

**LEGISLATIVE/LICENSING COMMITTEE MEETING
CALEDONIA VILLAGE HALL
5043 CHESTER LANE, RACINE, WI 53402
Monday, December 10, 2018**

Trustee Wanggaard called the meeting to order at 4:30 p.m. In attendance were:

Committee Members: Trustee Wanggaard and Trustee Prott. Also present were President Dobbs, Trustee Martin, Trustee Benkowski and Trustee Stillman.

Department Managers: HR Director Toni Muise, Attorney Ekes and Associate Tyler Helsel.

1. Call to Order

2. Approval of minutes

Trustee Prott moved to approve the minutes from November 12, 2018 as printed, Trustee Wanggaard seconded. Motion carried unanimously.

3. Ordinance Amendments for Title 7 Ch. 1 Dog Licensing Fees and Late Fees

Clerk Torkilsen explained that they're seeking to change the dog licensing fee. There was discussion about the stringency of the fees and how much we could charge according to the State Statute. Trustee Wanggaard would like to see the State Statute modified. The fee is \$5 with an additional \$25 fee after March. No changes were recommended from the Committee.

Trustee Prott motioned to forward Ordinance Amendments for Title 7 Ch. 1 Dog Licensing Fees and Late Fees to the next Village Board meeting for the 1st and 2nd reading and possible adoption. Trustee Wanggaard seconded. Motion carried unanimously.

4. Ordinance Amendment for Title 7 Ch. 9 Massage Establishments and Massage Technicians

Clerk Torkilsen explained that this is an old Ordinance that needs updating because the nature of massage establishments has changed from a parlor setting to more of a clinical atmosphere. There has never been this type of establishment in the Village before and there was no procedure or application in place to mandate these establishments. Attorney Ekes researched various Municipalities procedures and applications to form what is being reviewed today.

There are two licenses, one for the establishment and one for the technicians working there. They did not feel it necessary for a Health officer to review the technicians but felt it was necessary for the establishment to be inspected.

There was discussion about the fee structure and how it is placed on the application so that the amounts are clear to the applicants. The fee needs to bare a reasonable amount to the application, but the fee must also reflect the work being done (building dept., health dept., and fire dept., all have to check out the establishment).

The Committee wanted to see an added definition for “responsible person”. There was also a request to strike the license investigation fee for the massage technician (7-9-17) review by health officer. Some terms were male dominant and they wanted to ensure all terms are gender neutral. There needed to be changes to the applications to reflect the fees discussed.

Trustee Prott motioned to forward Ordinance Amendment for Title 7 Ch. 9 Massage Establishments and Massage Technicians to the next Village Board meeting for the 1st and 2nd reading and possible adoption. Trustee Wanggaard seconded. Motion carried unanimously.

5. Ordinance Amendments to the Building Code under Chapter 15 addressing Plan Review for Commercial building, HVAC, Fire Alarm System, Fire Suppression System, and Plumbing plan

Tom Lazcano explained that this Ordinance will set in motion for SAFEbuilt to review plans for commercial building opposed to the state. SAFEbuilt will speed up the process during the review process because their turn around is weeks in comparison to months with the State – we have received many complaints regarding the waiting period. In order to move forward with the draft agreement with SAFEbuilt the Village needs to adopt a commercial building code to grant authority to an outside consultant to do plan reviews. The State can still review the plans in interim or if the matter is complex and we would rather have them review the plans instead.

The fee schedule was recommended by SAFEbuilt and is the same as the State’s. Adoption of a fee schedule will need to be adopted. However, the State takes 100% of the fee whereas SAFEbuilt takes 90% and the Village keeps 10%. SAFEbuilt handled nearly 18 surrounding communities and the State actually recommends their services.

Trustee Wanggaard asked if the State had the power to pull a project being worked on by SAFEbuilt? Lazcano said he would find out.

Trustee Prott motioned to forward Ordinance Amendments to the Building Code under Chapter 15 addressing Plan Review for Commercial building, HVAC, Fire Alarm System, Fire Suppression System, and Plumbing plan to the next Village Board meeting for the 1st and 2nd reading and possible adoption. Trustee Wanggaard seconded. Motion carried unanimously.

6. Ordinance to create Property Maintenance Code

Trustee Wanggaard requested to be more included with this process. He wanted to do a brief overview of what has been formatted but thought this should ultimately be sent back to the Community Development Authority. The enforcement is the biggest issue with any Ordinance and this is a major update to Caledonia’s Ordinance.

Attorney Ekes reviewed some main points of the Ordinance. She pulled together some property maintenance revisions from surrounding municipalities and different methods they use to approach these issues. This information was composited into a binder for the CDA to discuss. An inspector from Oak Creek is also coming to the CDA meeting to talk about how this may be enforced and works in their city. Trustee Prott asked that everyone be notified of this date so that they all may be in attendance.

When this topic was originally brought to the committee the primary focus was on the cosmetic issues of a property. The first part of the Ordinance touches base on the cosmetic issues and the latter half deals with health issues that we already have on the books. The strongest approach would be for each day the violation exists a citation would be issued.

There was discussion regarding special consideration for certain buildings, such as religious buildings because of financial issues. There was also discussion regarding site lines and visibility, and how that might dictate the Ordinance and its enforcement. There was a lot of material to review and discuss, the Committee thought it was best to bring back to the next Legislative and Licensing Committee meeting and then bring it to the CDA for further review.

Trustee Prott motioned to layover until the next meeting. Trustee Wanggaard seconded. Motion carried unanimously.

7. Adjournment

There being no further business, Trustee Prott moved to adjourn the meeting at 5:26 p.m. Trustee Wanggaard seconded. Motion carried unanimously.

Respectfully submitted,

Joslyn Hoeffert, Deputy Clerk