



COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, July 8, 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 – June 24, 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
 - E. Other Committees – Tom Weatherston
6. **New Business**
 - A. Operator License Application Review
 - B. Update on Code Enforcement
 - C. Discussion of Direct Seller Application Form
 - D. Suggested items to be placed on a future meeting agenda (*with no action*)
7. **Adjournment**

**Committee of the Whole Meeting
June 24, 2025**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 7:09 p.m. at the Caledonia Village Hall.

2 – Roll Call

PRESENT: 6 – President Weatherston, Trustee McManus, Trustee Wishau, Trustee Stillman, Trustee Martin, and Trustee Pierce

ABSENT: 1 - Trustee Lambrecht

STAFF: Village Administrator Todd Willis, Village Attorney Elaine Ekes, Finance Director Wayne Krueger, 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 Village Clerk Jennifer Bass

3 – Approval of Minutes

A motion was made by Trustee Martin to approve the June 10, 2025 Committee of the Whole meeting, seconded by Trustee Stillman. **Motion carried 6-0.**

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. New Hire Announcements

- Amanda Ardis, Human Resources Manager
- Sara Gloeckler, Staff Accountant
- Natalia Nery de Farias, Planner/Zoning Coordinator
- Ali Alqayyim, Engineering Technician

B. Operator License Application Review

The applicant appeared before the Committee and answered questions from the Trustees.

A motion was made by Trustee McManus to approve the license, seconded by Trustee Pierce. **Motion carried 6-0.**

C. Direct Sellers Permit Application Review

Applicant did not appear before the Committee.

A motion was made by Trustee McManus to deny the license, seconded by Trustee Stillman. **Motion carried 5-1.** Trustee Martin voted nay.

D. Review of Website Vendor Quotes

A motion was made by Trustee Pierce to recommend that the Village Board approve the selection of Munibit as the village website vendor, and Municode as the vendor to provide digitization of the municipal code, seconded by Trustee Wishau.

Motion carried 6-0.

E. **Suggested items to be placed on a future meeting agenda (*with no action*)**

1. Discussion of Direct Seller Application
2. Update on Code Enforcement

7 – Continuing Business

- A. Village 5-10 Year Vision (*CoW 1/9/24, CoW 1/23/24, CoW 2/13/24 postponed, CoW 2/27/24 postponed, CoW 3/12/24 directed staff to provide quote from UW Extension, 7-0, CoW 3/26/24 postpone until after the presentation by the SEWRPC), VB 6/25/24 SEWRPC presentation, update requested at CoW 5/27/25 and 6/10/25)*

A motion was made by Trustee Martin to table the item until the completion of the updated Comprehensive Plan, seconded by Trustee Pierce. **Motion carried 6-0.**

8 – Adjournment

President Weatherston adjourned the meeting at 7:44 p.m.

Respectfully submitted:
Jennifer Bass
Village Clerk

MEMORANDUM

Date: July 3, 2025

To: Village Board

From: Jennifer Bass
Village Clerk/Treasurer



Re: Operator License Renewal Review

The attached application for a an Operator's license is under review because of a failure to provide complete, accurate, and truthful information regarding a conviction.

The applicant was denied a license for the same reason on August 27, 2024, after failing to appear before this Committee.

Pursuant to Section 7-2-31 of the Village Code of Ordinances:

The Village Clerk shall conduct an investigation of the applicant including, but not limited to, requesting information from the state, surrounding municipalities and/or any community where the applicant has previously resided concerning the applicant's arrest and conviction record. Based upon such investigation, the Village Clerk shall either grant an application or cause the name of the applicant to be placed on the agenda of the Legislative and Licensing Committee of the Village Board for action to either grant or deny such license application if the Village Clerk determines further review of an application is necessary.

Applicable parameters for denial of operator licenses:

1. Applicant fails to provide complete, accurate, and truthful information
 - a. 2022 Possession of THC – misdemeanor conviction

VILLAGE OF CALEDONIA

TO: Applicants for Operator Licenses

The application for a new, renewal, provisional, or temporary Operator License asks questions regarding past convictions or arrests under Local, State or Federal Laws, either as adult or juvenile. These questions must be answered truthfully. **Please read these questions carefully.**

A background check will be performed on all applicants. Should we find your information is not correct, this could be grounds to deny your license. The Village Board has adopted the "Parameters for Denial of Operator Licenses" as a guideline for license denials. If you have been convicted of any of the offenses listed, your application may be denied. If you have any questions about this, please ask before completing the application.

PARAMETERS FOR DENIAL OF OPERATOR LICENSES

1. Applicant fails to provide complete, accurate & truthful information. You cannot re-apply until a period of 60 days has elapsed from the date of application.
2. Two or more convictions within the 2-year period preceding the date of application of:
 - Possession of false identification.
 - Underage consumption/possession of alcohol.
 - Furnishing or sale of alcohol to minors.
 - Any other offense related to the illegal sale of alcohol beverages.
 - Conviction of any substance abuse violation. Conviction of a first-time operating under the influence of a controlled substance.
 - Sale of alcohol beverages to an intoxicated person.
 - Sale of alcohol beverages or keeping a licensed premises open after closing hours.
 - Sale of alcohol beverages without a license.
 - Conviction of any crime or ordinance involving Local, State or Federal laws.
3. The applicant has been convicted within the 5-year period preceding the date of application of:
 - The applicant has been convicted within the 5-year period preceding the date of the application of a non-alcohol related misdemeanor offense which is substantially related to the licensed activity with respect to which a license is requested. Examples of such substantially similar activity include the following: gambling, drug offenses under Wis. Stat. §961.41, disorderly conduct upon a licensed premises, or battery upon a licensed premises.
 - Disorderly conduct or battery where alcohol has been involved.
 - Any other alcohol related criminal or ordinance offense.

Any person denied a license may appeal the decision. The request will be made through the Village Clerk's Office and will be forwarded for review to the Committee of the Whole. **IF YOUR APPLICATION SHOULD BE DENIED, FEES ARE NON-REFUNDABLE.**



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 Operator License (Bartender)

- ☒ 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>Vincente</u> | Middle Name: <u>Valentino</u> | Last Name: <u>Burdohan</u> | |
| Driver License Number: | DL State: <u>Wisconsin</u> | Date of Birth (mm/dd/yyyy): | Age (as of this application) |
| Street Address: <u>2973 S 6th St</u> | City: <u>Milwaukee</u> | State: <u>Wisconsin</u> | Zip Code: <u>53215</u> |
| Phone Number (Best to contact): | | Email Address: | |
| Event working at if Temporary License: | | | |

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 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: *Timothy Burdohan*

Date Signed: 6/23/25

Office Use Only

Receipt No. 9000094 License No. Issued 2025-265 Provisional No. Issued X
Fee \$ 40 Initials JB

June 24, 2025

Vincente Burdohan
2973 S 6th St
Milwaukee, WI 53215

RE: Letter to Appear before the Committee of the Whole

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 should attend this meeting to present evidence and testimony as to why the license should be granted.

Your license application was denied previously, on 8/27/2024 for the same reason as listed below, and failure to attend the Committee of the Whole Meeting. It is strongly recommended that you attend the meeting this time to allow the Committee to hear your testimony.

Applicable parameters for denial of operator licenses:

1. Applicant fails to provide complete, accurate, and truthful information
 - 2022 Possession of THC – misdemeanor conviction

Committee of the Whole Meeting:

Thursday, July 8 at 6:15 p.m. or immediately following the Village Board meeting.

Thank you,

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

August 28, 2024

Vincente Burdohan
2973 S. 6th St
Milwaukee, WI 53215

This letter follows up on the Committee of the Whole meeting held on August 27, 2024, at 6:15 p.m., at which you were not present, regarding your application for an Operators License in the Village of Caledonia.

Pursuant to Section 7-2-31 of the Village Code of Ordinances, the Village Clerk shall conduct an investigation of the applicant including, but not limited to, requesting information from the state, surrounding municipalities and/or any community where the applicant has previously resided concerning the applicant's arrest and conviction record. Based upon such investigation, the Village Clerk shall either grant an application or cause the name of the applicant to be placed on the agenda of the Legislative and Licensing Committee (superseded by the Committee of the Whole) of the Village Board for action to either grant or deny such license application if the Village Clerk determines further review of an application is necessary. Further, the Village Board approved Parameters for Denial of Operator Licenses (included with this letter, and with the original application) based on the above ordinance, states that the license may be denied if the applicant fails to provide complete, accurate, and truthful information.

According to our background investigation, you were convicted of the misdemeanor charge of Possession of THC on 2/28/2022.

The Committee of the Whole denied your request for an Operator's License for the following reason:

On your application you answered "No" when asked "Have you ever been convicted of any misdemeanor or felony." The answer to this question should have been "Yes."

You can appeal this decision per Ordinance SEC. 7-2-35(b)(3), which can be found online at caledonia-wi.gov/municipal-code-ordinances.

Thank you,

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

Receipt No. 9000048

License No. Issued _____

Provisional No. Issued _____

§7-2-7 (i) \$ 0- Initials A12**Fee Schedule**

| | |
|---------|-----------------------------|
| \$40.00 | New or Renewal |
| \$10.00 | Provisional (New required) |
| \$10.00 | Temporary (Non-Profit only) |
| \$ 5.00 | Replacement |

Village of Caledonia**Application for License to Serve Fermented Malt Beverages and Intoxicating Liquors**

New ☒ Renewal ☒ Provisional & New ☐ Temporary (For non-profits only) ☐

I hereby apply for a License to serve, from date hereof to June 30, 20__ inclusive (unless sooner revoked). Fermented Malt Beverages and Intoxicating Liquors, subject to the limitation 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.

I certify that I am ____ years of age. Birth Date: _____ Home/Cell Phone #: _____

Answer the following questions fully and completely:

Name of Applicant Vincente Valentino Burdohan
 First Middle Last 53215
 Address of Applicant 2973 S 6th St Milwaukee WI 53215
 Street Address City State Zip Code

- As required by WI Statutes Section 125.17(6), have you completed the alcohol awareness course? Yes ☐ No ☐

CRIMINAL HISTORY BACKGROUND CHECK WILL BE COMPLETED AS PART OF THIS APPLICATION PROCESS. THIS MAY TAKE UP TO TEN (10) DAYS TO COMPLETE.

- 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 of the above, 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.

Dated this 16th day of August, 2024.

[Signature]
 Applicant signature

MEMORANDUM

Date: July 3, 2025

To: Village Board

From: Jennifer Bass
Village Clerk/Treasurer



Re: Direct Sellers Ordinance and Application

The attached application was updated after Ordinance 2025-03: *An Ordinance to Repeal and Recreate Title 7, Chapter 4 of the Code of Ordinances for the Village of Caledonia Previously Entitled "Transient Merchants"* was passed on January 28, 2025.

The current questions on the application were developed to adhere to the language in the ordinance, and to provide applicants information on the Village's Do Not Solicit registry.

Question #10 states:

Has applicant been convicted of any crime or ordinance violation related to applicant's Direct Seller business within the last five years? -- if yes, the nature of offense and the place of the conviction:

This question mirrors Sec. 7-4-1 (e)(1) **Registration.**

(i) Statement as to whether the applicant has been convicted of any crime or ordinance violation substantially related to the applicant's business within the last five years, the nature of the offense and the place of conviction.

It has been suggested that we lengthen the timeframe for conviction records to apply. I will defer to legal counsel on whether or not that is allowable under state law, or not recommended due to possible litigation risks.

Due to the number of complaints made in 2024 regarding "Transient Merchants" (now called Direct Sellers), this new ordinance was passed with some urgency. However, in the months since it's passage several issues have come up that were perhaps not addressed or thought of at that time. It is the intention of the clerk's office to review this ordinance once again to provide additional clarity, and we welcome input from other departments, and the Trustees, in making those updates.

DIRECT SELLERS - APPLICATION FORM

*** Indicates required information**

1. Business Information: *

| | | |
|----------------|---|------------------------|
| Business Name: | Business Address (Street Address, City, State, Zip Code): | Business Phone Number: |
|----------------|---|------------------------|

2. Management/Supervisor Information: *

| | |
|---------------------------------|----------------|
| First Name: | Last Name: |
| Phone Number (Best to contact): | Email Address: |

3. Personal Information: *

| | | | |
|------------------------|--------------|-----------------------------|---------------------------------|
| First Name: | Middle Name: | Last Name: | |
| Driver License Number: | DL State: | Date of Birth (mm/dd/yyyy): | Phone Number (Best to contact): |
| Street Address: | City | State | Zip Code |

4. Temporary address & telephone number from which business will be conducted (if applicable if not write N/A): *

5. Nature of business to be conducted and a brief description of the merchandise, and any services offered: *

6. Proposed methods of delivery of merchandise (if applicable, if not write N/A): *

7. Make, model, & license number of any vehicle to be used by applicant in the conduct of his/her business (if applicable, if not write N/A): *

8. Most recent cities, villages, or municipalities where applicant conducted his/her business (not to exceed 3): *

9. Place where applicant can be contacted for at least seven days after leaving the Village: *

10. Has applicant been convicted of any crime or ordinance violation related to applicant's Direct Seller business within the last five years? -- if yes, the nature of offense and the place of the conviction: *

***Where the applicant's business involves the handling of food or clothing and is required to be certified under state law; such certificate to state that applicant is apparently free from any contagious or infectious disease, dated not more than 90 days prior to the date the application license is made.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations and penalties governing the business for which this license is applied for.

Copy of documents required:

1. Driver's License or proof of identity.
2. A State Health Officer's Certificate (if needed)***
3. A state certificate of examination & approval from the sealer of weights & measures (if needed) where applicant's business requires use of weighing & measuring devices approved by state authorities.

I affirm that all the information on this document is true and complete to the best of my knowledge, and I understand that any falsification or omission of information will disqualify me for this position. I further acknowledge my full understanding of the Do Not Solicit Registry. I authorize the Village of Caledonia to conduct a background check.

Applicant Signature:

Date Signed:

OFFICE USE ONLY

☐ All questions are answered

☐ All personal & business information is filled out completely

Documents attached:

☐ Copy of Driver's License or other proof of ID

☐ A state certificate of examination and approval of weights and measures (if needed)

☐ A State Health Officer's Certificate (if needed)

Notes:

Processed By:

Date Processed:

Do Not Solicit Instructions for Direct Sellers

Acknowledgment of "Do Not Solicit" Registry:

All applicants must acknowledge that they have been informed of the existence of the Village's "Do Not Solicit Registry", which contains addresses of properties where the residents have opted out of solicitation. The registry is updated weekly and can be accessed on the Village website

<https://caledonia-wi.gov/donotsolicit>

Prohibited Areas:

Direct sellers are prohibited from soliciting at any residence or business listed on the "Do Not Solicit" registry. Soliciting at these locations will result in immediate revocation of the seller's registration.

Verification of Compliance:

Before engaging in direct sales activities, sellers must verify the addresses they intend to visit against the "Do Not Solicit" registry. This can be done by consulting the updated list on the Village website.

Signage Compliance:

Sellers must respect any property displaying a sign reading "No Peddlers," "No Solicitors," or any similar message. Solicitation at these locations is prohibited.

Failure to Comply:

Any seller found soliciting on a property listed on the "Do Not Solicit" registry or at a location with appropriate signage will be subject to penalties, including revocation of their registration and possible fines.

Penalties for Non-Compliance:

Any direct seller violating the provisions of the "Do Not Solicit" registry, including soliciting at prohibited locations, may face penalties including fines, suspension, or revocation of their registration. Violators will be reported to the Village Clerk for further action.

Clear Identification:

Sellers are required to clearly identify themselves and the organization they represent before attempting any solicitation. This includes providing the name of the business or organization, the nature of the goods or services being offered, and other relevant details to ensure transparency.

Record Keeping:

Sellers must keep a record of all addresses they plan to solicit and confirm whether they are listed on the "Do Not Solicit" registry. These records must be made available for inspection by the Village upon request.