

LEGISLATIVE/LICENSING COMMITTEE MEETING

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

1. Call to Order
2. Approval of Minutes
3. Discuss And Authorize Revisions To Code To Finish Any Town To Village Changes Throughout Code
4. Ordinance 2021-XX – An Ordinance To Amend Title 2, Chapter 1 Regarding General Provisions And Elections And To Repeal Title 2, Chapter 2 Of The Code Of Ordinance For The Village Of Caledonia Relating To Village [Previously Town] Meetings
5. Ordinance 2021-XX – An Ordinance To Amend Section 2-4-19 Entitled Public Services Director And To Create Section 2-4-20 Entitled Village Engineer And To Renumber The Remaining Sections In Title 2 Chapter 4 Of The Village's Code Of Ordinances
6. Virtual Meeting Policy
7. Discussion Whether To Adopt An Ordinance Allowing Backyard Chickens
8. Ordinance 2021-XX – An Ordinance To Create 2-4-4(E) Establishing The Compensation For Members Of The Village Board
9. Adjournment

Dated November 5, 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, 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 than 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.

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

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

ORDINANCE NO. 2021-____

**AN ORDINANCE TO AMEND TITLE 2, CHAPTER 1 REGARDING
GENERAL PROVISIONS AND ELECTIONS AND TO REPEAL TITLE 2,
CHAPTER 2 OF THE CODE OF ORDINANCE FOR THE VILLAGE OF CALEDONIA
RELATING TO VILLAGE [PREVIOUSLY TOWN] MEETINGS**

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

1. That Chapter 1 of Title 2 of the Code of Ordinances for the Village of Caledonia, be and hereby is amended to read as follows:

“CHAPTER 1

General Provisions and Elections

Sec. 2-1-1 LEGAL STATUS; GENERAL VILLAGE POWERS.

- (a) The Village of Caledonia is a body corporate and politic, with those powers granted by law. The Village shall be designated in all actions and proceedings by its name, as the Village of Caledonia.
- (b) The Village may:
 - (1) Sue and be sued.
 - (2) Acquire and hold real and personal property for public use and convey and dispose of the property.
 - (3) Enter into contracts necessary for the exercise of its corporate powers.

Sec. 2-1-2 VILLAGE POWERS.

The Village Board shall exercise all powers relating to Villages and conferred on Village boards by Chapter 61, Wis. Stats., the Village shall have said powers through its Board. This is a continuing grant of powers.

SEC. 2-1-3 VOTER REGISTRATION.

- (a) Pursuant to the provisions of Sec. 6.27(2) of the Wisconsin Statutes, the Village of Caledonia elects that registration shall be required for all primaries and elections in the Village of Caledonia.
- (b) The Village Clerk of the Village of Caledonia shall forthwith certify this action to the County Clerk and to the Secretary of State.

SEC. 2-1-4 POLLING PLACES.

The polling places in the Village of Caledonia shall be:

- (a) Caledonia Highway Garage
6922 Nicholson Road
- (b) Faithbridge Church – Franksville Campus
10402 Northwestern Avenue
- (c) St. Mesrob Church
4605 Erie Street
- (d) Caledonia Village Hall
5043 Chester Lane
- (e) Prince of Peace Church
4340 Six Mile Road
- (f) Grace Church
3626 Highway 31

State Law Reference: Section 5.25(2), Wis. Stats.

SEC. 2-1-5 ELECTION POLL HOURS; WORKERS.

- (a) The voting polls in the Village of Caledonia, Racine County, Wisconsin, shall be open from 7:00 a.m. to 8:00 p.m. for all elections.
- (b) The Village Clerk is authorized to determine the number of poll workers needed on election days.

SEC. 2-1-6 VILLAGE BOARD OF CANVASSERS.

- (a) **Establishment.** Pursuant to Sec. 7.53(2)(a), Wis. Stats., there is hereby established a separate Municipal Board of Canvassers of the Village of Caledonia.
- (b) **Membership.** The Municipal Board of Canvassers shall consist of the Village Clerk and 2 other qualified electors of the Village appointed by the Village Clerk.
- (c) **Appointment and Terms.** The members of the board of canvassers shall serve for 2-year terms commencing on January 1 of each even-numbered year, except that any member who is appointed to fill a permanent vacancy shall serve for the unexpired term of the original appointee.
- (d) **Duties.** They shall perform such duties as are provided to be performed by municipal boards of canvassers in the Wisconsin Statutes.

State Law Reference: Sec. 7.53(2)(a), Wis. Stat."

2. That Chapter 2 of Title 2 of the Code of Ordinances for the Village of Caledonia, be and hereby is repealed.

3. That this ordinance shall take effect upon adoption and publication as required by law.

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

VILLAGE OF CALEDONIA

By: _____
James. R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

770272.001 (title 2) 11-4-21

Ordinance No. 2021-___

AN ORDINANCE TO AMEND SECTION 2-4-19 ENTITLED PUBLIC SERVICES DIRECTOR AND TO CREATE SECTION 2-4-20 ENTITLED VILLAGE ENGINEER AND TO RENUMBER THE REMAINING SECTIONS IN TITLE 2 CHAPTER 4 OF THE VILLAGE'S CODE OF ORDINANCES

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

1. That Section 2-4-19 entitled Public Services Director of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

"SEC. 2-4-19 ~~VILLAGE ENGINEER~~ PUBLIC SERVICES DIRECTOR.

~~Village Engineering functions shall be divided into two positions: the Village Utility Director and the Village Public Works Director. All references in the Municipal Code of Ordinances to the Village Engineer shall be construed to mean the Village Utility Director when the ordinance addresses any requirements for sewer, water or storm water. All other references in the Municipal Code of Ordinances to the Village Engineer that are not related to sewer, water or storm water requirements, shall be construed to mean the Village Public Works Director. The Public Services Director shall oversee the Engineering Department, the Highway Department, and Caledonia Sewer and Water Utility Districts and the Caledonia Storm Water Utility District, and the Utility District. All RReferences in the Municipal Code of Ordinances to the Utility Director shall be considered to mean Public Services Director. References to the Public Works Director shall mean Public Services Director.~~

Village Utility Director ~~Public Services Director~~

- a. **Appointment.** The ~~Village Utility Director~~ Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board. In the absence of an appointment, the Village Board may appoint a qualified person, firm, or corporation as Acting Utility Public Services Director for a particular period of time or for a particular project with the same authority as specified in this Section for the ~~Village Utility Director~~ Public Services Director.
- b. **Powers, Duties and Responsibilities.** The ~~Village Utility~~ Public Services Director shall have the following powers, duties and responsibilities:
 - (1) Serve as an advisor to and report directly to the Village Administrator and Village Board, ~~on engineering projects for the Caledonia Sewer and Water Utility Districts and the Caledonia Storm Water Utility District, and any other matters that the Village Board may, from time to time, direct.~~
 - (2) Serve as an advisor to the Utility District Commission on engineering projects for the Caledonia Sewer Utility District and, Caledonia Water Utility District, ~~s~~ and the Caledonia Storm Water Utility District.

- (3) Carry out projects and policy at the direction of the Village Board and the Utility District Commission.
- (4) ~~Plan and manage, coordinate and direct day-to-day operations and activities of the Caledonia Sewer Utility District, Caledonia Water Utility District, and the Caledonia Storm Water Utility District.~~
- (5) ~~Have general oversight of the employees of the Utility Districts, Highway Department, Engineering Department, Building Department, and Parks Department and assist the Village Administrator in the employment, training, and evaluation of the Village employees assigned to the Utility District and those departments.~~
~~and assist the Village Administrator in the employment, training, and evaluation of the Utility Districts employees.~~
- (6) ~~Plan, and manage the Village's Highway Department, Engineering Department, Building Department, and Parks Department and Joint Parks Department.~~
- (7) ~~Serve as an advisor to the Plan Commission on matters that come before it. Have general oversight of the employees of the Village's Highway Department, Engineering Department, Building Department, and Parks Department and assist the Village Administrator in the employment, training, and evaluation of those department's employees.~~
- (8) All such powers, responsibilities and duties as set forth in the job description as adopted by Resolution of the Village Board from time-to-time."

2. That Section 2-4-20 entitled Village Engineer of the Code of Ordinances for the Village of Caledonia be, and hereby is, created to read as follows:

"SEC. 2-4-20 Village Public Works Director ~~Engineer~~ VILLAGE ENGINEER.

- a. **Appointment.** The Village ~~Public Works Director~~ Engineer shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board. In the absence of an appointment, the Village Board may appoint a qualified person, firm, or corporation as Acting ~~Village Public Works Director~~ Engineer for a particular project with the same authority as specified in this Section for the Village ~~Public Works Director~~ Engineer
- a. ~~.~~
- b. **Powers, Duties and Responsibilities. The Village ~~Utility Director~~ Engineer shall have the following powers, duties and responsibilities:**
 - 1. ~~Serve as an advisor to and report directly to the Village Administrator Public Services Director and Village Board~~
 - 1. ~~.~~
 - 2. ~~Plan, manage, O~~rganize, supervise and direct the day-to-day operations and activities of the ~~Village's Highway Department,~~ Engineering

- Department, and Building Department, ~~Parks Department and Joint Parks Department.~~
3. Serve as an advisor to the Plan Commission on matters that come before it.
 4. Carry out projects and policy at the direction of the Village Public Services Director.~~Village Board.~~
 5. Have general oversight of the employees of the Village's Highway Department, Engineering Department and, Building Department, ~~Parks Department and Joint Parks Department~~ and assist the Village ~~Administrator~~ Public Services Director in the employment, training, and evaluation of those department's employees.
 6. Administer and oversee development within the Village, particularly Titles 14 and 18 of this Code of Ordinances and shall have the authority to establish such procedures in accord with Titles 14 and 18 of this Code of Ordinances for the submission and review of development and construction plans as are necessary to effectuate the intent of Titles 14 and 18.
 7. All such powers, responsibilities and duties as set forth in the job description as adopted by Resolution of the Village Board from time-to-time."

3. That the remaining sections of Title 2 Chapter 4 shall be renumbered as follows:

- 2-4-21 Municipal Court; Municipal Judge
- 2-4-22 Village Employees
- 2-4-23 Custody of Official Property
- 2-4-24 Residency Requirements
- 2-4-25 Local Board of Health, Local Health Department and Local Health Officer
- 2-4-26 Expenditure Policy

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

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

Ordinance No. 2021-___

AN ORDINANCE TO AMEND SECTION 2-4-19 ENTITLED PUBLIC SERVICES DIRECTOR AND TO CREATE SECTION 2-4-20 ENTITLED VILLAGE ENGINEER AND TO RENUMBER THE REMAINING SECTIONS IN TITLE 2 CHAPTER 4 OF THE VILLAGE'S CODE OF ORDINANCES

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

1. That Section 2-4-19 entitled Public Services Director of the Code of Ordinances for the Village of Caledonia be, and hereby is, amended to read as follows:

"SEC. 2-4-19 PUBLIC SERVICES DIRECTOR.

The Public Services Director shall oversee the Engineering Department, the Highway Department, and Caledonia Sewer and Water Utility Districts and the Caledonia Storm Water Utility District. All References in the Municipal Code of Ordinances to the Utility Director shall be considered to mean Public Services Director.

- a. **Appointment.** The Public Services Director shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board. In the absence of an appointment, the Village Board may appoint a qualified person, firm, or corporation as Acting Public Services Director for a particular period of time or for a particular project with the same authority as specified in this Section for the Public Services Director.
- b. **Powers, Duties and Responsibilities.** The Public Services Director shall have the following powers, duties, and responsibilities:
 - (1) Serve as an advisor to and report directly to the Village Administrator and Village Board.
 - (2) Serve as an advisor to the Utility District Commission on engineering projects for the Caledonia Sewer Utility District, Caledonia Water Utility District, and the Caledonia Storm Water Utility District.
 - (3) Carry out projects and policy at the direction of the Village Board and the Utility District Commission.
 - (4) Plan and manage the Caledonia Sewer Utility District, Caledonia Water Utility District, and the Caledonia Storm Water Utility District.
 - (5) Have general oversight of the employees of the Utility District, Highway Department, Engineering Department, Building Department, and Parks Department and assist the Village Administrator in the employment, training, and evaluation of the Village employees assigned to the Utility Districts and those departments.
 - (6) Plan and manage the Village's Highway Department, Engineering Department, Building Department, and Parks Department.

- (7) Serve as an advisor to the Plan Commission on matters that come before it.
- (8) All such powers, responsibilities and duties as set forth in the job description as adopted by Resolution of the Village Board from time-to-time."

2. That Section 2-4-20 entitled Village Engineer of the Code of Ordinances for the Village of Caledonia be, and hereby is, created to read as follows:

"SEC. 2-4-20 VILLAGE ENGINEER.

- a. **Appointment.** The Village Engineer shall be appointed by the Village Board for an indefinite term of office and shall serve at the pleasure of the Village Board. In the absence of an appointment, the Village Board may appoint a qualified person, firm, or corporation as Acting Village Engineer for a particular project with the same authority as specified in this Section for the Village Engineer
- b. **Powers, Duties and Responsibilities. The Village Engineer shall have the following powers, duties, and responsibilities:**
 1. Serve as an advisor to and report directly to the Village Public Services Director
 2. Organize, supervise, and direct the day-to-day operations and activities of the Engineering Department and Building Department.,
 3. Serve as an advisor to the Plan Commission on matters that come before it.
 4. Carry out projects and policy at the direction of the Village Public Services Director.
 5. Have general oversight of the employees of the Village's Engineering Department and Building Department, and assist the Village Public Services Director in the employment, training, and evaluation of those department's employees.
 6. Administer and oversee development within the Village, particularly Titles 14 and 18 of this Code of Ordinances and shall have the authority to establish such procedures in accord with Titles 14 and 18 of this Code of Ordinances for the submission and review of development and construction plans as are necessary to effectuate the intent of Titles 14 and 18.
 7. All such powers, responsibilities and duties as set forth in the job description as adopted by Resolution of the Village Board from time-to-time."

3. That the remaining sections of Title 2 Chapter 4 shall be renumbered as follows:

- 2-4-21 Municipal Court; Municipal Judge
- 2-4-22 Village Employees
- 2-4-23 Custody of Official Property

- 2-4-24 Residency Requirements
- 2-4-25 Local Board of Health, Local Health Department and Local Health Officer
- 2-4-26 Expenditure Policy

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

VILLAGE OF CALEDONIA

By: _____
James R. Dobbs
Village President

Attest: _____
Joslyn Hoeffert
Village Clerk

770272.001(Title 2 Public Services Director)

ORDINANCE NO. 2021-____

AN ORDINANCE TO CREATE 2-4-4(e) ESTABLISHING THE COMPENSATION FOR MEMBERS OF THE VILLAGE BOARD

WHEREAS, the Village Board recognizes the need to compete with the public and private sectors for qualified staff and leadership, and

WHEREAS, based on a recent review of salary information from comparable municipalities, the Village has been adjusting the salaries of the staff to be more comparable to communities in the region and the Caledonia Village Board and Village President salaries fall below the average of comparable communities in the region, and

NOW THEREFORE, at a regular meeting of the Village Board of the Village of Caledonia, held on the ____ day of _____, 2021, a quorum of the members of the Village Board being present and a majority voting in favor thereof, the Village Board does hereby ordain as follows:

1. That Section 2-4-4(e) of the Code of Ordinances for the Village of Caledonia, be and hereby is created to read as follows:

"(e) Village Board Compensation.

- (1) The salaries for Caledonia Village Trustees shall be _____ per year paid monthly commencing at the beginning of each trustee's next term, respectively.
- (2) The salary for the Caledonia Village President shall be _____ per year paid monthly commencing at the beginning of the Village President's next term.
- (3) The Village Board shall review annually, at the time of the Village budget preparation, whether the compensation of the Village Board should also be adjusted similarly to the full-time non-union positions for the preceding year.
- (4) Commencing upon election in 2022 depending on election year, elected officials shall no longer receive the budgeted expense allotment."

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

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

VILLAGE OF CALEDONIA

By: _____
James. R. Dobbs, Village President

Attest: _____
Joslyn Hoeffert, Village Clerk

STATE OF WISCONSIN : VILLAGE OF MOUNT PLEASANT : RACINE COUNTY

ORDINANCE NO. 20-2019

ORDINANCE INCREASING SALARIES OF ELECTED OFFICIALS

WHEREAS, in an effort to successfully recruit and maintain qualified individuals in employment positions Village-wide, The Village of Mount Pleasant engaged McGrath Human Resources Group to perform a wage study to determine where the Village of Mount Pleasant stands in relation to other municipalities in terms of compensation, and;

WHEREAS, The Village Board recognizes the need to compete with the public and private sector for qualified staff and leadership, and;

WHEREAS, the McGrath wage study has determined that the average annual salary of elected trustees in the region is \$6,754.00, and the average annual salary of elected Village Presidents in the region is \$13,263.00.

WHEREAS, the salaries of the Mount Pleasant Village Board and Village President fall below the average of comparable communities in the region, and;

NOW THEREFORE, at a regular meeting of the Village Board of the Village of Mount Pleasant, held on the ____ day of _____, 2019, a quorum of the members of the Village Board being present and a majority voting in favor thereof, the Village Board does hereby ordain as follows:

SECTION 1. The salaries for Mount Pleasant Village Trustees shall be \$6,754.00, commencing at the beginning of each trustee's next term, respectively.

SECTION 2. The salary for the Mount Pleasant Village President shall be \$13,263.00, commencing at the beginning of the Village President's next term.

SECTION 3. This ordinance shall take effect and be in force and after its passage and publication.

PASSED AND ADOPTED by the Village Board of the Village of Mount Pleasant on the _____ day of _____, 2019.

APPROVED:

David DeGroot, Village President

ATTEST:

Stephanie Kohlhagen, Village Clerk