

COMMITTEE OF THE WHOLE MEETING AGENDA

Monday, December 22, 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 – December 9, 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. Review Paid Parental Leave Policy
 - B. Discussion on 5 Mile Rd Speed Limit
 - C. Discussion on the standing agenda item “Suggested items to be placed on a future meeting agenda.”
 - D. Suggested items to be placed on a future meeting agenda (*with no action*)
7. **Adjournment**

**Committee of the Whole Meeting
November 9, 2025**

1 - Order

President Weatherston called the Committee of the Whole meeting to order at 9:26 p.m. at the Caledonia Village Hall.

2 – Roll Call

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

EXCUSED: 1 – Trustee McManus

STAFF: Village Administrator Todd Willis, Village Attorney Elaine Ekes, Public Works Director Anthony Bunkelman, Deputy Clerk Brittany Kickland, and Village Clerk Jennifer Bass

3 – Approval of Minutes

A motion was made by Trustee Pierce to approve the November 25, 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:

1. Valerie Lancell, 10810 7 Mile Rd – Opposed to updating of Ordinance Title 14
2. Prescott Balch, 7337 Foley Rd – Comments on updating Ordinance Title 14
3. Marcia Buhler, 3695 Newman Rd – Comments on updating Ordinance Title 14

5 – Committee Updates

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

6 – New Business

- A. **Discussion on the standing agenda item “Suggested items to be placed on a future meeting agenda.”**

Motion by President Weatherston to lay the item over until the next meeting, seconded by Trustee Pierce. **Motion carried 6-0.**

- B. **Suggested items to be placed on a future meeting agenda (*with no action*)**
None

7 – Continuing Business

- A. Discussion and Review of Charter Ordinance Sec. 2-5-8 (a) changing Utility District Commission membership from 7 to 5 members (Ad Hoc 4/24/2023)

Motion by Trustee Wishau to recommend approval of the ordinance change to the Village Board, seconded by Trustee Martin. **Motion carried 6-0.**

- B. Discussion on potential revisions to Title 14 Chapter 3 Subdivision Controls (*CoW 2/13/24 layed over, CoW 2/27/24 layed over to 3/26/24 meeting, CoW 3/26/24 schedule SEWRPC presentation, VB 6/25 SEWRPC presentation, CoW 1/28/25 update*)

Motion by Trustee Pierce to lay the item over until the review of the 2050 Comprehensive Plan by the Plan Commission's Special Comprehensive Plan Review Committee's is complete, seconded by Trustee Martin.

Motion by Trustee Pierce withdrawn, seconded by Trustee Martin.

Motion by Trustee Wishau to refer the draft of Title 14 Chapter 3 to the Committee of the Whole upon completion of legal review, seconded by Trustee Weatherston.

Motion carried 6-0.

8 – Adjournment

President Weatherston adjourned the meeting at 10:00 p.m.

Respectfully submitted:

Jennifer Bass

Village Clerk

MEMO

Date: December 18, 2025

To: Village Board Members

From: Amanda Ardis, Human Resources Manager

Re: Paid Parental Leave Policy

1. Introduction & Purpose

This memo proposes the adoption of a new Paid Parental Leave (PPL) policy to support our employees during significant life events, fostering a family-friendly culture, enhancing recruitment/retention, and aligning us with modern workforce expectations.

2. Policy Proposal

- Eligibility: All eligible full-time employees (e.g., after 1000 hours of continuous service).
- Leave Duration: Up to 2 weeks of paid leave for birth, adoption, or foster care placement.
- Compensation: 100% of base salary for the duration of the leave.
- Usage: Must be used within the first 12 months following birth or placement, for bonding and care.
Must be used immediately following miscarriage of stillbirth.

3. Strategic Benefits

- Talent Magnet: Attracts top talent in competitive markets.
- Employee Loyalty: Boosts morale, reduces turnover, and increases engagement.
- Healthier Families: Supports child development and parental well-being.
- Business Continuity: Reduces short-term stress on employees, improving overall productivity.

4. Implementation & Logistics

- Notice: Employees provide 30 days' advance notice if foreseeable, or as soon as practicable.
- Documentation: Requires standard documentation (birth certificate, court order).

5. Recommendation

I recommend the Board approve this policy as a strategic investment in our workforce and a vital step towards building a truly supportive and competitive organization.

Paid Parental Leave Policy and Guidelines

1. Policy Statement

The Village of Caledonia believes that strong families benefit both the community and the workplace. For this reason, the Village is proud to offer its employees paid parental leave. This policy outlines the Paid Parental Leave Program, explains the application process, and provides guidance to Departments on handling those applications, so that every eligible employee may take full advantage of this important benefit.

2. Applicability

This policy applies to all benefits-eligible Village employees, including represented and non-represented members of the Caledonia Fire and Police Departments.

3. Definitions

Hours worked: To be eligible for leave, an employee must have worked a minimum of 1,000 hours during the previous 12 months prior to the start date of their leave. Hours worked includes hours paid but not worked, such as vacation, sick or injury time. Hours worked does not include unpaid leave of absences.

Parent: Parent includes biological parent, foster parent, adoptive parent, stepparent, legal guardian, intended parents, or individuals *in loco parentis*, individual acting in place of a parent. Parent does not include individuals serving as surrogates.

Intended Parent(s): Person or persons who become(s) the legal parent of a child born through surrogacy.

Surrogate: An individual carrying a child for intended parent(s).

Qualifying Event: An employee shall be eligible for paid parental leave for any of the following events:

- a. Birth of a child.
- b. Stillbirth after 20 weeks of pregnancy for a birthing parent.
- c. Adoption, foster, guardian, or *in locos parentis* placement of a child under the age of five (5) years.
- d. Miscarriage prior to 20 weeks – the birthing parent shall be eligible for paid parental leave.

4. Eligibility

- a. Beginning January 1, 2026, eligible employees shall be entitled to paid parental leave for one qualifying event per calendar year, subject to the following, taking

place: The employee shall have completed a minimum of 1,000 hours worked, excluding leaves of absence, in the twelve (12) months prior to the start date of their leave. If an employee becomes eligible within twelve (12) weeks of the qualifying event, the paid parental leave will be prorated to the eligibility date.

- b. A benefits eligible part-time employee with a qualifying event shall be eligible for paid parental leave and leave shall be prorated based on the employee's regular schedule.
- c. An eligible employee shall be any employee who is a parent.
- d. Employees will be compensated at the employee's regular rate of pay, not including overtime and compensatory pay.

5. Use of Paid Parental Leave

- a. Parental leave shall run concurrently with any state or federal family leave to which the employee may be eligible.
- b. Parental leave shall begin within sixteen (16) weeks of the qualifying event in one continuous block or intermittently for eligible qualifying events. Intermittent use of parental leave shall only be utilized in the case of birth or placement qualifying events. The last segment of intermittent use of parental leave must begin within the 16-week period. Employees are prohibited from deferring paid parental leave time. For miscarriage or stillbirth, leave must be taken immediately at the time of the qualifying event.
- c. Parents who both work for the Village are eligible to take their individual parental leave separately or concurrently but within 16 weeks of the qualifying event.
- d. For a qualifying event of adoption, foster, guardian, or in locos parentis placement paid parental leave cannot be taken prior to the physical placement of the child with the parent.
- e. For employees eligible due to the birth of a child or placement of a child, paid parental leave is available as long as the employee has a continuing parental role with the child whose birth or placement was the basis for the leave entitlement.
- f. Additional parental leave is not available if the employee has more than one qualifying event in a single calendar year.

6. Relation to Other Leave Time

- a. Employees will continue to accrue sick time while on paid parental leave.
- b. In the event an employee requires additional time at the end of the two (2) week period of paid parental leave, the employee may use other available paid or unpaid leave time to remain off work as permissible under any State and/or Federal leave laws or policies, including FMLA.
- c. Employees may use paid parental leave time before other accrued leave.

- d. If an employee is using paid parental leave for a full week in which a Village holiday falls, the employee will be paid holiday pay in lieu of paid parental leave for that holiday. This time will still count against the employee's two (2) weeks of paid parental leave.
- e. Birthing parents enrolled in the Village's short term disability program should consult with HR on the timing of short-term disability with paid parental leave.
- f. Birthing parents who experience incapacity related to pregnancy or serious health conditions following the birth of a child and require additional time off may be eligible for available state or federal family leave.
- g. Non-birthing parents are required to use the Village's Funeral Leave, in the event of a miscarriage or stillbirth regardless of when miscarriage or stillbirth occurs.
- h. Birthing parents utilizing paid parental leave will not be eligible for Village's Funeral Leave Policy, for the same qualifying event.

7. Usage of Additional Leave Time

Time off needed beyond the authorized parental leave time and FMLA time will require a request to Human Resources and Department Head to utilize available leave time or an application for a leave of absence. Approval of the leave of absence is at the discretion of the department head. Approval of the request to utilize available leave time is at the discretion of the supervisor.

8. Requesting Paid Parental Leave

- a. To request leave, an employee is required to provide the Human Resources Manager with the following information:
 - 1. Paid Parental Leave Request
 - 2. The qualifying event, and
 - 3. Anticipated dates of the leave, if foreseeable.
- b. An employee must request usage of parental leave at least thirty (30) calendar days prior to the foreseeable qualifying event.
- c. For an unforeseeable qualifying event, an employee must request usage of parental leave within fifteen (15) calendar days of the qualifying event. Employees may request reasonable extensions for providing documentation.
- d. Within five (5) business days of receipt of the request, the Human Resources Manager will provide the employee with a Paid Parental Leave Eligibility Form, which includes a request for supporting documentation of the qualifying event.
- e. The employee shall provide a timely response to the departmental FMLA leave administrator's request for documentation. The employee shall submit the documentation to the Human Resources Manager for review and approval. Supporting documentation shall be submitted within fifteen (15) calendar days

of the request for leave or within fifteen (15) calendar days of the qualifying event based on the circumstances. Employees may request reasonable extensions for providing documentation.

- f. The employee shall provide any new certifications requested by the Human Resources Manager and keep them informed of any major changes in your need for leave.
- g. The employee shall submit any fit for duty documentation to the Human Resources Manager that is requested for their own serious health condition within the timeframe required on the form. Required fit for duty release must be complete and sufficient. If the required fit for duty release is not complete or sufficient, employees will be notified in writing of the deficiencies and given seven (7) calendar days to provide the required information. If the employee fails to provide the required information, the Village may delay the employee's return to work or deny the leave.

Required Documentation

An employee must submit supporting documents that establish the qualifying event for eligibility. Supporting documents include the following:

- a. For birth of a child – a medical certificate, certificate of a live birth, or similar government (or legal) document listing the employee as a legal parent
- b. For legal placement of a child – a certified copy of a court order granting the employee legal custody of the child
- c. For the non-legal placement of a child:
 - 1. Two (2) official records establishing the employee as the named caregiver to the child (e.g., school enrollment, insurance records, or medical records); and
 - 2. Reliable documentation establishing the date when the placement occurred (e.g. insurance records and certificate of death).
- d. For miscarriage or still birth – medical certification form or death certificate
- e. For incapacity or serious health condition – medical certification form

Proof of Relationship

For purposes of confirming family relationships, the employer may require the employee provide reasonable documentation or statement of

family relationship. This documentation may take the form of a marriage certificate, court documents, birth certificate, etc.

9. Protections

- a. The employee will be restored to the same or an equivalent job upon return from leave. An equivalent position is one that is virtually identical to the employee's former position in terms of pay, benefits and working conditions, including privileges, perquisites and status. It must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, responsibility, and authority.
- b. During leave, the Village will maintain the employee's benefit insurance coverage if the employee is enrolled in the Village's benefit plans. Employees will continue to pay their share of the premium contributions for benefit coverage during the time of their leave. Questions should be addressed to the Human Resources Department at 262-835-6412.
- c. Employees are not required to perform work while on leave.
- d. An employee with a qualifying event under this section who does not qualify for protection under the Family and Medical Leave Act of 1993 shall be provided with the same job protections enumerated by the act.

10. Work Obligation

- a. An employee is required to work for the Village for at least six (6) weeks after usage of the paid parental leave. The 6-week work obligation begins on the employee's scheduled workday after such leave or subsequent leave concludes. The Village of Caledonia will seek collection of the full amount of any paid parental leave for an employee who fails to return to work and fully complete the 6-week work obligation.
- b. The work obligation is fixed at 6 weeks, regardless of the amount of leave used by an employee.
- c. The work obligation may be waived based on the continuation, recurrence or onset of an employee's or child's serious health condition related to the pregnancy, birth or placement of a child. To waive the work obligation, the employee must provide supporting documentation from a healthcare provider if an employee claims that the serious health condition of the employee or child makes the employee unable to fulfill the necessary work obligation.

11. Prohibition of Outside Employment During Paid Parental Leave

Outside employment, including self-employment, during paid parental leave is prohibited, and may result in disciplinary action, up to and including termination of employment.

12. Employee Disputes

If an employee believes that they have been denied leave to which they were entitled, that any other employee interfered with their use of leave or that they were retaliated against for taking leave, they may file a complaint with the Human Resources Department. The Human Resources Manager will review pertinent facts and documentation to assess if any rights provided under this policy were violated. Retaliation for filing an internal complaint is prohibited.

13. Confidentiality

The circumstances involving the need for an employee to be granted paid parental leave will be kept confidential to the extent allowed by law. All documents provided to the city regarding leave will be maintained separately and treated as confidential medical records. The records may be disclosed to supervisors on a need-to-know basis.

14. Violations

Violations or misuse of the paid parental leave policy may result in disciplinary action, up to and including discharge from employment.

15. Review

This program will be reviewed on a regular basis by the Human Resources Department and Village Administration.