

1. Call to Order

Trustee Wishau called the meeting to order at 6:45 p.m., at the Caledonia Village Hall, 5043 Chester Lane, Racine, Wisconsin. Also present were Trustee Trentadue and Trustee Benkowski.

Committee Members: Trustee Wishau and Trustee Wanggaard

Absent: None

Department Managers: Administrator Tom Christensen and Attorney Elaine Ekes

2. Approval of Minutes

Motion by Trustee Wanggaard to approve the minutes dated February 5, 2018. Seconded by Trustee Wishau. Motion carried unanimously.

3 - Zoning Code Rewrite Project— Ordinance Revisions, Process and Zoning Code Administration and Transition

Christensen explained that Racine County will no longer be doing the Village's planning and zoning next year. This along with the other zoning issues initiated the start of a full review of the Village's zoning code and how we will be handling the transition whether it is by hiring someone to take over those duties or contracting it out. Attorney Ekes explained the provisions that were changed and overrode in the Zoning County Code once the Village became incorporated through Title 16. This review will take out obsolete provisions, town provisions, and it will incorporate the appropriate County codes into the new code. They discussed the software that helps with implementation and the ability to track things more quickly and would offer a public portal. Jeff Muenkel from Foth and Attorney Ekes will work with staff on the rewrite.

Trustee Benkowski question why Foth was chosen, and if this work was put out to bid. He also brought up issues with senior staff and the counsel regarding the hold up of documents, and felt this caused a "bottle neck" type of issue. Attorney Ekes conceded there have been times where projects have been delayed, but usually due to various types of projects coming from the Village which have required a shift of priorities. Trustee Benkowski thought that performance should dictate payment. Ekes explained that she's been meeting with Christensen and Bunkelman on a regularly scheduled basis, and felt that this could be scheduled similarly to uphold accountability, and establish guidelines. She also stated that changes have been made in her office to shift duties to move along projects. Ultimately, she felt confident that she could commit to the timelines to the Village's satisfaction.

Foth was chosen because of their background and history with the Village. It would take a lot of time to get a new firm up to speed which would result in higher costs. Christensen stated an RFP isn't required in this situation, but it could be put out to bid if that was the Board's pleasure. Trustee Wanggaard stated that Foth knows the Village and their experience is invaluable.

Trustee Wanggaard motioned to layover Zoning Code Rewrite Project— Ordinance Revisions, Process and Zoning Code Administration and Transition until the RFP is complete. Seconded by Trustee Wishau. Motion carried unanimously.

4. Adjournment

Motion by Trustee Wanggaard to adjourn. Seconded by Trustee Wishau. Motion carried unanimously. Meeting adjourned at 7:18 p.m.

Respectfully submitted,

Karie Torkilsen
Village Clerk