

COMMITTEE OF THE WHOLE MEETING AGENDA**Tuesday, August 12, 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 – July 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
 - E. Other Committees – Tom Weatherston
6. **New Business**
 - A. Operator License Application Review – Rahul Singh
 - B. Discussion on Standardization of Minimum Setbacks
 - C. A Resolution Approving a Revision of the Village of Caledonia Wage Scale
 - D. Suggested items to be placed on a future meeting agenda (*with no action*)
7. **Continuing Business**
 - A. Review teleconference policy (*CoW 3/25/25, 4/8/25, 5/13, 7/22 postponed*)
8. **Adjournment**

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

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 7:35 p.m. at the Caledonia Village Hall.

2 – Roll Call

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

EXCUSED: 1 – Trustee Wishau

STAFF: Village Administrator Todd Willis, Village Attorney Elaine Ekes, Village Attorney Tim Pruitt, Finance Director Wayne Krueger, Public Services Director Tony Bunkelman, Village Engineer Ryan Schmidt, Development Director Peter Wagner, Police Chief Christopher Botsch, Deputy Clerk Norgie Metzinger, and Village Clerk Jennifer Bass

3 – Approval of Minutes

A motion was made by Trustee Pierce to approve the July 8, 2025 Committee of the Whole meeting, seconded by Trustee McManus. **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. **Crawford Park Master Plan Update and Budget Discussion**
Staff summarized the information provided in the packet
- B. **Utility Rate Increase Process Overview**
Staff summarized the information provided in the packet
- C. **Suggested items to be placed on a future meeting agenda (*with no action*)**
 - 1. Discussion on standardization of minimum setbacks
 - 2. Update on status on utility billing procedures

7 – Continuing Business

A. Review teleconference policy (*CoW 3/25/25, 4/8/25, 5/13*)

Motion by Trustee Pierce to go into lay the item over until the next scheduled meeting, seconded by Trustee McManus. **Motion carried 5-1. President Weatherston voted nay.**

8 – Adjournment

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

Respectfully submitted:

Jennifer Bass

Village Clerk

MEMORANDUM

Date: August 12, 2025

To: Village Board

From: Jennifer Bass
Village Clerk/Treasurer



Re: Operator License Renewal Review – Rahul Singh

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.

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 Operate Firearm While Intoxicated – misdemeanor conviction



VILLAGE OF CALEDONIA

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

Office: 262-835-4451
Direct: 262-835-6414
Email: jrbass@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: RAHUL SINGH	Middle Name: N/A	Last Name: SINGH	
Driver License Number: 7	DL State: WI	Date of Birth (mm/dd/yyyy):	Age (as of this application)
Street Address:	City Menomonie Falls	State WI	Zip Code 53051
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: Rahul Singh

Date Signed: 7/10/25

Office Use Only

Receipt No. 1006291

License No. Issued 2025-273

Provisional No. Issued _____

Fee \$ 40.00 pd 7/5 Initials NM

July 21, 2025

Rahul Singh
N52 W21681 Taylors Woods Dr
Menomonee Falls, WI 53051

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.

Applicable parameters for denial of operator licenses:

1. Applicant fails to provide complete, accurate, and truthful information
 - 2022 Operating a Firearm While Intoxicated – misdemeanor conviction

Committee of the Whole Meeting:

Thursday, August 12 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

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

**A RESOLUTION APPROVING A REVISION
TO THE VILLAGE OF CALEDONIA WAGE SCALE**

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

WHEREAS, the Village of Caledonia currently has a wage scale to assist in hiring, retaining, and compensating employees.

WHEREAS, that current wage scale is being updated to reflect the following modifications: reclassification of the Deputy Clerk position from Grade 6 to Grade 7, reclassification of the Administrative Assistant Fire from Grade 3 to Grade 4, and the addition of the IT Support Specialist II position in Grade 8.

WHEREAS, updating the wage scale to accurately reflect increases in compensation that have occurred would help keep employees within their scale with opportunities for increases.

NOW, THEREFORE, BE IT RESOLVED that the Village Board hereby adopts the attached Wage Scale marked as **Exhibit A**.

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

VILLAGE OF CALEDONIA

By: _____
Thomas Weatherston
Village President

Attest: _____
Jennifer Bass
Village Clerk

**Village of Caledonia
2024-2025 Wage Scale**

Grade	Minimum	Mid-Point	Max	Positions	Min Wage	Mid-Point	Max
1	34,906.00	40,142.00	45,378.00		16.7817	19.2990	21.8163
2	36,652.00	42,149.00	47,647.00		17.6212	20.2639	22.9072
3	38,484.00	44,257.00	50,029.00	Accounting Payroll/Benefits Clerk Police Support Records Clerk Administrative Receptionist Custodian	18.5019	21.2774	24.0524
4	40,408.00	46,470.00	52,531.00	Assistant Municipal Court Clerk Parks Supervisor Utility District Operator Apprentice Administrative Assistant Fire Department	19.4269	22.3413	25.2553
5	42,429.00	48,793.00	55,157.00		20.3986	23.4582	26.5178
6	44,550.00	51,233.00	57,915.00		21.4183	24.6313	27.8438
7	46,778.00	53,794.00	60,811.00	Finance Technician Public Services Admin. Coordinator Accounting Clerk Utility District Clerk Deputy Clerk	22.4894	25.8625	29.2361
8	49,117.00	56,484.00	63,851.00	Police Technician/Evidence Custodian IT Support Specialist	23.6139	27.1558	30.6976
9	51,572.00	59,308.00	67,044.00	Municipal Court Clerk	24.7942	28.5135	32.2327
10	54,151.00	62,274.00	70,396.00		26.0341	29.9394	33.8442
11	56,859.00	65,387.00	73,916.00	Parks Manager Utility District Operators	27.3361	31.4361	35.5365
12	59,701.00	68,657.00	77,612.00		28.7024	33.0082	37.3135
13	62,687.00	72,090.00	81,492.00	Engineering Techs Utility Technician/GIS Specialist	30.1380	34.6587	39.1788
14	65,821.00	75,694.00	85,567.00	Zoning Administrator & Planner Building Inspector	31.6447	36.3913	41.1380
15	69,112.00	79,479.00	89,845.00	DPW (Highway) Foreman Senior Utility Field Operator Village Clerk	33.2269	38.2111	43.1947
16	72,567.00	83,453.00	94,338.00	Senior Building Inspector Staff Accountant Utility District Integrator Utility Accountant	34.8880	40.1216	45.3548
17	76,196.00	87,625.00	99,055.00		36.6327	42.1274	47.6226
18	80,006.00	92,006.00	104,007.00	DPW (Highway) Operations Supervisor Human Resources Manager Utility Operations Foreman Engineer	38.4644	44.2337	50.0034
19	84,006.00	96,607.00	109,208.00		40.3875	46.4457	52.5038
20	88,206.00	101,437.00	114,668.00	Development Director Village Engineer Utility Director	42.4067	48.7678	55.1288
21	92,617.00	106,509.00	120,402.00	Finance Director	44.5274	51.2063	57.8856
22	103,355.00	118,858.00	141,079.00	Fire Chief Police Chief Director of Public Services	49.6899	57.1433	67.8264
23	121,540.00	133,173.00	148,165.00		58.4327	64.0255	71.2332
24	139,725.00	147,488.00	155,250.00	Village Administrator	67.1755	70.9077	74.6394

Position Title: Deputy Village Clerk
Reports to: Village Clerk
Employment Category: Full Time
FLSA Status: Hourly; Non-Exempt
Department: Village Clerk
Pay Grade: 7

BASIC FUNCTION:

The Deputy Village Clerk's job function is primarily to provide assistance and support to the Village Clerk in carrying out the functions of that position. The position will also handle the Village of Caledonia social media presence and the website. Also provides clerical and general office support for various Village departments.

ESSENTIAL JOB FUNCTIONS:**DEPUTY VILLAGE CLERK DUTIES AND RESPONSIBILITIES**

- Assist with the management of various licensing processes, (e.g. dog licenses, liquor licenses, direct seller licenses), including application processing, notification, issuance, and maintaining the Do Not Solicit Registry.
- Assist in responding to and tracking of open records requests.
- Perform necessary functions of the Village Clerk's office during the Clerk's absence, including attendance at after-hour meetings as assigned.
- Generate letters and memos, read and respond to e-mails, open and respond to mail, answer phones, and use and respond to voicemail.
- Assist with all aspects of election administration, including, but not limited to:
 - Maintaining voter records and election equipment, election material inventory, and ordering of supplies.
 - Assist in absentee ballot preparation, conducting public testing of election equipment, and election worker training.
 - Assist in setting up polling locations prior to Election Day and provide support for all polling locations on Election Day.
- Prepare, distribute, and post meeting notices, agendas, and minutes for various boards, committees, and commissions.
- Attend assigned board, committee, and commission meetings and take minutes.
- Assist in administrative duties relating to the Board of Review.
- Assist in the preparation, publication, documentation, and certified mailings for various types of public hearings.
- Perform tax search requests and prepare special assessment letters.
- Assist in the creation, signing, publishing, and tracking of ordinances and resolutions.
- Assist in the preparation of board, committee, and commission appointments, including applications, oaths, training documents and maintaining rosters.

- Assists with daily cash receipt and tax collection reports for accuracy and performs daily reconciliation of tax collections and cash receipts.
- In tandem with the Administrative Assistant, this position provides robust customer service coverage to residents visiting or calling the village. Will need to provide coverage for all Administrative Assistant duties when they are not present.

SOCIAL MEDIA & WEBSITE DUTIES AND RESPONSIBILITIES

- Manage the Village of Caledonia website overhaul and continued maintenance in collaboration with each department.
- Collaborate with other departments to develop strategies, project plans, campaigns and content that build audience and engagement for each social media network to help meet organizational goals.
- Maintain social media calendar that includes scheduled posts as well as live coverage of events, including occasionally at night and on weekends.
- Monitor social conversations and respond when appropriate.
- Develop and execute strategies for increasing Village of Caledonia's relevance to the community in our areas of expertise.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED required.
- 2+ years of Clerical/Administrative experience required.
- Demonstrated experience building audiences through social networks.
- Advanced education preferred.
- Government experience preferred.
- Valid driver's license required.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to maintain confidentiality of documents, records, and communications required.
- Experience with computers, copiers, and other standard office equipment required.
- Proficiency in Microsoft Word, Excel, and Outlook required. Experience with WisVote and Ascent preferred.
- Ability to work long hours and occasional weekends during elections and to work evenings when meeting attendance is required.
- Adept at learning new skills, capable of handling several assignments at one time, and the ability to meet deadlines.
- Ability to prioritize assigned tasks and take appropriate action based on standard procedures.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of position that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia may conduct a background investigation of a candidate for employment, and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

The Village is an Equal Opportunity Employer. In compliance with state and federal law, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Title: Administrative Assistant
Reports to: Fire Chief
Employment Category: Full Time
FLSA Status: Hourly; Non-Exempt
Department: Fire Department
Pay Grade: 4

BASIC FUNCTION:

The Village of Caledonia is seeking an administrative assistant for the Caledonia Fire Department, where you'll play an essential role in supporting our team and ensuring smooth operations across multiple shifts. This is an exciting opportunity for a detail-oriented individual who thrives in a collaborative environment and is eager to make a meaningful impact.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties required for this position. The job description is a summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be expected to perform additional duties as requested.

- Provide support to the Fire Chief as well as the Battalion Chiefs for administrative requests.
- Ensure accuracy for employee time tracking and payroll reporting.
- Partner with Human Resources to complete onboarding and recruiting tactics.
- Type routine material from handwritten/typed drafts, and/or transcription following standardized formats.
- Assemble and compile statistical data for reports/presentations.
- Maintain records and databases and make calculations as required for payroll records.
- Prepare reports/presentations following prescribed formats.
- Open and distribute mail.
- Maintain office files and records in accordance with internal procedures.
- Receive and respond to in-person, email, and telephone inquiries.
- Provide documentation, information and assistance to citizens and others, as required.
- Maintain department calendar.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED required.
- 2+ years of Clerical/Administrative experience required.
- Advanced education is preferred.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to maintain confidentiality of documents, records, and communications required.
- Experience with computers, copiers, and other standard office equipment required.
- Proficiency in Microsoft Word, Excel, and Outlook required.
- Adept at learning new skills, capable of handling several assignments at one time, and the ability to meet deadlines.
- Ability to prioritize assigned tasks and take appropriate action based on standard procedures.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of position that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Position Title: IT Support Specialist (L2)
Reports to: Village Administrator
Employment Category: Full Time
FLSA Status: Hourly; Non-Exempt
Department: Administration
Pay Grade: **8**

BASIC FUNCTION:

The Village of Caledonia is seeking a skilled and customer-focused IT Support Specialist to provide advanced technical support for municipal systems, infrastructure, and end-users. This role is responsible for resolving complex technical issues, maintaining IT systems, and ensuring the smooth operation of technology services across departments.

ESSENTIAL JOB FUNCTIONS:

The following duties are not intended to serve as a comprehensive list of all duties required for this position. The job description is a summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be expected to perform additional duties as requested.

- Respond to and resolve technical issues from RMM tools and users
- Troubleshoot and maintain hardware, software, and network systems.
- Support municipal applications including public safety, finance, and utility systems.
- Collaborate with vendors and third-party service providers for issue resolution.
- Maintain and update IT documentation, procedures, and knowledge base.
- Assist in system upgrades, patch management, and cybersecurity initiatives.
- Provide assistance to end-users on software applications ultimately becoming the in-house expert on applications currently in use; provides daily support to the client/customer and activates/inactivates end users as needed.
- Participate in IT projects and system implementations.
- Collaborate with any outside IT vendor/consultant to assist in resolving issues or concerns regarding equipment or software.
- Assists with administering the Village email system (account creation, monitoring, records requests, and archival).
- Assists with implementing and ensuring compliance with security best practices.

QUALIFICATIONS:

Education and/or Experience

- Associate or bachelor's degree in information technology, Computer Science, or related field.
- Minimum 3 years of experience in IT support, with at least 1 year in an L2 role.
- Strong knowledge of Windows OS, Microsoft 365, networking, and system administration.
- Experience with municipal or government IT systems is a plus.

Knowledge, Skills & Abilities

- Familiarity with cybersecurity best practices and compliance standards
- Excellent problem-solving, communication, and customer service skills
- Ability to work independently and manage multiple priorities

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of position that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Caledonia will conduct a background investigation of a candidate for employment, and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

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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**

Previously Reported 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.¹
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 / Videoconference 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

¹ Initially with the onset of the pandemic, the Village President issued a Proclamation of Emergency and the Village Board subsequently ratified the Proclamation. This Proclamation included provisions that authorized virtual meetings via zoom type platforms and telephone conferences. Eventually the Village Board terminated the emergency powers via the Proclamation and adopted the more formal policy that is the subject of this memo.

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 for virtual attendance, and use by the public, needs 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 provide 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 preform until a later date.
12. Update the policy to identify and clearly explain:
 1. When it 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

Newly Reported

13. **Attachment 2** is a draft of the updated policy for conducting various meeting types of the Board of Trustees, Committees, Commissions, and the Board of Appeals. The goal of the policy is to specifically explain the types of public meetings the Village may conduct.
14. **Attachment 3** is a draft of an Ordinance related to the Board of Trustees, Committees, Commissions, and the Board of Appeals absences and participation by Teleconferencing and Videoconferencing. The goal of the Ordinance is to address a member(s) of the local governing body's ability to participate in Village related meetings when attendance is not possible.
15. Upon review of the policy, the Committee of the Whole finds the draft *Teleconference and Videoconference Policy for Meetings of the Board of Trustees and Village Committees and Village Commissions* and draft *Ordinance to Amend Title 2, Chapter 3, Section 9* acceptable as is or as amended by members a suggested motion has been provided by staff.

Suggested motions:

- a) To update the Village Teleconference and Videoconference Policy for Meetings of the Board of Trustees and Village Committees and Village Commissions.
- b) To Amend Title 2, Chapter 3, Section 9 of the Village of Caledonia Code of Ordinances related to Quorum; Board of Trustees Absences and Participation by adding Teleconferencing and Videoconferencing.

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR MEETINGS OF 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, or 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-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 staff. ~~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. The Board of Trustees, Committees and Commissions may conduct public meetings in the following format:

- a) In-Person – all members and the public attend in the same physical location. This is the preferred format for optimal communication.
- b) Virtual – all board and committee members and the public attend via Teleconference or Videoconference without a meeting at a physical location.
- ~~—Hybrid – simultaneously held in person and virtually~~

~~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, Board of Review and the Village Zoning 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).⁵ 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 Zoning 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 Zoning Board of Appeals. The scheduling of meetings of the Board of Review via Teleconference or Videoconference shall be approved in advance by the Chairperson of the Board of Review.

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-l(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.

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR MEETINGS OF 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 Teleconference or Videoconference . The purpose of this policy is to provide alternatives to In-person Meetings when a tele/video conference meeting would allow staff to attend meetings 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 staff. 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. The Board of Trustees, Committees and Commissions may conduct public meetings in the following format:

- a) In-Person – all members and the public attend in the same physical location. This is the preferred format for optimal communication.
- b) Virtual – all board and committee members and the public attend via Teleconference or Videoconference without a meeting at a physical location.

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, Board of Review and the Village Zoning Board of Appeals) 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 via Teleconference or Videoconference shall be approved in advance by the President of the Police and Fire Commission. The scheduling of meetings of the Zoning Board of Appeals via Teleconference or Videoconference shall be approved in advance by the Chairperson of the Zoning Board of Appeals. The scheduling of meetings of the Board of Review via Teleconference or Videoconference shall be approved in advance by the Chairperson of the Board of Review.

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-l(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.

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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.

**ORDINANCE NO. 2025-XX
VILLAGE OF CALEDONIA**

**AN ORDINANCE TO AMEND SECTION 2-3-9- RELATED TO QUORUM; VILLAGE
BOARDMEMBER ABSENCE AND PARTICIPATION BY TELECONFERENCING
AND VIDEOCONFERENCING**

The Village Board of the Village of Caledonia, Racine County, do ordain as follows:

1. That Section 2-3-9 of the Code of Ordinances for the Village of Caledonia entitled “Quorum” be, and hereby is, amended to read as follows:

**“SEC. 2-3-9 QUORUM; VILLAGE BOARD MEMBER ABSENCE, PARTICIPATION
BY TELECONFERENCING AND VIDEOCONFERENCING MEANS.**

- (a) **Quorum.** Four (4) Trustees shall constitute a quorum, but a lesser number may adjourn if a majority is not present.
- (b) **Village Board Member Absence; Participation by Teleconferencing and Videoconferencing.**
 - (1) Village Board members are expected to attend meetings in person.
 - (2) Any member who is unable to be physically present at an in-person meeting of the Village Board may notify the Village President no later than five p.m. on the Wednesday prior to the meeting that he or she intends to participate in a meeting by teleconferencing or videoconferencing means unless advance notice is impractical due to an emergency. The Village President may use their discretion to allow or disallow such attendance. If the Village President receives the member’s request in a timely manner, and allows such attendance, the Village Clerk shall attempt to facilitate the request by contacting the member in a manner during the Village Board meeting that allows the member to participate in the proceedings. The member shall be entitled to participate and vote to the fullest extent possible and shall count toward a quorum; however, if the member is appearing by audio or telephonic means only, the member shall not be entitled to participate or vote on any matter that is quasi-judicial or any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.
 - (3) No member shall utilize the participation methods referenced in subsection (2) of this section for two or more meetings consecutively unless either of the following apply: (a) the member demonstrates, in writing, good cause, as determined in the Village President’s sole discretion; or, if the Village President is the member requesting, the [Vice President consider instead

“most senior member”] of the Village Board sole discretion; or(b) if a state of emergency has been proclaimed by a federal, state, or local authority.

- (4) In case of adverse weather or an emergency, the Village President may declare that any Village Board meeting shall be held virtually and not at a physical location, with 24 hours’ notice and reasonable virtual access to the public provided.”

2. That this ordinance shall take effect upon adoption and publication as required by law.

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

VILLAGE OF CALEDONIA

By: _____
Thomas Weatherston
Village President

Attest: _____
Jennifer Bass
Village Clerk