CHAPTER 4

Boards, Commissions and Committees

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SEC. 2-4-1 BOARD OF REVIEW

(a) COMPOSITION. The Board of Review shall consist of the Village President, the Administrator, Village Clerk and two (2) Trustees of the Village Board. There shall also be one or more alternate member(s), who shall serve in the absence of any of the regular members of the Board of Review. The Village President shall appoint, subject to confirmation of the Village Board, the two (2) Trustees of the Village Board and the alternate member(s) annually at the Village Board's annual organizational meeting. If more than one alternate member is appointed, the Village President, subject to the confirmation of the Village Board, shall designate one of the alternate members as first alternate, one as second alternate, and so forth to establish the priority of all alternate members.

(b) DUTIES. The Board shall carefully examine the assessment roll and correct all apparent errors in description or computation, and shall add all omitted property. It shall also hear objections to the amount of valuation of property following the procedures set out in Sec. 70.47, Wis. Stats.

(c) MEETINGS. The Board of Review shall meet annually during the 30-day period beginning on the second Monday of May, and notice of such meeting shall be published pursuant to the State Statutes. The Board, through the Village Administrator, shall establish its meeting hours pursuant to Sec. 70.47(3)(b), Wis. Stats. The Board shall adjourn from day to day or from time to time, until such time as its business is completed, providing that adequate notice of each adjournment is so given.

History: Code of Ordinances, 1986. Sec. 2-4-1 (b) and (c) repealed and recreated. Ordinance No. 2, Series of 1995. Sec. 2-4-1(a) amended. Ordinance No. 8, Series 2016.

State Law Reference: Sections 70.47, Wis. Stats.

SEC. 2-4-2 BOARD OF HEALTH

(a) COMPOSITION. The Board of Health shall consist of the members of the Village Board serving as a committee of the whole.

(b) POWER OF APPOINTMENT. The Board of Health may appoint persons to aid them.

(c) RESPONSIBILITIES.

(1) The Board of Health shall take such measures as shall be most effectual for the preservation of the public health. It shall be the duty of the Board of Health to assume the general administration of health and sanitation laws and regulations in

the Village, to supervise the work of the Health Officer and to attend to the administration and enforcement of the health laws of the State and the rules and regulations prescribed by the State Board of Health and the ordinances of the Village.

(2) Powers: The Board shall take such measures and make such rules and regulations as shall be necessary and effectual for the preservation and promotion of the public health in the Village. All orders and regulations of the Board shall be published in the official newspaper and after publication, shall have the force and effect of ordinances, including penalty for violation.

History: Code of Ordinances, 1986. Sec 2-4-2 (a) repealed and recreated. Ordinance No. 1, Series of 1994.

State Law Reference: Section 141.015, Wis. Stats.

SEC. 2-4-3 ZONING BOARD OF APPEALS

(a) ESTABLISHMENT AND COMPOSITION. A Zoning Board of Appeals is hereby established as specified in Section 62.23(7)(e) of the Wisconsin Statutes. The Zoning Board of Appeals shall consist of five (5) members, appointed by the Village President subject to confirmation by the Village Board. The members shall be electors of the Village, serve without compensation and shall be removable by the Village Board for cause upon written charges and upon public hearing. The Village President shall designate one of the members chairperson of the Board. Vacancies shall be filled and alternate members may be appointed as provided for in Section 62.23(7)(e)2, of the Wisconsin Statutes.

(b) POWERS. The Zoning Board of Appeals shall have the following powers:

(1) Subject to the terms of this section, to hear and decide appeals where it is alleged there is error in any order, requirement decision, or determination made by the Zoning Administrator or other administrative officer in the application or enforcement of the Zoning Code or Floodplain Zoning Code.

(2) To hear and decide special exceptions, other than Conditional Uses which are under the exclusive purview of the Plan Commission within the Village limits, to the terms of the Village floodplain zoning regulations upon which the Board of Appeals is required to pass by ordinance.

(3) To authorize, upon appeal in specific cases, such variance from the terms of the Village zoning regulations as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the zoning code shall be observed, public safety and welfare secured and substantial justice done. Any variance granted shall also be subject to the provisions of Section 10-1-1309 of this Code of Ordinances.

(4) To permit the erection and use of a building or premises to be used for public utility purposes in any location, subject to appropriate conditions and safeguards in harmony with the general purposes of the zoning code, for such purposes which are reasonably necessary for public convenience and welfare.

(5) To exercise the power and authority granted by Section 62.23(7)(e), Wis. Stats.

(c) VOTING. The concurring vote of four members of the Zoning Board of Appeals shall be necessary to reverse any order, requirement, decision or determination appealed from or to decide in favor of the applicant on any matter on which it is required to pass, or to effect any variation in the requirements of the Zoning Code. The grounds of every such determination shall be stated and recorded.

(d) MEETING AND RULES. All meetings of the Zoning Board shall be held at the call of the chairman and at such other times as the Zoning Board may determine. All hearings conducted by the said Zoning Board shall be open to the public except as otherwise

required by law. The Zoning Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examination and other official actions, all of which shall be immediately filed in the office of the Zoning Administrator and shall be public record. The Zoning Board shall adopt its own rules of procedure not in conflict with this Code of Ordinances or with the applicable Wisconsin Statutes.

(e) OFFICES. The Village Board shall provide suitable offices to the Zoning Board for holding for hearings and the presentation/preservation of records, documents, and accounts.

(f) APPROPRIATIONS. The Village Board may appropriate funds to carry out the duties of the Zoning Board and the Zoning Board shall then have the authority to expend, under regular procedure, all sums appropriated to it for the purpose and activities authorized herein.

(g) DE NOVO REVIEW. The Zoning Board may conduct a de novo review of all matters appealed to it pursuant to the zoning ordinances of the Village.

(h) NO AUTHORITY OVER CONDITIONAL USE PERMITS. The Zoning Board shall have no authority to hear any appeal from a decision of the Plan Commission or Joint Extraterritorial Committee on whether or not to issue or not issue a Conditional Use Permit or to the terms and provisions thereof.

State Law Reference: Section 62.23(7)(e), Wis. Stats.

History: Code of Ordinances, 1986. Sec. 2-4-3 (b) (2) and (4) and (e) repealed and recreated. Ordinance No. 2, Series of 1995.
History: Code of Ordinances, 1986. Sec. 2-4-3 amended, Ordinance No. 5, Series of 2005. Sec. 2-4-3 (f)(g) created, Ordinance No. 5, Series 2005.
History: Code of Ordinances, 1986. Sec. 2-4-3 amended, Ordinance No. 6, Series of 2012.

SEC. 2-4-4 PLAN COMMISSION

(a) COMPOSITION. The Village Plan Commission shall consist of the Village President, two (2) Trustees, the Administrator, the Superintendent of Public Works and four (4) citizens.

(b) APPOINTMENT.

(1) Trustee Members. The two (2) Trustee members shall be annually appointed at the organizational meeting of the Village Board during the month of April of each year.

(2) Citizen Members. The four (4) regular citizen members of the Commission shall be electors of the Village, appointed by the Village President, subject to confirmation by the Village Board. The original citizen members shall be appointed upon creation of the commission and shall hold office for a period of one and two years, respectively, from the succeeding first day of May and thereafter annually during the month of April such member shall be appointed for a term of two (2) years.

(c) RECORD. The Plan Commission shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the Village Administrator. Four members shall constitute a quorum but all actions shall require the affirmative approval of a majority of all of the members of the Commission.

(d) DUTIES.

(1) The Master Plan

a. The Plan Commission shall make, adopt and, as necessary, amend, extend or add to the master plan, subject to Village Board confirmation, for the physical development of the Village including areas outside of its boundaries which, in the Plan Commission's judgment, bear relation to the development of the Village. The master plan, with the accompanying maps, plats and descriptive and explanatory matter, shall show the

Commission's recommendations for such physical development, and may include, among other things without limitation because of enumeration, the general location, character and extent of streets, highways, freeways; street grades, roadways, walks, parking areas, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, and the general location and extent of sewers, water conduits and other public utilities whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, and a comprehensive zoning plan.

b. The Commission may adopt the master plan as a whole by a single resolution, or, as the work of making the whole master plan progresses, may from time to time by resolution adopt a part or parts thereof, any such part to correspond generally with one or more of the functional subdivisions of the subject matter of the plan. The adoption of the plan or any part, amendment or addition, shall be by resolution carried by the affirmative votes of not less than a majority of all the members of the Plan Commission, subject to confirmation by the Village Board. The resolution shall refer expressly to the maps, descriptive matter, and other matters intended by the Commission to form the whole or any part of the plan, and the action taken shall be recorded on the adopted plan or part thereof by the identifying signature of the secretary of the Commission, and a copy of the plan or part thereof shall be certified to the Village Board. The purpose and effect of the adoption and certifying of the master plan or part thereof shall be solely to aid the Plan Commission and the Village Board in the performance of their duties.

(2) Matters referred to Plan Commission The Village Board or officer of the Village having final authority thereon, shall refer to the Plan Commission, for its consideration and report before final action is taken by the Board, public body or officer, the following matters: the location of any statue or other memorial; the location, acceptance, extension, alteration, vacation, abandonment, change of use, sale, acquisition of land for or lease of land for any street, alley or other public ways, park, playground, airport, area for parking vehicles, or other memorial or public grounds; the location, extension, abandonment or authorization for any public utility whether publicly or privately owned; all plats of lands in the Village or within the territory over which the Village is given platting jurisdiction by Chapter 236, Wis. Stats.; the location, character and extent or acquisition, leasing or sale of lands for public or semi-public housing, slum clearance, relief of congestion, or vacation camps for children; and the amendment or repeal of any land use ordinance. Unless such report from the Commission is made within 30 days, or such longer period as may be stipulated by the Village Board, the board or other public body or officer, may take final action without it.

(3) Miscellaneous Powers The Commission may make reports and recommendations relating to the plan and development of the Village to public officials and agencies, public utility companies, civic, educational, professional and other organizations and citizens. It may recommend to the Village Board, programs for public improvements and the financing thereof. All public officials shall, upon request, furnish to the Commission, within a reasonable time, such available information as it may require for its work. The Commission, its members and employees, in the performance of its functions, may enter upon any land, make examinations and

surveys, and place and maintain necessary monuments and markers thereon. In general, the Commission shall have such powers as may be necessary to enable it to perform its functions and promote municipal planning in cooperation with the Village Board.

State Law References: Secs. 61.35, 62.23, and Chapter 236, Wis. Stats.

History: Code of Ordinances, 1986. Sec 2-4-5 repealed. Remainder of 2-4 is renumbered accordingly. Ordinance No. 2, Series of 1995.

SEC. 2-4-5 LIBRARY BOARD

(a) ORGANIZATION: TERMS .

(1) There is hereby created, pursuant to Chapter 43 of the Wisconsin Statutes, a municipal Library Board for the Village of Prairie du Sac, consisting of a seven (7) member board in three (3) classes, three (3) of such members shall serve for a period of three (3) years, two (2) to serve for two (2) years, and two (2) to serve for a period of one (1) year.

(2) Terms of such members shall be from July first in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years. Not more than one (1) member of the Village Board body shall at any one time be a member of the Library Board. Members shall be appointed by the Village President, subject to confirmation by the Village Board. The Village President shall appoint as one of the Library Board members a school district administrator, or his representative, to represent the public school district or districts in which the library is located.

(3) A majority of the membership of the Board shall constitute a quorum.

(4) As soon as practicable after the first appointments, at a date and place fixed by the appointing officer, and annually thereafter, within thirty (30) days after the time designated in this Section for the beginning of terms, the members of the Library Board shall organize by election from among their number a President and such other officers that they deem necessary to prescribe and adopt rules and regulations for the operation of the library.

(b) DUTIES AND POWERS. The Library Board shall have the duties and powers as prescribed by Chapter 43, and more particularly set forth in section 43.58 of the Wisconsin Statutes.

State Law Reference: Sections 43.54 and 43.58, Wis. Stats.

SEC. 2-4-6 POLICE COMMISSION

(a) STATUTORY AUTHORITY -- JOINT COMMISSION FORMED. Pursuant to the provisions of the Wisconsin Statutes, and especially Sections 61.34(2) and 66.0301 thereof, the Village of Sauk City and the Village of Prairie du Sac have formed a joint Police Commission, which shall be the "Sauk-Prairie Police Commission."

(b) MEMBERS -- APPOINTMENT. Three (3) members shall be appointed to the Sauk Prairie Police Commission by the president of the Village of Prairie du Sac, subject to the confirmation by a majority of the Village Board of said Village; one member may also be a member of the Prairie du Sac Village Board. Terms shall be established by the Village Board so that one member's term expires each year. Annually during April, one member shall be appointed by the Village President, subject to confirmation by the Village Board, for a term of three years. Each Commissioner shall serve until his/her successor is appointed and qualified. Vacancies shall be filled in the original manner for the unexpired

term. Citizen members shall take the oath required by Section 19.01 of the Wisconsin Statutes, which shall be filed in the administrative offices of the respective villages.

(c) MEETINGS. As soon as all members of the first commission shall have been appointed, the Village Administrator or Clerk of the respective village shall give each commissioner a written notice of the appointment, and the Village Administrator or Clerk of the respective villages shall agree and fix the time and place of the first meeting, which shall not be less than five (5) days nor more than ten (10) days thereafter. Notice of time and place of first meeting shall accompany the written notice of appointment to the commissioners. The Commission shall elect a chairman, a secretary and such other officers as may in their judgment be necessary, and shall keep a written record of its proceedings to include all actions taken. Each member of the Commission shall receive such compensation as is determined to be reasonable and just by the Commission, subject to the provision of Section 66.11(2) of the Wisconsin Statutes. The Commission shall establish rules and regulations for the performance of its duties.

(d) DUTIES. The duties of the Commission shall be those duties enumerated in the Agreement for the Operation of the Sauk Prairie Police Commission and any amendments to that Agreement as may be authorized by the Village Boards of Prairie du Sac and Sauk City.

(e) REGULATIONS GENERALLY. The Commission shall be authorized to appoint such employees as may be necessary for the effective administration, operation and development of the police facilities of the Village of Prairie du Sac and of the Village of Sauk City, subject however within the limitation of available funds and as provided for in the Agreement for the Operation of the Sauk Prairie Police Commission and subject to applicable Wisconsin Stature provisions. The Village Administrator of the respective villages shall swear in all police officers. Prior to the 1st day of October of each year, the Commission shall submit to the Village Board of the Village of Sauk City and the Village Board of Prairie du Sac an annual budget for the ensuing year and file the same with the respective Village Administrator of each Village. The official population estimated from the Department of Administration for the previous year will be used to determine each Villages' joint Department appropriation for the upcoming year and shall be included in the budget for both Villages. The money as so appropriated shall be deposited and expended in the account of the Sauk-Prairie Police Commission fund as provided for in the Agreement for the Operation of the Sauk Prairie Police Commission. The Commission shall submit to each respective Village Board by June 1st of each year a report upon the activities of the Commission during the preceding year. Each Village Board may from time to time also request a report as to the activities and expenditures of the Commission.

History: Code of Ordinances, 1986. Sec. 2-4-6(e) repealed and recreated. Ordinance No. 2, Series of 1995.
History: Code of Ordinances, 1986. Sec. 2-4-6(e) repealed and recreated. Ordinance No. 2, Series of 1998.
History: Code of Ordinances, 1986. Sec. 2-4-6(e) repealed and recreated. Ordinance No. 1, Series of 2001.
History: Code of Ordinances, 1986. Sec. 2-4-6 repealed and recreated. Ordinance No. 3, Series of 2002.

SEC. 2-4-7 SAUK-PRAIRIE JOINT SEWERAGE COMMISSION

(a) OFFICES. The principal office of the Sauk-Prairie Joint Sewerage Commission shall be located at the Prairie du Sac Village Hall, Prairie du Sac, County of Sauk, State of Wisconsin. The Commission may have such other offices as the members may determine from time to time.

(b) MEMBERS.

(1) Appointment of Members. The Commission shall consist of two (2) members appointed by the governing body of each governmental unit and a fifth member to be selected by the four (4) members so appointed. The two (2) members appointed by the Village Board shall be electors of the Village of Prairie du Sac.

(2) Term of Membership. The member chosen by the four members first appointed shall serve for one (1) year, while the m embers appointed by the governing

bodies of the respective villages shall serve for terms of two (2), three (3), four (4), and five (5) years respectively, the length of terms of each to be determined by lot. All subsequent appointments, except for unexpired terms, shall be for six (6) years. All such members shall serve until their successors shall have been appointed and shall have qualified.

(c) MEETINGS OF MEMBERS.

(1) Regular Meetings. A regular monthly meeting of the members shall be established and meetings shall be held at the Prairie du Sac Village Hall.

(2) Special Meetings. Special meetings of the members may be called by any member. If no designation is made, the place of the meeting shall be held at the address stated in Subsection (1) above.

(3) Emergency Meetings. Emergency meetings of the members may be called by any member. If no designation is made, the place of the meeting shall be the address stated in Subsection (1) above.

(4) Notice of Meetings. Notice of regular meetings shall be by written agenda to each member and the news media, per Chap. 19.84, Wis. Stats. In case of a special meeting, notice shall be given not less than twenty-four (24) hours before the date of such meeting, notice shall include time, date and place. In case of an emergency meeting, notice shall be not less than two (2) hours before the time of such meeting, with verbal notice given to the news media.

(5) Quorum. A quorum shall consist of three (3) members present.

(6) Minutes. The proposed minutes for each regular meeting shall be mailed to each member at least forty-eight (48) hours prior to each such regular meeting.

(d) OFFICERS.

(1) Officers. The officers of the Sauk-Prairie Joint Sewerage Commission shall be a chairman, a secretary, a treasurer, and such other officers as may be elected in accordance with provisions of this article.

(2) Election and Term of Office. The officers of the Commission shall be elected annually at the regular meeting in May. A two-thirds (2/3) majority of the vote of the full Commission is required for affirmation, and shall be by a roll call vote.

(3) Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the two-thirds (2/3) majority vote of the full Commission for the unexpired portion of the term.

(e) PERSONNEL.

(1) Personnel Matters. All personnel matters will be approved by a majority vote of Commission members present.

(2) Chief Operator. The chief operator of the disposal plant shall attend all regular meetings, and special meetings, and emergency meetings when so notified.

(3) Personnel. The Commission shall be authorized to retain legal counsel as needed and within the limitations of available funds; however, the Commission shall not retain counsel who serves as village attorney for either the Village of Prairie du Sac or the Village of Sauk City nor any member of such attorney's law firm.

(f) RECORDS. A quarterly report of receipts and expenses of the Commission will be provided for each Commissioner and each Village, in the month following the close of the quarter.

(g) CHARGES AND EXPENSES. All charges and expenses incurred on behalf and/or by the Sauk-Prairie Joint Sewerage Commission shall be presented to the said Commission for approval before payment.

History: Code of Ordinances, 1986. Sec. 2-4-7 (c)(1) and (6) repealed and recreated. Ordinance No.2, Series of 1995.
History: Code of Ordinances, 1986. Sec 2-4-7 (e)(3) created. Ordinance No. 9, Series of 1998.
History: Code of Ordinances, 1986. Sec 2-4-7 (h) repealed. Ordinance No. 1, Series of 2002.

SEC. 2-4-8 EXTRATERRITORIAL ZONING COMMITTEE

The Extraterritorial Zoning Review Committee shall consist of three (3) representatives of the Town of Prairie du Sac and three (3) representatives of the Village of Prairie du Sac. Three (3) citizen members of the Plan Commission shall be the Village's representatives on the Extraterritorial Zoning Committee. Such Committee shall have the power and authority prescribed by Sec. 62.23(a)(c) through (g), Wis. Stats.

SEC. 2-4-9 SAUK PRAIRIE PUBLIC ACCESS CHANNEL COMMITTEE

(a) MEMBERS. The membership of the Sauk Prairie Public Access Channel Committee (SPPACC) shall be a total of six (6), three (3) members appointed by the Sauk Prairie School Board and three (3) members appointed by the Village Board of the Village of Prairie du Sac ("Governing Boards"). Members appointed by the Prairie du Sac Village Board shall be electors of the Village of Prairie du Sac.

(b) TERMS. Terms of such members shall be from April first in the year of their appointment, and thereafter each regular appointment shall be for a term of three (3) years. The first members of the SPPACC appointed shall be so appointed, one for a term of one year, one for a term of two years, and one for a term of three years from the succeeding first day of May. Thereafter annually during April, one such member shall be appointed in the same manner for a term of three years. Each member shall serve until his successor is appointed and qualified. Not more than one (1) member of the Village Board body shall at any one time be a member of the SPPACC. Members shall be appointed by the Village President, subject to confirmation by the Village Board.

(c) ORGANIZATION. The members of the SPPACC shall annually elect a chairperson; a vice-chairperson and such other officers as may in its judgement be necessary. The Chairperson shall appoint a Secretary who shall keep a written record of the SPPACC proceedings to include all actions taken. The Chairperson may appoint members and request appointment of non-members to special or ad hoc committees of the SPPACC as may be necessary.

(d) POWERS. The SPPACC shall function as a sub-committee of the Governing Boards. The SPPACC shall have only powers granted through the Village of Prairie du Sac/Sauk Prairie Schools District Cable Access Channel Agreement.

History: Code of Ordinances, 1986: Sec. 2-4-9 repealed and recreated, the remaining chapter renumbered accordingly. Ordinance No.1, Series of 2002.

SEC. 2-4-10 MUNICIPAL COURT COMMISSION

(a) MUNICIPAL COURT and COURT COMMISSION ESTABLISHED

(1) Pursuant to the authority granted by Ch. 755, Wis. Stats., there was created and established a Joint Municipal Court designated as the "Municipal Court for the Village of Prairie du Sac and Village of Sauk City" ("Joint Court"). Said Joint Court became operative and functioning on January 1, 2004. In addition, there was created and established a Joint Court Commission to be designated the "Sauk Prairie Court Commission" on which the Village of Prairie du Sac and Village of Sauk City are represented.

(2) Pursuant to the authority granted by Ch. 755, the Villages of Prairie du Sac and Sauk City and the Town of Roxbury jointly agree: to add the Town of Roxbury to the Joint Court effective April 1, 2009 ("Municipal Court"); and that the judge for the existing Joint Municipal Court shall serve as judge for the Municipal Court until the end of the existing term.

(b) SAUK PRAIRIE COURT COMMISSION

The Sauk Prairie Court Commission shall consist of three members, one each appointed by the Village Boards of the Village of Prairie du Sac and Village of Sauk City and the remaining member appointed at large by the two members appointed by the respective Village Boards. Effective April 1, 2009, a fourth (4th) member of the Sauk Prairie Court Commission shall be added to the Commission; such fourth member shall be appointed by Roxbury Town Board, shall be a non-voting advisory member of the Commission, shall serve a two-year term, shall not have the right to vote on any matters before the Commission, shall have the right to participate in be notified of Commission meetings, shall not have the right to be elected as an officer of the Commission, and shall not be counted for purposes of a quorum. Members of the Sauk Prairie Court Commission shall serve two-year terms starting May 1. The Sauk Prairie Court Commission members shall appoint a Chairperson annually. The initial appointments shall be for one or two years, as the case may be, to allow for the staggering of terms so that no more than 2/3 of the members of the Commission are appointed in any year. The Sauk Prairie Court Commission shall meet as necessary to authorize employee salaries, compile and submit an annual budget to the Village and Town Boards by September 1 of each year, and conduct other business as required.

(c) MUNICIPAL JUDGE

(1) Qualifications. The Municipal Court shall be under the jurisdiction of and presided over by a Municipal Judge, who shall be licensed to practice law in the State of Wisconsin, shall reside in the Village of Prairie du Sac or the Village of Sauk City or the Town of Roxbury and shall have a general understanding of the general requirements of the office of Municipal Judge.

(2) Oath and Bond. The Judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in § 757.02(1), Wis. Stats., and at the same time execute and file an official bond in the amount of $10,000. The Judge shall not act until the oath and bond have been filed as required by § 19.01(4)(c), Wis. Stats., and the requirements of § 755.03(2), Wis. Stats., have been satisfied. The Sauk Prairie Court Commission shall pay for expenses associated with obtaining the oath and bond.

(3) Term. Commencing with judicial elections held on and after January 1, 2011, the Municipal Judge shall be elected at large every fourth spring election, for a term of four years. Such term shall commence on May 1 of the year of the judge's election. All candidates for the position of Municipal Judge shall be nominated by nomination papers as provided in § 8.10, Wis. Stats., and selection at a primary election if such is held as provided in § 8.11, Wis. Stats. The Sauk County Clerk shall serve as filing officer for the position of Municipal Judge. Electors in the Village of Prairie du Sac, Village of Sauk City and, and Town of Roxbury are eligible to vote for Municipal Judge.

(4) Vacancy. A permanent vacancy in the office of Municipal Judge may be filled by temporary appointment of the Sauk Prairie Court Commission as provided for in § 8.50(4)(fm), Wis. Stats. The office shall be permanently filled by special election in the manner provided for in said statute.

(5) Salary. The salary of the Municipal Judge shall be fixed by resolution of the Sauk Prairie Court Commission. No salary shall be paid if such Judge has not executed the official bond or official oath.

(d) JURISDICTION

(1) The Municipal Court has jurisdiction over incidents occurring on or after January 1, 2004, as provided in Article VII, § 14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by the laws of Wisconsin. In addition, it shall have exclusive jurisdiction over actions in the Village of Prairie du Sac, Village of Sauk City, and on and after April 1, 2009 in

the Town of Roxbury, seeking to impose forfeitures for violations of municipal ordinances, resolutions and bylaws.

(2) The Municipal Judge may issue civil warrants to enforce matters under the jurisdiction of the Municipal Court under §§ 755.045(2) and 66.0119, Wis. Stats.

(e) MUNICIPAL COURT OPERATIONS

(1) Hours. The Municipal Court shall be open at such location and at such times as determined by the Sauk Prairie Court Commission.

(2) Employees. The Municipal Judge shall appoint such Clerks and Deputy Clerks as are authorized by the Sauk Prairie Court Commission and funded by the Village Boards of the Village of Prairie du Sac and Village of Sauk City. The Sauk Prairie Court Commission shall fix salaries and wages for all Clerks and Deputy Clerks. The duties for all Clerks and Deputy Clerks shall be as determined by the Sauk Prairie Court Commission. All Clerks and Deputy Clerks, before entering upon the duties of the office, shall take the appropriate oath and give a bond if a bond is required by the Sauk Prairie Court Commission. The Sauk Prairie Court Commission shall pay the cost of such bond. The oath and any bond shall be filed with the Clerks of each municipality that is a member of the Commission. The Town of Roxbury shall contribute to the cost of operations for the Municipal Court through a fee and contribution schedule adopted by separate mutual agreement of the Villages and the Town.

(3) Collection of Forfeitures and Costs. The Municipal Judge may impose punishment and sentences as provided by Chs. 800 and 938, Wis. Stats., and as provided in the ordinances of the Village of Prairie du Sac, Village of Sauk City and the Town of Roxbury. All forfeitures, fees, assessments, surcharges and costs shall be paid to the joint Municipal Court Clerk within seven days after receipt of the money by the Municipal Court.

(f) CONTEMPT AUTHORITY

The Municipal Judge may impose a forfeiture for contempt or, upon nonpayment of the forfeiture and applicable assessments, a jail sentence. The Municipal Judge may impose the maximum forfeiture and maximum jail sentence allowed by Wisconsin law.

(g) SEVERABILITY AND EFFECTIVE DATE

This chapter shall take effect upon its approval by the Village Boards of the Village of Prairie du Sac, Village of Sauk City and Town of Roxbury, publication of this chapter as required by law and the approval and execution of an agreement between the Village of Prairie du Sac, Village of Sauk City and Town of Roxbury pursuant to §§ 755.01(4) and 66.0301, Wis. Stats, with said approval to be effective by the enactment of this substantively identical ordinance in each municipality.

History: Code of Ordinances, 2003. Sec. 2-4-10 created. Ordinance No. 9, Series of 2003.
History: Code of Ordinances, 2003. Sec. 2-4-10 repealed and recreated. Ordinance No. 2, Series of 2009.
History: Code of Ordinances, 2003. Sec. 2-4-10(c)(3) amended. Ordinance No. 1, Series of 2010.

SEC. 2-4-11 GENERAL PROVISIONS REGARDING MEETINGS AND PUBLIC NOTICE

(a) REGULAR MEETINGS; PUBLIC NOTICE. Every Board and Commission created by or existing under the ordinances of the Village of Prairie du Sac shall:

(1) Fix a regular date, time and place for its meetings;

(2) Provide notice in advance of each such meeting of the date, time, and place thereof in compliance with Wis. Stats., 19.84; and

(3) Post in at least three public places likely to give notice to persons affected, with at least one location being the Village Hall, the notice and agenda of the matters to be taken up at such meeting; and

(4) Each standing and special committee of the Village Board shall meet and or establish a meeting schedule at the discretion of the Chairperson. Such meetings shall be noticed as required pursuant to 2-4-11(a)(2-3).

(b) SPECIAL MEETINGS. Nothing in Subsection (a) shall preclude the calling of a special meeting or with dispensing with the posting of the agenda, for good cause, but such special meetings shall nonetheless comply in all respects with the provisions of Sections 19.81 to 19.89, Wis. Stats.

(c) MINUTES. The secretary of each Board, Committee and Commission shall file a copy of the meeting minutes of such Board or Commission with the Village Administrator.

History: Code of Ordinances, 1986. Sec. 2-4-9 repealed and recreated. Ordinance No. 5, Series of 1997.
History: Code of Ordinances, 2003. Sec. 2-4-10 renumbered to 2-4-11. Ordinance No. 9, Series of 2003.
History: Sec. 2-4-11 repealed and recreated, Ordinance No. 10, Series of 2009.