



LEGISLATIVE/LICENSING COMMITTEE MEETING

**Tuesday, February 9, 2021 at 4:30 p.m.
Caledonia Village Hall – 5043 Chester Lane**

THIS WILL NOT BE AN IN-PERSON MEETING

AUDIO & VIDEO CONFERENCE VIA ZOOM

ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 822 5482 2450 OR

ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 82254822450# OR

ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/82254822450>

1. Call to Order
2. Approval of Minutes
3. Dog Fancier's Application /Jennifer Schultz, 6200 5 Mile Rd, Racine
4. Ordinance 2021-01 – An Ordinance To Repeal Sec. 20-1339(B) Of The Racine County Code Of Ordinance As Adopted Under Section 16-1-1(A) Of The Code Of Ordinances Of The Village Of Caledonia, Racine County, Wisconsin, Removing The Requirement For A Conditional Use For Developments Based On The Criteria Of Set Distances From A Freeway, Road Interchange, State Or County Trunk Highways
5. Ordinance 2021-XX – An Ordinance To Amend Sec. 7-1-4 Of The Code Of Ordinances For The Village Of Caledonia Pertaining To Late Fee For Dog Licenses
6. Resolution Amending The Role Of The Community Development Authority Of The Village Of Caledonia, Wisconsin
7. Adjournment

Dated February 5, 2021

Joslyn Hoeffert
Deputy Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

LEGISLATIVE/LICENSING COMMITTEE MEETING
CALEDONIA VILLAGE HALL
5043 CHESTER LANE, RACINE, WI 53402
Monday November 9, 2020

1. Call to Order

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

Committee Members: Trustee Wanggaard and Trustee Prott. Also present was President Dobbs and Trustee Martin (arrived at 4:33 p.m.).

Absent: None.

Staff/Others Present: Administrator Tom Christensen, Chief Richard Roeder (arrived at 4:33 p.m.), BC Jeff Henningfeld, Planning Director Peter Wagner, William Streeter and Attorney Tyler Helsel.

2. Approval of minutes

Trustee Prott motioned to approve the minutes as printed from October 12, 2020. Trustee Wanggaard seconded. Motion carried unanimously.

3. Title 5 Public Safety, Sec. 5-2-2(a) Adoption of State and National Codes

BC Henningfeld explained that the codes are being updated to current standards. They have not been updated in almost 60 years. The updates include authorization of a third party to perform some of the Village fire code inspections.

Motion by Trustee Prott to approve Title 5 Public Safety, Sec. 5-2-2(a) Adoption of State and National Codes and forward to the Village Board for consideration and approval. Trustee Wanggaard seconded. Motion carried unanimously.

4. Discussion on the role of the CDA and Review Resolution 2006-07

Trustee Wanggaard thought it was critical to discuss the CDA role and an updated Resolution so that the Authority can operate under more direction. He spoke of blighted properties in the Village and having the CDA continue to focus on blight because he felt it is a critical function of the CDA. Trustee Prott recalled a blight conversation and the process in which residents call in to report blight and a possible method to tracking the complaints. He wondered what methodologies are being used for how they are being reported, and if the Authority ever investigated a policy in how these complaints are being recorded to see if they have been resolved. Trustee Martin stated that Wagner is implementing the Caselle software and code enforcement module. Wagner thought we may need more staff to follow up on code enforcement, but we do have the infrastructure to case manage blighted properties in the Village and be able to pull a timeline for any inquiry on the property. Trustee Martin thought the system is already in place and the computerized version will further improve this process and may not be well suited for the CDA anymore.

Wanggaard suggested keeping contact with business owners in the Village and how the Village may be able to help these businesses. Wagner spoke of HUD grants that could be applied for and possibly utilized for help with blighted properties either through rehabilitation or razing. The CDA could review these grant applications and could be working towards blight in a different context by administering outreach to various residents, businesses

or organizations. There are façade improvement plans available for businesses as well. Streeter spoke of the CDA working as a project-based group and needs to operate on a project basis and not administrative duties. Streeter spoke of working with the Caledonia Douglas Avenue Business Association (CDABA). Trustee Martin has already been forwarding information to the CDABA regarding COVID related funding and grants available. Marla Wishau has had some experience with grant writing and Trustee Martin will reach out to her for some insight. Trustee Prott wondered if something posted on the website could direct businesses to Trustee Martin as a contact as to explore these grants. He thought it would be welcoming to the community and would go a long way.

Trustee Wanggaard thought we should focus on the businesses struggling in Caledonia, and that the CDA could focus on how we may be able to position ourselves to be more of an assistance. If that takes more of a budget, then that is something the Village Board may need to consider. Trustee Wanggaard also wondered if the CDA could create a brochure to highlight our community, resources available and even current events occurring in the Village. The CDABA has a brochure and is something the CDA could focus on for the Village in a similar fashion. Trustee Martin spoke of Wind Point having a newspaper and the CDA could do something similar. Streeter thought the Village needed to focus on the quality of the roads and thought money needed to be budgeted so the roads are safe and attractive. Trustee Martin thought the Village should be looking into things like tipping fees that may be able to support the funding of these infrastructure issues.

Trustee Prott motioned for the Resolution to be updated for the CDA to focus on marketing, grants, continued blight and signage; and realizing that every project is going to be a continuation in some shape or form. Trustee Wanggaard seconded. Motion carried unanimously.

5. Adjournment

There being no further business, Motion by Trustee Prott to adjourn the meeting at 5:45 p.m. Trustee Wanggaard seconded. Motion carried unanimously.

Respectfully submitted,

Joslyn Hoeffert
Deputy Village Clerk

- (4) Approval and Issuance of New Permit.
- a. Upon the recommendation of the Legislative and Licensing Committee and after inspection by the Village Humane Officer, the Village Board may approve the issuance of a dog fancier permit upon the condition that applicant agrees to inspection by the Village Humane Officer and/or Village law enforcement officers at reasonable times and upon reasonable notice to ensure compliance with the Village Code of Ordinances and any other such conditions as it deems appropriate.
 - b. Upon approval by the Village Board and presentation of evidence to the Village Clerk that each dog permanently residing on the property is properly licensed under Section 7-1-3(a), the Village Clerk shall issue a dog fancier permit. Any dog kept on the property for more than ten (10) days in a permit year shall obtain a license under Section 7-1-3(a) of this Chapter unless proof of a valid license issued by another municipality is provided upon request by the Village.
 - c. All dog fancier permits, whether new or renewed, shall be subject to compliance with all applicable provisions of this Code.
 - d. The permit year shall be from January 1st through December 31st. However, a new permit issued after September 30th of any given year shall be good through December 31st of the next calendar year.
 - e. The permit shall specify the total number of dogs allowed on the property.
- (5) Renewal.
- a. Dog fancier permits shall be renewed annually.
 - b. The renewal application for each dog fancier permit shall be reviewed by the Village Clerk. Upon confirmation of compliance with Village ordinance, verification of no complaints in the prior permit year, and verification that there are no inspection fees owed, the Village Clerk may issue a renewal permit after payment of the permit fee. The property may be inspected prior to renewal as determined by the Village Clerk, Village Humane Officer and/or Village law enforcement officers. If there have been verified complaints, the renewal application shall be reviewed by the Legislative and Licensing Committee and the Committee shall determine whether to approve the renewal permit and if approved upon what conditions to address any prior complaints.
- (6) Amendment to Permit. The Village Clerk may issue an amended dog fancier permit if the holder of the permit requests to delete and/or add a dog to the permit, provided the number of dogs does not exceed the total allowed by the permit and provided evidence is presented to the Village Clerk to show that any dogs to be added to the permit are properly licensed under Subsection (a).
- (7) Application Fee. Applicants for any dog fancier permit shall pay a license tax of \$35.00 to the Village. This fee shall pay for Village administrative costs including the cost of inspection (both initial and from time-to-time, except for reinspections when there is a noncompliance).
- (8) Revocation. In the event there are complaints regarding a current dog fancier permit or there is a refusal to allow inspection, the Legislative and Licensing Committee may schedule a review or public hearing on the matter to take appropriate action up

COPY

Permit No: 21-21-1
Permit Dates: 2021
Receipt # for fee: 500779

VILLAGE OF CALEDONIA, WI
DOG FANCIER'S PERMIT APPLICATION
Section 7-1-3(c) of the Village's Code of Ordinances

New
Renewal
Application Fee \$50.00

OWNER/RESIDENCE INFORMATION: (Please Print in Spaces Below)

Last Name:	First Name:	Middle Initial:
<u>Schultz</u>	<u>Jennifer</u>	<u>L.</u>
Address Where Dogs Will Be Kept:	Telephone:	Date of Birth:
<u>6200 5 Mile, Racine, WI 53402</u>	<u>262.945.3911</u>	<u>6/6/79</u>

PROPERTY INFORMATION:

Parcel I.D. No.: 104 042214078000
Do you live at this address: Yes No
Is there a residence on this property? Yes No

Acreage of Residential Lot: 29.76
Is this a multiple-family dwelling? Yes No

DOG INFORMATION (Applicant must apply to amend the application if the below list of animals changes):

Name of Animal	Age	Male or Female	Spay/Neutered (Yes or No)	Breed	Color	License #
1. <u>Huck</u>	<u>10</u>	<u>M</u>	<u>N</u>	<u>Bichon</u>	<u>wht</u>	
2. <u>Cally</u>	<u>11</u>	<u>F</u>	<u>N</u>	<u>Bichon</u>	<u>wht</u>	<u>7282</u>
3. <u>Maggie</u>	<u>2</u>	<u>F</u>	<u>N</u>	<u>Bichon</u>	<u>wht</u>	<u>7283</u>
4. <u>Piper</u>	<u>1</u>	<u>F</u>	<u>N</u>	<u>Bichon</u>	<u>wht</u>	<u>7284</u>
5.						
6.						
7.						

I hereby certify that I am not in violation of any State Statutes or Village of Caledonia ordinances relating to animals. I have not been convicted of cruelty, neglect, or mistreatment of any animal. I understand that this permit may be revoked if any of the supplied information on this application is found to be false or if conditions on the property warrant revocation. The Village, without any advance notification, is authorized to enter upon the land covered by this permit to investigate complaints and inspect the premises.

Signature of Applicant Jennifer Schultz

Date 12/29/20

Village Use Only

Legislative/Licensing Committee Review Date (New Permit): _____
 Village Board Approval Date (New Permit): _____ or Clerk's Review Date (Renewal): _____
 Number of Dogs Authorized: _____
 Date Permit Issued: _____ Permit Expiration Date: _____
 Acreage per Assessor 29.56 Zoning A9

Individual License verified (circle) 1 2 3 4 5 6 7

Completed by: dlmo (initials)
 Amended on: _____ Amendment Completed by: _____ (initials)
 Reason for Amendment: _____

2021 Single Dog License

Subject to Wisconsin Statute, Chapter 174

VILLAGE OF CALEDONIA, RACINE COUNTY

JENNIFER SCHULTZ

6200 5 MILE RD

RACINE, WI 53402

Pet Name:	CALLY	Date Paid:	12/30/2020
Breed:	Bichon Frise	Payment Type:	Check
Sex:	Female	Check Number:	4984
Spayed/Neutered:	No	License Fee:	25.00
Color:	WHT	Late Fee:	0.00
Tag Number:	7282	Total Paid:	25.00
Replacement Tag:	No	Veterinarian:	FRANKSVILLE VET
Effective Date:	01/01/2021	Vaccination Expiration:	12/17/2023
Expiration Date:	12/31/2021	Vaccination Mfr:	Merial Ltd.
		Vaccination Serial #:	18482

2021 Single Dog License

Subject to Wisconsin Statute, Chapter 174

VILLAGE OF CALEDONIA, RACINE COUNTY

JENNIFER SCHULTZ
6200 - 5 MILE ROAD
RACINE, WI 53402

Pet Name:	MAGGIE	Date Paid:	12/30/2020
Breed:	Bichon Frise	Payment Type:	Check
Sex:	Female	Check Number:	8209
Spayed/Neutered:	No	License Fee:	25.00
Color:	WHITE	Late Fee:	0.00
Tag Number:	7283	Total Paid:	25.00
Replacement Tag:	No	Veterinarian:	FRANKSVILLE VET
Effective Date:	01/01/2021	Vaccination Expiration:	05/19/2023
Expiration Date:	12/31/2021	Vaccination Mfr:	Unknown
		Vaccination Serial #:	

2021 Single Dog License

Subject to Wisconsin Statute, Chapter 174

VILLAGE OF CALEDONIA, RACINE COUNTY

JENNIFER SCHULTZ
6200 5 MILE RD
RACINE, WI 53402

Pet Name:	PIPER	Date Paid:	12/30/2020
Breed:	Maltese	Payment Type:	Check
Sex:	Female	Check Number:	8209
Spayed/Neutered:	No	License Fee:	25.00
Color:	WHT	Late Fee:	0.00
Tag Number:	7284	Total Paid:	25.00
Replacement Tag:	No	Veterinarian:	WISCONSIN HUMANE SOCIETY
Effective Date:	01/01/2021	Vaccination Expiration:	02/26/2021
Expiration Date:	12/31/2021	Vaccination Mfr:	Unknown
		Vaccination Serial #:	

2020 Single Dog License

Subject to Wisconsin Statute, Chapter 174

VILLAGE OF CALEDONIA, RACINE COUNTY

JENNIFER SCHULTZ
6200 5 MILE RD
RACINE, WI 53402

Pet Name:	HUCK	Date Paid:	01/21/2020
Breed:	Bichon Frise	Payment Type:	Cash
Sex:	Male	Check Number:	
Spayed/Neutered:	No	License Fee:	25.00
Color:	WHT	Late Fee:	0.00
Tag Number:	7804	Total Paid:	25.00
Replacement Tag:	No	Veterinarian:	FRANKSVILLE VET
Effective Date:	01/21/2020	Vaccination Expiration:	05/01/2021
Expiration Date:	12/31/2020	Vaccination Mfr:	Merial Ltd.
		Vaccination Serial #:	18343

JOEL T SCHULTZ
JENNIFER L SCHULTZ
6200 5 MILE RD
RACINE, WI 53402-9524

4984

12/30/20

Date

CHECK ARMOR
SECURED PROTECTION

Pay to the
Order of

Village of Caledonia

\$ 25.00

Twenty-five Dollars no/100

Dollars



Photo
Safe
Deposit
Details on back



PO Box 081040 Racine, WI 53408

For Huck license

Jennifer Schultz

MP

VILLAGE OF CALEDONIA
5043 CHESTER LANE
RACINE WI 53402

262-835-4451

Receipt No: 5.001279

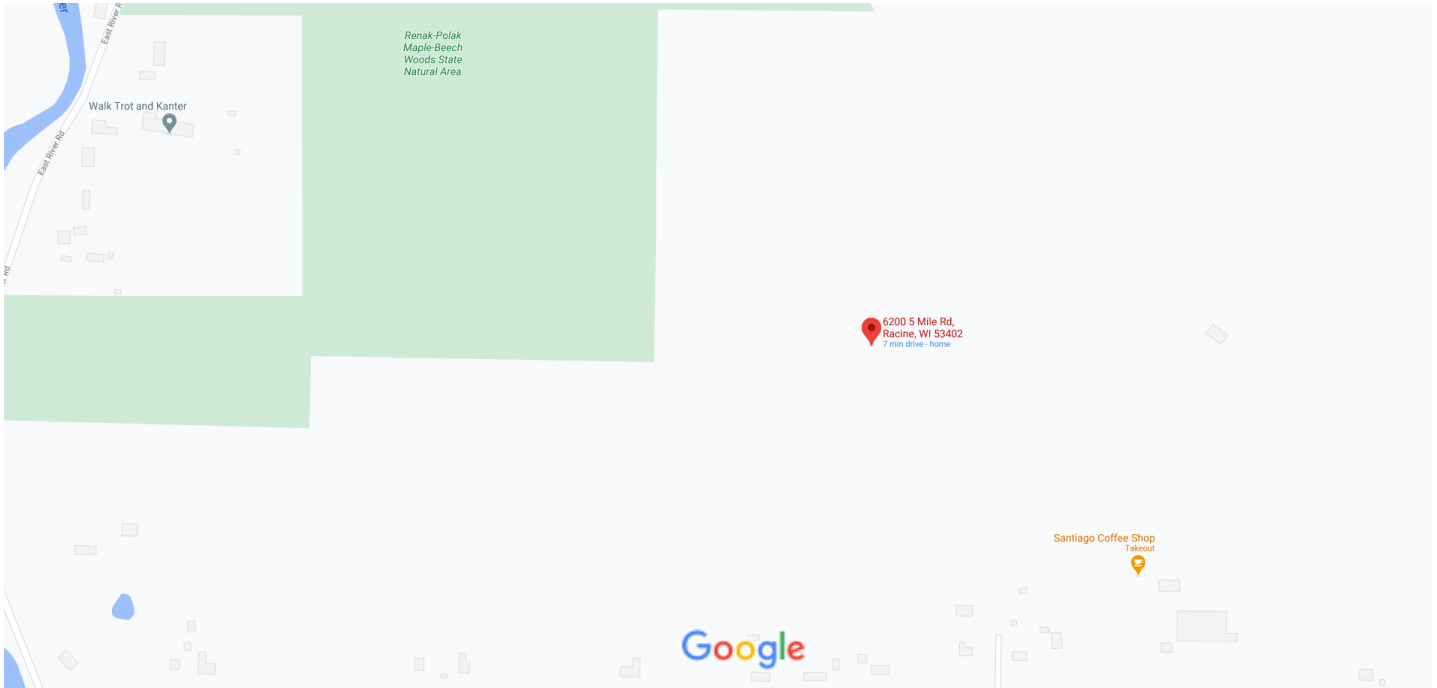
Jan 4, 2021

SCHULTZ, JOEL & JENNIFER

Previous Balance:	.00
LICENSES & PERMITS - NEW FANCIER'S PERMIT	50.00
<hr/>	
Total:	50.00
<hr/>	
CHECKS	50.00
Check No: 4986	
Payor: SCHULTZ, JOEL & JENNIFER	
Total Applied:	50.00
<hr/>	
Change Tendered:	.00
<hr/>	

01/04/2021 11:16 AM

Google Maps 6200 5 Mile Rd



Map data ©2021 200 ft



6200 5 Mile Rd

Racine, WI 53402



Directions



Save



Nearby



Send to your phone



Share



R43V+63 Racine, Wisconsin

Photos

Joslyn Hoeffert

From: Elaine Sutton Ekes <esekes@peglawfirm.com>
Sent: Thursday, February 4, 2021 3:54 PM
To: Joslyn Hoeffert
Cc: Thomas J. Christensen; Peter Wagner; Eileen M. Zaffiro
Subject: Draft Ordinance and Notice of Public hearing--Zoning Code Change
Attachments: Ordinance 2021- to repeal 20-1339(b).docx; Notice of public hearing for Zoning Ordinance No. 2021-___.doc

Joslyn,

Attached is the ordinance and notice of public hearing to repeal a section of the zoning code for certain conditional use permits as staff believes it is no longer necessary.

This ordinance repeals the following section of the Racine County Code of Ordinances as adopted by the Village because it is an unnecessary provision and process in the Village's Code.

(b)

Any development within five hundred (500) feet of an existing or mapped right-of-way of a freeway or expressway and within one thousand five hundred (1,500) feet of their existing or mapped centerline of interchange with any other road shall be deemed to be a conditional use. Any development within fifty (50) feet of any existing or mapped state trunk highway or county trunk highway and within one hundred fifty (150) feet of an existing or mapped centerline of intersection with any other road shall be deemed to be a conditional use.

Please include this email in the committee packet for background information.

Also please publish the notice of public hearing for the dates indicated. If you have questions, let us know. Thanks.

Elaine

Elaine Sutton Ekes
Pruitt, Ekes & Geary, S.C.
Main Place
245 Main Street, Suite 404
Racine, WI 53403
Email: esekes@peglawfirm.com
(262) 456-1216 - Ext. 103
(262) 456-2086 (fax)
Visit us on the Web at www.peglawfirm.com.

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Ordinance No. 2021-01

AN ORDINANCE TO REPEAL SEC. 20-1339(b) OF THE RACINE COUNTY CODE OF ORDINANCE AS ADOPTED UNDER SECTION 16-1-1(a) OF THE CODE OF ORDINANCES OF THE VILLAGE OF CALEDONIA, RACINE COUNTY, WISCONSIN, REMOVING THE REQUIREMENT FOR A CONDITIONAL USE FOR DEVELOPMENTS BASED ON THE CRITERIA OF SET DISTANCES FROM A FREEWAY, ROAD INTERCHANGE, STATE OR COUNTY TRUNK HIGHWAYS

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

1. That Sec. 20-1339(b) of the Racine County Code of Ordinances as adopted under Sect. 16-1-1(a) of the Code of Ordinances of the Village of Caledonia pursuant to the incorporation of the Village of Caledonia is hereby repealed and shall no longer require conditional uses for development within set distances of a freeway, road interchange, State or County Trunk Highways as set forth in that subsection.

2. This ordinance shall take effect after public hearing and upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this ____ day of March, 2021.

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs, President

Attest: _____
Joslyn Hoeffert, Deputy Clerk

Ordinance No. 2021-XX

AN ORDINANCE TO AMEND SEC. 7-1-4 OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CALEDONIA PERTAINING TO LATE FEE FOR DOG LICENSES

The Village Board of the Village of Caledonia do ordain as follows:

1. That Section 7-1-4 of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

“SEC. 7-1-4 LATE FEES.

The Village Treasurer shall assess and collect a statutory late fee of Five Dollars (\$5.00) from every owner of a dog five (5) months of age or over if the owner failed to obtain a license prior to April 1st of each year, or within thirty (30) days of acquiring ownership of a licensable dog or if the owner failed to obtain a license on or before the dog reached licensable age.”

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

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this _____ day of _____, 2021.

VILLAGE OF CALEDONIA

BY: _____
James Dobbs
Village President

ATTEST: _____
Joslyn Hoeffert
Village Deputy Clerk

Resolution No. 2021-XX

**RESOLUTION AMENDING THE ROLE OF THE COMMUNITY
DEVELOPMENT AUTHORITY OF THE
VILLAGE OF CALEDONIA, WISCONSIN**

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

WHEREAS, the Village of Caledonia, Wisconsin, is a municipal corporation organized and existing under the laws of the State of Wisconsin, and is authorized under Sections 66.1335 and 66.1339 of the Wisconsin Statutes to create a community development authority by proper resolution of the Village Board of the Village; and

WHEREAS, as set forth in Section 66.1333 of the Wisconsin Statutes, it is the policy of the State of Wisconsin to protect and promote the health safety, morals and general welfare of its people by the prevention and elimination of substandard, deteriorated, slum, and blighted properties through the utilization of all means appropriate for that purpose, thereby encouraging well-planned, integrated, stable, safe and healthful neighborhoods, the provision of healthful homes, a decent living environment and adequate places of employment for the people of the State of Wisconsin; and

WHEREAS, there is at this time no redevelopment authority created under Section 66.1333 of the Wisconsin Statutes, and no housing authority created under Section 66.1201 of the Wisconsin Statutes, operating in the Village;

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Caledonia, Wisconsin, as follows:

1. The Village Board hereby finds, determines and declares that the undertaking of programs and projects for blight elimination and prevention, slum clearance and prevention, marketing programs to attract business development and redevelopment, applying for grants and administering grant programs addressing urban renewal and implementing Village related signage throughout the Village ~~urban renewal and redevelopment, and community development and redevelopment (collectively, "qualified redevelopment projects")~~ will encourage well-planned, integrated, stable, safe and healthful neighborhoods, the provision of healthful homes, a decent living environment, adequate places of employment for the people of the Village and an increase in the general property tax base of the Village.

2. The Village Board hereby finds, determines and declares that there exists within the Village a need for programs for business attraction and retention and to address blighted properties within the Village ~~qualified redevelopment projects~~, and that creation of a community development authority in the Village will serve the public interest.

3. Pursuant to Sections 66.1335 and 66.1339 of the Wisconsin Statutes, the Village Board hereby creates a community development authority in the Village, which authority shall be known as the "Community Development Authority of the Village of Caledonia, Wisconsin." Said authority (the "Authority") shall be a separate body politic for the purpose of carrying out qualified programs pertaining to the marketing of the Village and blight elimination ~~redevelopment projects~~, and shall have all powers, duties and functions of community development authorities contained in Section 66.1335 of the Wisconsin Statutes, as amended from time to time. The Authority shall also act as the agent of the Village in planning and carrying out community development programs and activities approved by the Village Board and the Village President under the federal housing and community development act of 1974.

4. The Village Board hereby establishes and approves By-Laws and Rules of Procedure attached to this resolution as Exhibit A. The Authority may amend the By-Laws as it shall deem appropriate from time to time; however, Section #2 of the By-Laws entitled "General Powers and Duties" shall not be amended without the approval of the Village Board.

5. The Village Board hereby authorizes and directs the Village Clerk, immediately upon adoption of this Resolution, to certify a copy of this Resolution and transmit such certified copy to the Village President. The Village Board hereby authorizes and directs the Village President, upon receipt of said certified copy, to appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development, and housing, as commissioners of the Authority. The appointments shall be subject to confirmation by the Village Board. Two (2) of said commissioners shall be members of the Village Board and shall serve on the Authority during their respective terms of office as Village Board members. The initial appointments of the five (5) non-Village Board commissioners shall be for the following terms: two (2) commissioners for one (1) year, and one (1) commissioner each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of the non-Village Board commissioners shall be four (4) years and until their successors are appointed and qualified.

6. This resolution shall take effect immediately upon its adoption.

CERTIFICATION OF RESOLUTION BY VILLAGE CLERK

I certify that the attached Resolution No. 2021-_____ entitled:

RESOLUTION AMENDING THE ROLES OF THE COMMUNITY
DEVELOPMENT AUTHORITY OF THE VILLAGE OF CALEDONIA,
WISCONSIN,

was adopted by ~~at least a two-thirds vote of~~ the Village Board of the Village of
Caledonia, Wisconsin on the _____ day of February, 2021.

Village Clerk

Community Development Authority of the Village of Caledonia

**By-Laws
and
Rules of Procedure**

1. **GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTIONS**

The Community Development Authority of the Village of Caledonia shall be governed and controlled by Statutes of the State of Wisconsin, and as the same may hereafter be amended; by all ordinances of the Village of Caledonia as they relate to the Authority, and as such ordinances may hereafter be amended and adopted; and by the within rules of procedure. All provisions of the Wisconsin Statutes, ordinances or resolutions of the Village of Caledonia as may be enacted from time to time, shall take precedence over the rules of procedure.

2. **GENERAL POWERS AND DUTIES**

The Authority shall exercise all powers conferred and perform all duties imposed, by state statute and local ordinance of the Village of Caledonia, and shall perform such further and other duties as may properly from time to time be required by the Village Board.

Specific action taken related to the following powers shall be subject to review and approval by the Village Board:

- a. Acquisition of any real or personal property by lease, eminent domain, or otherwise.
- b. Borrowing of money and issuance of bonds, execution of notes, debentures, and other forms of indebtedness.
- c. Employment of personnel.
- d. Expenditure of any funds in excess of \$10,000
- e. Amendments, deletions or additions to Section 2 of these By-Laws

3. **OFFICERS AND THEIR DUTIES**

Presiding Officers. The presiding officer of the Authority shall be designated as Chairperson and shall be elected annually at the meeting of the Authority in April of each and every year. To act in the absence of the Chairperson, the Authority shall elect a Vice-chairperson to preside at meetings in the absence of the Chairperson. The presiding officer shall preside at all meetings of the Authority and shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; shall conduct the meetings in accordance with the within rules; shall have such powers and duties as may be necessary for conduct of orderly meetings; and such other powers and duties as herein assigned to him, or as may be assigned to him.

Treasurer. The Authority shall annually elect a Treasurer from among its members. The Treasurer of the Authority shall handle and keep a record of financial dealings of the Authority. The Treasurer may utilize the Executive Director, Village Clerk, Village Accountant and/or staff as required to carry out the Authority tasks.

Executive Director. The Village Administrator, by virtue of his or her position shall serve as the Executive Director of the CDA. The Executive Director shall serve as an Ex-officio member of

the CDA and shall participate in discussion but shall not vote. The Executive Director shall serve the Authority as its secretary and advisor and shall perform all duties requested by the Authority. These duties include handling all correspondence and clerical work of the Authority; to keep accurate notes of all matters coming before the Authority; to receive and file all communications, applications, request any and all documents directed to the Authority; to make each document so received with the official filing stamp of the Authority; to publish or mail, as the case may be, all notices and advertisements required by law or as directed by the Authority; to prepare and mail to each member of the Authority not later than the Friday prior to the meeting, a summary statement of the nature of each item on such agenda and a cop of the minutes of the last meeting. The Executive Director may utilize such members of the Village staff (Clerk, Treasurer, etc.) as may be made available by the Village Board to accomplish his/her tasks.

Assistant Director. The Authority shall appoint an Assistant Director to act, in the absence of the Executive Director, with all the authority vested in the position of Executive Director.

4. **AGENDA**

The Executive Director shall prepare the agenda with direction from the Chairperson.

5. **MEETINGS**

Regular Meetings. A regular meeting schedule may be established by majority vote of the CDA. If no regular meeting schedule is established, the CDA shall meet at least annually to review the accounts and funds and any audit conducted of CDA affairs, and to record the same in its minutes.

Special Meetings. Special meetings may be called by the presiding officer whenever in his or her judgment such meeting is necessary, and the presiding officer shall call such special meeting whenever he is requested to do so by at least three (3) members of the Authority. Such request may be made orally. Any business which could be done at a regular meeting may be done at such special meeting.

Quorum. A quorum for all meetings shall consist of four members and the presiding officer shall be included in such a count.

Order of Business. The order of business at all meetings, regular and special unless varied by a suspension of rules agreed upon by a majority of the Authority shall be as follows:

Call to Order
Public Hearings
Approval of Minutes of Previous Meeting
Old Business
New Business
Person desiring to be heard
Adjournment

6. **VOTING**

Provided a quorum is present and except as otherwise by law or these rules provided, the affirmative vote of a majority of the members present shall be required to decide any matter up for consideration.

Disqualification of members to vote: In the event that any member shall disqualify himself to vote on any matter, he shall, nonetheless, be counted in determining whether a quorum is present, but his disqualification shall not decrease the number of votes required for passage of any motion, resolution or the taking of any other action.

7. **PUBLIC HEARINGS**

The Order of Business for holding public hearings shall be as follows:

- (1) A brief statement by the Executive Director as to the name of the applicant for relief, his address, the nature of the request, and the manner in which notice of the hearings was given.
- (2) Presentation of the applicant of his request including any maps, documents and the like, not previously filed.
- (3) Statements of all other persons in favor of granting the request.
- (4) Statement in rebuttal by those persons opposing the request.
- (5) Statements in rebuttal by the applicant and by other persons favoring the request.
- (6) Statements in rebuttal by those persons opposing the request.
- (7) Statements by any persons not previously heard but only on matters not previously discussed.
- (8) Closing of the hearings or, if necessary, adjournment of the hearing to a fixed future date.

Conduct of Public Hearings. The presiding officer shall announce immediately prior to each public hearing that no one will be heard unless he states his name and address. The presiding officer shall briefly explain the order of business. He shall have the right prior to the hearing to announce that each person's statement shall be limited to a specified period of time, and that rebuttals shall be limited to a specified period of time, and he shall have the right to terminate any statement when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane.

Appearance. All persons desiring to be heard shall be heard, in person or by attorney.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application or petition, the applicant may withdraw his request, application or petition and such withdrawal shall not entitle the applicant to a refund of whatever filing or publication fee may previously have been paid.

8. **DECISION**

All final decisions by the Authority shall be in writing and shall be in the form of an order or decision duly adopted by resolution. All such decisions shall be signed by the presiding officer, attested by the secretary, and shall thereupon be filed with the records of the case. The date on which the written decision is filed in the case shall be deemed the date of filing of the decision.

The executive director shall promptly thereafter mail a copy of the decision to the applicant or petitioner or his attorney and to every other interested public official.

9. **RECOMMENDATIONS TO THE VILLAGE BOARD**

Recommendations should be reviewed by the Village Board. Recommendations to the Village Board may be by resolution or in such other form as the Village Board deems appropriate and upon adoption of any recommendation, a copy of the same shall be delivered by the Executive Director to the Village Board. Each such recommendation shall contain a full and complete recital of reasons therefor.

10. **AMENDMENT OF RULES**

The general rules of procedure of the Authority shall be governed by Robert Rules of Order where no specific statute, law or ordinance controls.