

LEGISLATIVE/LICENSING COMMITTEE MEETING

**Monday, August 16, 2021 at 8:00 a.m.
Caledonia Village Hall – 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Repeal of administrative policy regarding oversize garage variances
4. Resolution 2021-93 – A Resolution Of The Village Board Of The Village Of Caledonia Amending A Village Of Caledonia Teleconference And Videoconference Policy For The Board Of Trustees And Village Committees And Village Commissions.
5. Adjournment

Dated August 13, 2021

Joslyn Hoeffert
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, August 9, 2021

1. Call to Order

Trustee Wanggaard called the meeting to order at 4:00 p.m. In attendance were:

Committee Members: Trustee Wanggaard and President Dobbs (sat in for Trustee Stillman)

Absent: Trustee Stillman was excused

Staff/Others Present: Village Clerk Joslyn Hoeffert

2. Approval of minutes

President Dobbs motioned to approve the minutes as printed from July 12, 2021. Trustee Wanggaard seconded. Motion carried unanimously.

3. Public Hearing Items

A. Kennel License Application, Joy Peters, 13046 4 Mile Road, Franksville, WI 53126

All proper applications and payment were submitted to the Clerk's office on July 13th, 2021. The humane officer approved the location with a pass rating, and it is recommended by the Clerk's office that this application be approved. An additional memo from the Humane Officer will be included for the next Village Board Meeting.

Darlene Daines, 13010 4 Mile Road, is opposed to this Kennel License. Daines provided the committee with a packet of information as to why she is opposed to this license. She had multiple concerns regarding the safety of the dogs and the housing in which they are staying in.

Daines states that she cannot walk down her driveway due to the dogs charging at her. She feels unsafe and threatened.

She states that according to the ordinance that the grounds should be clean, and felt they are not. She alleges that they leave food out on the property which draws in rodents and other critters.

Daines states that she has an issue with how they treat the animals on the property, and she does not feel that it is right.

Mark Gracyalny, 13140 4 Mile Road, states that the goats on the property do get loose a lot. He is concerned with animals getting on the highway and causing issues. He said that he is not opposed to this license but states that there are issues with this property.

Trustee Wanggaard asked Mr. Peter about the control of his property. He asked Mr. Peter why the animals are getting out and Mr. Peter stated that it is an issue with the fencing and the nature of the animals.

Mr. Peters understands that this kennel license can be suspended or inspected at any time. Trustee Wanggaard asked Mr. Peter if he would give permission for the other Board Members or Village staff to inspect his property, and Mr. Peter stated that this would be okay.

The Public Hearing has concluded, and there will be no more public hearing comments. This will be forwarded to the Village Board and any potential comments will be made during Citizen Comment with a two-minute limit.

Motion by President Dobbs to forward to the Board with no action taken asking the Board to revisit this after consultation with the Officer who visited this site and the Village Attorney to see what latitude we would have based on all the facts that were presented. Seconded by Trustee Wanggaard. Motion carried unanimously.

4. Adjournment

There being no further business, Motion by President Dobbs to adjourn the meeting at 4:42 p.m. Trustee Wanggaard seconded. Motion carried unanimously.

Respectfully submitted, Megan O'Brien
Deputy Village Clerk

RESOLUTION NO. 2021-93

**A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
AMENDING A VILLAGE OF CALEDONIA TELECONFERENCE AND
VIDEOCONFERENCE POLICY FOR THE BOARD OF TRUSTEES AND VILLAGE
COMMITTEES AND VILLAGE COMMISSIONS.**

The Village Board for the Village of Caledonia resolves as follows:

WHEREAS, certain events, may make meeting In-person impractical or impossible for Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies.

WHEREAS, it may be essential for the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, to meet.

WHEREAS, the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, may use alternative types of meetings, such as virtual meetings that involve teleconferencing or videoconferencing.

WHEREAS, attached as **Exhibit A** is a Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Caledonia that the attached **Exhibit A**, the Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions is hereby adopted.

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

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR 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. Therefore, the purpose of this policy is to provide alternatives to In-person Meetings during times of a Public Emergency, which make In-person Meetings impractical or impossible.

Section 2. Definitions.

In-person Meeting means a meeting with Participants in the same location.

Participant means a person attending a meeting as a member of a board, committee, or commission, or a member of the public. Meetings for this definition include In-person Meetings, Teleconferences, and Videoconferences.

Public Emergency means a health or safety emergency that requires limited travel and limited in-person contact. The Village President, or designee, shall determine when a Public Emergency exists under this policy. If the Village President, or designee, is unavailable due to the Public Emergency, the Village Administrator may then determine when a Public Emergency exists under this policy.

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 during Public Emergency.

Circumstances during a Public Emergency may make In-person Meetings impractical or impossible. This may be due to limited travel, limited person-to-person contact, or environmental or 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, perform Teleconference or Videoconference meetings to perform the necessary functions of the Village government. Teleconferences and Videoconferences shall not be used unless a Public Emergency has been determined by the Village President or designee.

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 and the Village Board of Appeals) or attendance of a member of such a body via Teleconference or Videoconference during a Public Emergency shall be approved by the Village President, or in their absence, the Trustee designated by Resolution No. 2019-24, or in their absence, the Village Trustee with the most seniority on the Board of Trustees. The scheduling of meetings of the Police and Fire Commission or attendance of a member of said body during a Public Emergency via Teleconference or Videoconference shall be approved by the President of the Police and Fire Commission. The scheduling of meetings of the Board of Appeals or attendance of a member of said body during a Public Emergency via Teleconference or Videoconference shall be approved by the Chairperson of the Board of Appeals.

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 § 3-3-1(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.

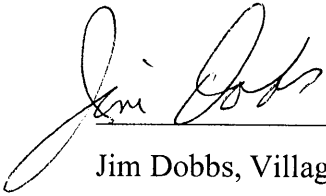
Section 7. Conduct by Participants.

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.

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.

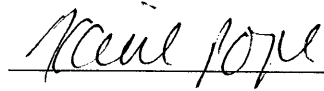
Approved on 6th day of April, 2020.



Jim Dobbs, Village President

4-30-2020

Date



Karie Pope, Village Clerk

4-30-2020

Date

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR 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. Therefore, the purpose of this policy is to provide alternatives to In-person Meetings, which make In-person Meetings impractical or impossible.

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In-person Meeting means a meeting with Participants in the same location.

Participant means a person attending a meeting as a member of a board, committee, or commission, or 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 In-person Meetings impractical or impossible. This may be due to limited travel, limited person-to-person contact, or environmental or 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, perform Teleconference or Videoconference meetings to perform the necessary functions of the Village government. Teleconferences and Videoconferences shall not be used unless determined by the Village President or designee; the Village Administrator; and a Village Trustee. 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. 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. 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 and the Village Board of Appeals) or attendance of a member of such a body via Teleconference or Videoconference shall be approved by the Village President, or designee (Resolution No. 2019-24),; the Village Administrator; and a Village Trustee. 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 by the President of the Police and Fire Commission. The scheduling of meetings of the Board of Appeals or attendance of a member of said body via Teleconference or Videoconference shall be approved by the Chairperson of the Board of Appeals.

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 § 3-3-1(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.

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.

Section 9. Online Public Access for Village Board meetings

Some members of the public have found it difficult to access such meetings and have their concerns addressed by the Village Board. The Village of Caledonia needs to ensure that residents have secure and easy access to public meetings. To ensure transparency and greater access, the Village will host the Village Board meetings on a trusted platform for remote access, and then archive the recording on the Village YouTube channel for future reference.

Approved on ___ day of August, 2021.

James R. Dobbs, Village President

Date

Joslyn Hoeffert, Village Clerk

Date

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR THE BOARD OF TRUSTEES AND VILLAGE COMMITTEES AND VILLAGE
COMMISSIONS

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Approved on ___ day of August, 2021.

James R. Dobbs, Village President

Date

Joslyn Hoeffert, Village Clerk

Date

RESOLUTION NO. 2020-31

**A RESOLUTION OF THE VILLAGE BOARD OF THE VILLAGE OF CALEDONIA
ADOPTING A VILLAGE OF CALEDONIA TELECONFERENCE AND
VIDEOCONFERENCE POLICY FOR THE BOARD OF TRUSTEES AND VILLAGE
COMMITTEES AND VILLAGE COMMISSIONS.**

The Village Board for the Village of Caledonia resolves as follows:

WHEREAS, certain events, such as public health or safety emergencies, may make meeting In-person impractical or impossible for Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies.

WHEREAS, it may be essential for the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, to meet during these public emergencies.

WHEREAS, the Board of Trustees, Village Committees, Village Commissions, or the Board of Review, or members of such bodies, may use alternative types of meetings, such as virtual meetings that involve teleconferencing or videoconferencing.

WHEREAS, attached as **Exhibit A** is a Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Caledonia that the attached **Exhibit A**, the Village of Caledonia Teleconference and Videoconference policy for the Board of Trustees and Village Committees and Village Commissions is hereby adopted.

6/4/20 Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this day of April, 2020.

VILLAGE OF CALEDONIA

By: _____

James R. Dobbs
Village President

Attest: _____

Karie Pope
Village Clerk

VILLAGE OF CALEDONIA
TELECONFERENCE AND VIDEOCONFERENCE POLICY
FOR THE BOARD OF TRUSTEES AND VILLAGE COMMITTEES AND VILLAGE
COMMISSIONS

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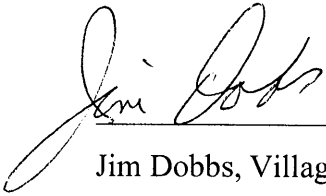
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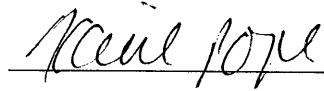
Approved on 6th day of April, 2020.



Jim Dobbs, Village President

4-30-2020

Date



Karie Pope, Village Clerk

4-30-2020

Date