

**LEGISLATIVE/LICENSING COMMITTEE MEETING
CALEDONIA VILLAGE HALL
5043 CHESTER LANE, RACINE, WI 53402
Monday, September 19, 2022**

1. Call to Order

Trustee Martin called the meeting to order at 5:15 p.m. In attendance were:

Committee Members: Trustee Martin, Trustee Stillman, and Trustee Folk. Trustee Weatherston, Trustee Wishau, Trustee McManus and President Dobbs were also present.

Absent: None.

Staff/Others Present: Village Administrator Kathy Kasper, HR Manager Michelle Tucker, Village Attorney Elaine Ekes, and Public Services Director Anthony Bunkelman.

2. Approval of minutes

Trustee Stillman motioned to approve the minutes as printed from August 8 and August 29, 2022. Seconded by Trustee Folk. Motion carried unanimously.

3. Ordinance 2022-14 - An Ordinance To Amend Section 9-1-1(E), Section 9-2-1(A)(4), And Section 9-4-1(E) Of Title 9 For Public Utilities To Change References From The Village Utility Director To The Village Public Services Director And To Change Reference To District Manager To Utility Supervisor In Section 9-4-4 In The Code Of Ordinances For The Village Of Caledonia

Trustee Stillman motioned to approve Ordinance 2022-14 - An Ordinance To Amend Section 9-1-1(E), Section 9-2-1(A)(4), And Section 9-4-1(E) Of Title 9 For Public Utilities To Change References From The Village Utility Director To The Village Public Services Director And To Change Reference To District Manager To Utility Supervisor In Section 9-4-4 In The Code Of Ordinances For The Village Of Caledonia and forward onto the Village Board for final approval. Seconded by Trustee Folk. Motion carried unanimously.

4. Discussion of Roles and Responsibilities of the Utility District Commission

Attorney Ekes overviewed the distinction of a Charter Ordinance. Ekes reviewed the Ordinances that were referenced in the packet and how they relate to the Commission. Bunkelman provided a history of the Commission, corrections that have been made to Ordinances and the power this District historically has had.

President Stacy understood Personnel responsibilities are under HR's purview. He struggled with conflicts in the Charter Ordinance that dictates the overseeing power of the Utility. The salary for the Public Services Director is budgeted directly out of the Storm Water budget. Trustee Wishau explained the role of the Public Services Director at the Utility District Commission.

Attorney Ekes further explained the oversight of the districts and the current language used for reporting structure of the Public Services Director. The Organizational Structure Chart only contains employees and does not include Committees or Commissions. It is meant as a tool for the HR Manager. President Stacy clarified the powers of the Commission and how they would function with the authority they are given. He thought those lines needed to be codified as there are many gray areas.

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Kasper explained surrounding municipalities and how they structure their Utility Commissions. Villages tend to gravitate towards a Public Works Committee. President Dobbs thought it was important to decide what would best fit for Caledonia.

Trustee McManus felt this was a good opportunity to give the Public Services Director the authority to make decisions, and we should be trusting Village Staff to have that control. She thought the Commission should be an advisory Committee.

5. Adjournment

There being no further business, Motion by Trustee Folk to adjourn the meeting at 6:00 p.m. Trustee Stillman seconded. Motion carried unanimously.

Respectfully submitted,
Joslyn Hoeffert
Village Clerk