

**LEGISLATIVE/LICENSING COMMITTEE MEETING
CALEDONIA VILLAGE HALL
5043 CHESTER LANE, RACINE, WI 53402
Monday, September 15, 2021**

1. Call to Order

Trustee Wanggaard called the meeting to order at 8:00 a.m. In attendance were:

Committee Members: Trustee Wanggaard and Trustee Stillman. Trustee Wishau, Trustee Martin and Trustee Weatherston were also present.

Absent: None.

Staff/Others Present: Village Clerk Joslyn Hoeffert, HR Manager Michelle Tucker, and Village Administrator Kathy Kasper. Village Attorney Elaine Ekes, Weed Commissioner Joyce Brainyard, Building and Engineering Administrative Assistant Erika Waege, and Development Director Peter Wagner.

2. Approval of minutes

Trustee Stillman motioned to approve the minutes as printed from August 16, 2021. Trustee Wanggaard seconded. Motion carried unanimously.

Motion by Trustee Stillman to move up to agenda item eight as the next order of business. Seconded by Trustee Wanggaard. Motion carried unanimously.

3. Chicken Discussion

Trustee Wanggaard brought this to the Legislative and Licensing Committee to discuss the possibility of allowing chickens in the Village. Before anything can be approved, guidelines must be put in place regarding chickens. Trustee Martin states that she spoke with other municipalities and that they have said that they have gotten minimal complaints.

Motion by Trustee Wanggaard to move up to agenda item five as the next order of business. Seconded by Trustee Stillman. Motion carried unanimously.

4. Discussion on Weed Commissioner Policy

This was previously discussed with the potential to bring this position in house and to have a dedicated employee for code enforcement. A Request for Proposal would then be done, and someone would then cut the lawns. The Zoning department would be the department that this would go through if this was to be in-house. Trustee Wanggaard spoke with Brainyard regarding the weed commissioner position and any issues that she has had. Brainyard explains problems that she has ran into while in this position.

5. Discussion and Possible Action on Fee Schedule

Staff was tasked with putting together a fee schedule. The fee schedule is currently being prepared and staff would like to have this finished and presented with the budget.

Waege states that the Building Department has received an increased number of electrical permit applications for the installation of solar power or generator systems. She is asking the Legislative and Licensing Committee for approval to add solar power and generator system fees to the electrical application.

Attorney Ekes states that this would require an ordinance change, for the building code. This would then require Village Board action.

Motion by Trustee Stillman to approve the fee schedule as presented by the Building Department relating to the solar power and generator systems and to bring back a completed fee schedule when finished. Seconded by Trustee Wanggaard. Motion carried unanimously.

6. Discussion on Village Policy for Entertainment Expenditures

Kasper states that she was directed to look at this. She states that a lot of municipalities do not have a written policy for this. Kasper put some things down in writing pertaining to the Entertainment Expenditures. She recommends that this should go into the personnel manual and be forwarded to the Personnel Committee. She provided a document to the Legislative and Licensing Committee as to what she believes should be included in the Entertainment Expenditures Policy. Trustee Wanggaard agrees that this should be forwarded to the Personnel Committee for review.

7. Virtual Meeting Policy

The virtual policy was previously discussed about a year ago to hold virtual meetings due to the Coronavirus Pandemic. The policy was rewritten by staff and presented to the Village Board but was tabled. Trustee Wanggaard suggested that staff take another look into this policy and make changes that need to be made and to bring back to this Committee.

8. Authorization of Emergency Declaration

Trustee Wanggaard believes that the President and the Village Administrator should be able to call an emergency declaration. Once an emergency is declared, the Village Board should be acting on this to make sure that this is in full force and effect. Any declaration should have a time frame and if it needs to be, it can be extended. At any time, it can be canceled by majority vote of the Village Board. Trustee Wishau believes that this policy should be reviewed by the Village Board rather than staff.

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9. Adjournment

There being no further business, Motion by Trustee Wanggaard to adjourn the meeting at 9:11 a.m. Trustee Stillman seconded. Motion carried unanimously.

Respectfully submitted, Megan O'Brien
Deputy Village Clerk