Sewer & Water	Yes	No
24) Funeral Homes (B-2, B-3)		
25) Drive-in establishments for food and beverage (B-2, B-3)		
26) Landscape Contractors and Yards (B-3)		
27) Clubs, Fraternities, and Lodges (B-3)		
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38) Contractor's office with outdoor storage of equipment and materials (M-2, M-3)		
39) Sanitary landfills and their related accessory uses (M-3)		
40) Manufacturing of abrasive materials, Storage and/or manufacturing of explosives and flammables, and Beverage Bottling (M-3)		
41) Cemeteries (I-1)		
42) Private recreational uses, assembly structures, golf facilities, campgrounds, swimming pools, athletic fields, lodges, archery and firearm ranges, zoological and botanical gardens (P-2)		
43) Recreational based motorized off-road vehicle trails (P-2)		
44) Public and private passive recreation and open space uses including Boating, game farms, grazing, orchards, shooting preserves, swimming, truck farming, utilities, water measurement and water control facilities, and wild crop harvesting (C-1)		

MEMORANDUM

Date: May 13, 2025

To: Committee of the Whole

From: Todd Willis
Village Administrator



**Re: Review of Village of Caledonia Teleconference
and Videoconference Policy for the Board of Trustees and Village Committees
and Village Commissions**

Background

1. At the April 8, 2025, Committee of the Whole meeting, staff was requested to review the current *"Teleconference and Videoconference Policy for the Board of Trustees and Village Committees and Village Commissions"* (i.e. Teleconference Policy), based on recent use of the policy at both a Village Board meeting and Planning Commission meeting. The current policy was adopted in January 2022 by the Village Board with Resolution 2021-93 (**Attachment 1**). There was some discussion by members of the Board of Trustees that they had thought the policy had been rescinded following the end of the COVID-19 pandemic.
2. Village staff reviewed all Resolutions adopted following the adoption of Resolution 2021-93 and could find no record of any action repealing the current policy.

Review of Teleconference Policy

3. The stated purpose of the policy is to provide alternatives to in-person meetings when attendance is not feasible. This alternative can be used by the Village's outside counsel or consultants or to allow for the necessary functions of Village government to function (i.e. quorum). Anytime this policy is being used in relation to use for Village meetings, meeting instructions and information on how it may be accessed by the public need to be included on any notice.
4. Videoconferencing appears to be the only method for members of the Board of Trustees, Village Committees, and Village Commissions to be allowed to participate in the meeting. It is required that the camera be on to participate and be counted towards the quorum. Once the camera is turned off, it is treated as if the member has left the meeting. If the camera is on, and the member is not visible in the video feed, they may not participate in the meeting or be considered as part of the quorum.

5. The request and approval for attendance related to this policy needs to be approved in advance by the Village President, or designee (reference Resolution 2019-24). This does not include the Police and Fire Commission or the Board of Appeals, with both of those needing to be approved by the respected head of each Committee.
6. Any use of this policy related to open meetings and use by the public need to meet Wisconsin Open Meeting Laws (Wis. Stat. Ch. 19 & Village Ord. § 2-3-8).
7. Closed session shall only use this policy when an in-person meeting is impossible.

Assessment of the Teleconference Policy

8. It appears that the policy was created to create alternatives to in-person meetings but without any specific difference given to each area it tried to address. It uses Teleconferencing and Videoconferencing interchangeably even though the specific use by any member of the Board of Trustees, Village Committees, and Village Commissions for public meetings has various implications on the members' ability to participate or even be considered a part of the meeting.
9. The policy seems to be more heavily favored towards allowing the public and various village consultants the ability to attend meetings without coming in-person (i.e. Open meeting laws, posting and notice, conduct of participants).

Recommendations

10. Update the policy to create a more concise delineation between the various types of uses (i.e. Teleconference and Videoconference vs. Elected and Appointed members vs. Use by the public to attend Village meetings).
11. Potentially update the policy to remove options for videoconferencing public meetings that the Village does not currently have the capability to perform until a later date.
12. Update the policy to identify and clearly explain:
 1. What is acceptable for using teleconferencing? (i.e. vacations vs. medical)
 2. Is there a limit to how many times in a row an individual can use teleconferencing option?
 3. Are there specific types of items that should be excluded from being voted on by use of teleconferencing? (i.e. financial decisions, policy decisions, etc.)
 4. Other areas of consideration deemed appropriate by the Board of Trustees

RESOLUTION NO. 2021-93

**A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
AMENDING A VILLAGE OF CALEDONIA TELECONFERENCE AND
VIDEOCONFERENCE POLICY FOR THE BOARD OF TRUSTEES AND VILLAGE
COMMITTEES AND VILLAGE COMMISSIONS.**

The Village Board for the Village of Caledonia resolves as follows:

WHEREAS, certain events, may make meeting In-person impractical or impossible for Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies.

WHEREAS, it may be essential for the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, to meet.

WHEREAS, the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, may use alternative types of meetings, such as virtual meetings that involve teleconferencing or videoconferencing.

WHEREAS, attached as **Exhibit A** is a Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Caledonia that the attached **Exhibit A**, the Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions is hereby adopted.

17 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of January, 2022.

VILLAGE OF CALEDONIA

By: James R. Dobbs
James R. Dobbs
Village President

Attest: Megan O'Brien
~~Joslyn Hoeffert~~ Megan O'Brien
~~Village Clerk~~ Deputy Village Clerk

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR THE BOARD OF TRUSTEES AND VILLAGE COMMITTEES AND VILLAGE
COMMISSIONS

Section 1. Purpose.

The Village of Caledonia has a general meeting policy that all meetings shall be In-person. However, circumstances may arise that require the Village of Caledonia Board of Trustees, Village Committees, Village Commissions, and Village Board of Appeals (or members of such bodies) to meet via Teleconference, Videoconference or a hybrid of In-person and Tele/Video conference. The purpose of this policy is to provide alternatives to In-person Meetings when a tele/video conference or hybrid meeting would allow staff or board members to attend meetings virtually when in person attendance is impractical or impossible for the individual.

Section 2. Definitions.

In-person Meeting means a meeting with all Participants in the same location.

Participant means a person attending a meeting as a member of a board, committee, or commission, or a member of the public. Meetings for this definition include In-person Meetings, Teleconferences, and Videoconferences.

Teleconference means a conference with Participants in different locations linked by telephonic devices.

Videoconference means a conference with Participants in different locations linked by video or other electronic devices.

Section 3. Teleconference and Videoconference Procedure.

Circumstances occasionally may make attendance of In-person Meetings impractical or impossible for certain individuals. This policy may be utilized as an accessibility factor for outside counsel and consultants to limit their travel time and expenses or due to limited travel, limited person-to-person contact, or environmental or individual health concerns. The Village Board of Trustees, Village Committees, Village Commissions, and Village Board of Appeals (or a member of such body) may want to, or may be required to, hold Teleconference or Videoconference meetings to perform the necessary functions of the Village government.. If a meeting is to be conducted by Teleconferences, and/or Videoconferences, the Village Clerk shall include on any written notice of such meeting instructions and information on how the meeting may be accessed by the public. All members participating by Videoconferences shall only count toward quorum and be allowed to participate in the meeting if their camera is on. If a member's camera is off, it shall be treated as if they have physically left the meeting. If the camera is off due to technical difficulties, this member shall not count towards quorum and cannot participate in the meeting if the camera continues to be off. If the member is not visible in the video feed,

this member shall not count towards quorum and cannot participate in the meeting. As part of the hybrid meeting, all members participating in-person are required to remain in their designated areas and shall speak directly into their microphones. This will allow people to hear the meeting virtually and on the recording.

Section 4. Authority to approve Teleconference or Videoconference meetings.

The scheduling of meetings of the Board of Trustees, Village Committees, Village Commissions (except for the Police and Fire Commission and the Village Board of Appeals) or attendance of a member of such a body via Teleconference or Videoconference shall be approved in advance by the Village President, or designee. (Resolution No. 2019-24), The scheduling of meetings of the Police and Fire Commission or attendance of a member of said body via Teleconference or Videoconference shall be approved in advance by the President of the Police and Fire Commission. The scheduling of meetings of the Board of Appeals or attendance of a member of said body via Teleconference or Videoconference shall be approved in advance by the Chairperson of the Board of Appeals.

Section 5. Open meetings and public records laws.

All Teleconferences and Videoconferences are open to the public and shall comply with Wisconsin Open Meetings Laws. *See Wis. Stat. Ch. 19. See also Village Ordinance § 2-3-8.* Further, all Teleconferences and Videoconferences that create records as defined by Village Ordinance § 3-3-1(c) shall comply with Wisconsin Public Records Laws regarding public records. *See Wis. Stat. Ch. 19. See also Village of Caledonia Code of Ordinances Title 3, Chapter 3.*

Section 6. Posting and Notice.

Teleconferences and Videoconferences shall be posted in accordance with Village Ordinance § 2-3-6 and 2-3-7. All notices of Teleconference and Videoconference meetings shall include any access numbers and passwords, as well as any Videoconference applications or websites utilized for the meeting.

Section 7. Conduct by Participants.

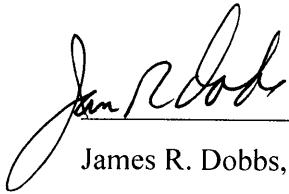
Participants shall be respectful to other Participants in attendance during any Teleconferences or Videoconferences, including not speaking over one-another, not using foul or profane language or images, and muting any surrounding sound that may interfere with the meeting. The chair of the body holding the meeting shall have authority to disconnect any Participant whose conduct violates this policy to maintain order and decorum at the meeting.

Section 8. Closed Sessions.

Closed sessions shall only use Teleconferences and Videoconferences by the Participants when an In-person Meeting is impossible. The Village Administrator shall ensure that Teleconferences and Videoconferences are private and that only Participants that are invited to the closed session

are in attendance. Participants shall ensure that they are in a private location where other persons cannot hear or participate in the closed session meeting. Participants shall further ensure that all documents received and reviewed, and any notes created prior to or during the closed session, remain private and are not disclosed to other persons not in the closed session. The Clerk shall include these warnings in the notice for a Teleconference and Videoconference closed session.

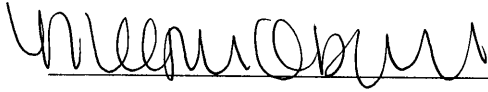
Approved on 17 day of January, 2022.



James R. Dobbs, Village President

01-17-22

Date



~~Joslyn Hoeffert, Village Clerk~~

Megan O'Brien, Deputy Clerk

01-17-22

Date