

CODE OF ORDINANCES
VILLAGE OF PRAIRIE DU SAC, WISCONSIN

ORDAINED AND PUBLISHED
BY AUTHORITY OF THE
VILLAGE BOARD

1986
Re-codified 2003

**CODE OF ORDINANCES OF THE
VILLAGE OF PRAIRIE DU SAC**

PREFACE

Democracy is a government of laws. Good democracy requires not only good laws, but laws which are readily available in written form to all who are subject to them, to the public officials and police officers who must administer them and to the judges and attorneys who must interpret and apply them. It is for this reason that the Village Board of the Village of Prairie du Sac has adopted this Code of Ordinances. This Code represents the contribution of the Village Board to the democratic and efficient administration of the government and affairs of the Village of Prairie du Sac.

VILLAGE OFFICERS

Village President	George Blanchard
Trustees:	Clifford Mack James Hambrecht Gary Giegerich Sherryl Jones Thomas Alt Leonard Pulsfus
Clerk Treasurer	Dorothy Bostad

Updates and revisions started in 1993. Recodified and Adopted in 2003.

Village Officers at the time of printing revised copy

Village President	Cheryl Sherman
Trustees	Raymond Bolton David Carlson Paul Dietmann Eldor Fruehling John Pletzer Laurel Meixelsperger
Village Administrator	Shawn Murphy

FOREWORD

We are pleased to provide this new Code of Ordinances for the Village of Prairie du Sac, Wisconsin. This codification provides a complete revision and codification of all Ordinances of a general and permanent nature of the Village. All amended Ordinances are brought up to date. The Code also includes certain new Ordinances that were prepared to fill gaps not covered by existing Ordinances.

The Code also includes several features that will facilitate its use. The various chapters and articles follow one another in a natural, logical order. The table of contents, with a complete outline of this order, will often provide sufficient reference points for the reader. In addition, the reader may consult the alphabetical index at the end of the volume. At the beginning of each chapter there is a section-by-section analysis of the articles within the chapter.

Nontextual provisions such as severability clauses, repeals and enacting clauses are omitted from the text but are covered by Title 1 of the Code. In most instances, references to "this ordinance" in the text of an ordinance have been changed to "this chapter" or "this article" as deemed appropriate. Various editorial notes, state law references and amendment notes have been included throughout the Code to clarify its provisions.

We gratefully acknowledge the cooperation and assistance rendered by the Village officials in the preparation of this Code.

Community Code Service
Alan J. Harvey, Attorney
3900 Vinburn Road
DeForest, WI 53532

TABLE OF CONTENTS

Index

Title 1- General Provisions

Chapter 1	Use and Construction
Chapter 2	Use of Citation

Title 2 - Government and Administration

Chapter 1	Village Government and Elections
Chapter 2	Village Board
Chapter 3	Municipal Officers and Employees
Chapter 4	Boards, Commissions and Committees
Chapter 5	Finance
Chapter 6	Special Assessments
Chapter 7	Ethical Standards
Chapter 8	Review of Administrative Determinations
Chapter 9	Public Records

Title 3 - Public Safety

Chapter 1	Law Enforcement
Chapter 2	Fire Prevention
Chapter 3	Emergency Government
Chapter 4	Fire District; Fire Prevention Code
Chapter 5	Lost, Abandoned and Surplus Property

Title 4 - Public Works

Chapter 1	Grades; Official Map
Chapter 2	Streets and Sidewalks
Chapter 3	Driveways
Chapter 4	Trees and Shrubs
Chapter 5	Numbering of Buildings
Chapter 6	Park Regulations

Title 5 - Public Utilities

Chapter 1	Cable Television
Chapter 2	Sewer Use Ordinance
Chapter 3	House Sewers
Chapter 4	Miscellaneous Provisions Governing Utilities
Chapter 5	Water Utility Rates and Regulations
Chapter 6	Stormwater Utility Rates and Regulations
Chapter 7	Street Light Charges and Regulations

Title 6 - Health and Sanitation

Chapter 1	Health and Sanitation
Chapter 2	Pollution Abatement
Chapter 3	Solid Waste Collection
Chapter 4	Mandatory Recycling

Title 7 - Licensing and Regulation

Chapter 1	Licensing of Dogs and Regulation of Animals
Chapter 2	Fermented Malt Beverages and Intoxicating Liquor
Chapter 3	Pharmacists' Permits; Cigarette License
Chapter 4	Direct Sellers
Chapter 5	Regulation and Licensing of Amusement Arcades
Chapter 6	Mobile Homes
Chapter 7	Sauna and Massage Establishments (Repealed)
Chapter 8	Regulation and Licensing of Fireworks
Chapter 9	Street Use Permits
Chapter 10	Auctions (Repealed)
Chapter 11	Day Care Centers and Nursery Schools
Chapter 12	Close-Out Sales (Repealed)
Chapter 13	Regulation of Alarm Systems
Chapter 14	Blasting and/or Rock Crushing (Repealed)
Chapter 15	Flea Markets and Garage Sales
Chapter 16	Special Events

Title 8 - Motor Vehicles and Traffic

Chapter 1	Traffic and Parking
Chapter 2	Bicycles
Chapter 3	Snowmobiles
Chapter 4	Abandoned and Junked Vehicles
Chapter 5	All-Terrain Vehicles and Utility Terrain Vehicles

Title 9 - Offenses and Nuisances

Chapter 1	State Statutes Adopted
Chapter 2	Offenses Against Public Safety and Peace
Chapter 3	Offenses Against Property
Chapter 4	Obscenity
Chapter 5	Offenses Involving Alcoholic Beverages
Chapter 6	Public Nuisances
Chapter 7	Failure to Exercise Parental Responsibility
Chapter 8	Truancy

Title 10 - Land Use Regulations

Chapter 1	Zoning
Chapter 2	Floodplain Zoning
Chapter 3	Subdivision and Land Division Regulations
Chapter 4	Building Code
Chapter 5	Fair Housing
Chapter 6	Grievances Regarding Access to Public Buildings by Handicapped Persons
Chapter 7	Mobile Homes
Chapter 8	Solar Access
Chapter 9	Construction Site Erosion Control and Storm Water Management

Title 11 – Tax Collections

Chapter 1	Property Taxes
Chapter 2	Room Tax
Chapter 3	Motor Vehicle Registration Fee

ADOPTING ORDINANCE

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE OF ORDINANCES FOR THE VILLAGE OF PRAIRIE DU SAC, WISCONSIN; ESTABLISHING THE SAME; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN, EXCEPT AS HEREIN EXPRESSLY PROVIDED; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE OF ORDINANCES; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; AND PROVIDING WHEN THIS ORDINANCE SHALL BECOME EFFECTIVE.

THE VILLAGE BOARD OF THE VILLAGE OF PRAIRIE DU SAC, WISCONSIN DO ORDAIN AS FOLLOWS:

SECTION 1

The Code of Ordinances is hereby adopted and enacted as the "Code of Ordinances of the Village of Prairie du Sac, Wisconsin," and shall be treated and considered as a new and original comprehensive ordinance which shall supersede all other general and permanent Ordinances of the Village passed on or before 2/25/03 to the extent provided in Section 2 hereof.

SECTION 2

All provisions of the Code shall be in full force and effect from and after and all Ordinances of a general and permanent nature of the Village of Prairie du Sac, enacted on final passage on or before February 25, 2003, and not included in such Code or recognized and continued in force by reference therein are hereby repealed from the Code, except as hereinafter provided. No resolution of the Village, not specifically mentioned is hereby repealed.

SECTION 3

- (a) The repeal provided for in Section 2 hereof shall not affect the following:
- (1) Any offense or act committed or done or any penalty or forfeiture incurred or any contract or right established or accruing before the effective date of this ordinance;
 - (2) Any ordinance or resolution promising or guaranteeing the payment of money for the Village, or authorizing the issuance of any bonds of the Village or any evidence of the Village's indebtedness, or any contract or obligations assumed by the Village;
 - (3) The administrative Ordinances or resolutions of the Village not in conflict or inconsistent with the provisions of the Code;
 - (4) Any ordinance or resolution fixing salaries of officers or employees of the Village;
 - (5) Any appropriation ordinance or resolution;
 - (6) Any right or franchise granted by the Village Board to any person, firm or corporation;
 - (7) Any ordinance or resolution dedicating, naming, establishing, locating, relocating, opening, closing, paving, widening, vacating, etc., any street or public way in the Village;
 - (8) Any ordinance or resolution establishing street grades of any streets in the Village;

- (9) Any ordinance or resolution providing for local improvements or assessing taxes therefor;
 - (10) Any ordinance or resolution dedicating or accepting any plat or subdivision in the village;
 - (11) Any ordinance annexing property to the Village;
 - (12) Any ordinance or resolution regulating the erection, alteration, repair, demolition, moving or removal of buildings or other structures; building codes;
 - (13) Zoning ordinances, except that certain provisions were amended as part of this recodification.
 - (14) Charter ordinances.
- (b) Nor shall the repeal be construed to revive any ordinance or part of an ordinance that has been repealed by a subsequent ordinance, which is repealed by this ordinance.

SECTION 4

A copy of the Code shall be kept on file in the office of the Village Administrator, preserved in loose-leaf form, or in such other form as the Village Administrator may consider most expedient. It shall be the express duty of the Administrator or someone authorized by the Administrator, to insert in their designated places all amendments, Ordinances or resolutions which indicate the intention of the Village Board to make the same a part of the Code when the same have been printed or reprinted in page form, and to extract from the Code all provisions which may be repealed from time to time by the Village Board. This copy of the Code shall be available for all persons desiring to examine it.

SECTION 5

All Ordinances or parts in conflict herewith are, to the extent of such conflict, hereby repealed.

SECTION 6

This ordinance shall become effective on March 6, 2003.

Ordinance No. 1, Series of 2003 is HEREBY PASSED, APPROVED AND ADOPTED BY THE VILLAGE BOARD ON THIS 25th DAY OF FEBRUARY, 2003, PURSUANT TO SECTION 66.0103, WIS. STATS.

ATTEST:

Cheryl A. Sherman
Village President

Shawn M. Murphy
Village Administrator

OPEN MEETING LAW GUIDE

General Requirements

1. Wisconsin's Open Meeting Law provides that all meetings of governmental bodies shall be open to all citizens at all times. Sec. 19.81(2), Wis. Stats.
2. Meetings of local governing bodies or their subunits must be held in places reasonably accessible to the public.
3. Meetings are open to all members of the public unless specifically provided otherwise by law.
4. When members of a governmental body gather in sufficient numbers to compose a quorum, that meeting is presumed to be convened for the purpose of conducting official business. Such a meeting is in violation of The Open Meeting Law if proper notice was not given and the meeting is not open to the public. Sec. 19.82(2), Wis. Stats.

Public Notice

1. **WHO MUST RECEIVE NOTICE.** For any meeting, the presiding officer, or his/her designee, shall give notice to the official newspaper and to any other members of the news media who have filed a written request to receive such notices, or if neither exists, in a manner likely to give notice to the public. Notice must also be given as required by any other state statutes.
2. **CONSTRUCTION OF NOTICE.** The notice for the meeting shall include:
 - (a) the time, date and place of the meeting, and
 - (b) the subject matter of the meeting, including subject matter to be considered in closed session.

The governmental body may discuss, and if urgent, act upon matters which were not specifically referred to in the agenda where the agenda contains a general item, such as "miscellaneous business." Where the presiding officer has specific knowledge that matters may come before the body, they should be included on the agenda.

3. **TIME FOR NOTICE.** Notice must be given at least twenty-four (24) hours prior to the commencement of the meeting unless for good cause such notice is impossible or impractical, in which shorter notice may be given. In no case may notice be provided less than two (2) hours in advance of the meeting. Sec. 19.84(3), Wis. Stats.
4. **COMMITTEES AND SUBUNITS EXEMPTION TO NOTICE REQUIREMENT.** A legally constituted subunit of a parent government body may conduct a meeting during the recess of the governing body's meeting or immediately after the lawful meeting to act or deliberate upon a matter which was the subject of that meeting. For this exemption to apply, the presiding officer must publicly announce the time, place and subject matter of the subunit's meeting in advance at the meeting of the governing body.

Procedure For Closed Sessions.

- (1) Required notice must be given if the presiding officer or his/her designee knows that a closed session is being contemplated. Notice is required regardless of whether a majority of members will or will not support going into closed session at the meeting. Sec. 19.84(2), Wis. Stats.
- (2) After first meeting in open session, with proper notice, or motion made and recorded, supported by majority vote, is required to close, with the vote of each member recorded in the minutes. Sec. 19.85(1), Wis. Stats.
- (3) If the motion to go into closed session is carried, the presiding officer shall announce to those present at the meeting (to be recorded in the minutes) the nature of the business to be considered in the closed session and the specific exemption(s) relied upon in Sec. 19.85, Wis. Stats., under which the closed session is permitted.
- (4) Only matters contained in the presiding officer's announcement of the closed session may be considered during the closed session.
- (5) An open session, with adequate notice, must precede a closed session, even where it was decided at a prior open session to go into a closed session at a subsequent meeting.
- (6) A governmental body may vote to go into closed session at a properly convened open session, for a permitted purpose, where specific notice of intent to consider going into closed session was not included on the agenda at the time notice of the open session was given. However, such procedure requires that the presiding officer or his/her designee did not contemplate or have knowledge that any of the other members contemplated, a closed session at the time notice of the agenda was given.

Specific Exemptions Allowing Closed Sessions.

- (1) Sec. 19.85(1)(a), Wis. Stats., creates an exemption for governmental bodies deliberating after quasi-judicial trials or hearings. However, boards of review cannot rely on this exemption, for Sec. 70.47(2m), Wis. Stats., requires all board of review meetings to be held in open session.
- (2) Sec. 19.85(1)(b), Wis. Stats., is a limited exception to the Open Meeting Law allowing the use of a closed session when a governmental body is considering the demotion, dismissal, licensing, discipline or tenure of a public employee or a person licensed by a board or commission. This exception permits preliminary discussion and investigation without the necessity of providing actual notice to the individual involved. However, before any evidentiary hearing can be conducted or formal action taken, notice must be given to the person involved so that he or she can exercise his or her right to request an open session for those purposes.
- (3) Sec. 19.85(1)(c), Wis. Stats., sanctions the use of closed sessions where governmental bodies are considering employment, promotion, compensation, or performance evaluation of any public employee. Governmental bodies should exercise caution when considering performance to avoid discussing matters that are covered by Sec. 19.85(1)(b), Wis. Stats.

- (4) Sec. 19.85(1)(d), Wis. Stats., permits the use of a closed sessions when applications for parole or probation are being considered, or when crime detection or prevention strategy is to be discussed.
- (5) Sec. 19.85(1)(e), Wis. Stats., allows closed sessions for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or the conducting of other specified public business, as long as competitive or bargaining reasons require a closed session. Under this exception, a governmental body could meet in closed session for the purpose of forming negotiation strategies, although the body must give notice that an open session will be held for the purpose of taking a vote to convene in closed session for the purpose of discussing labor negotiation strategies.
- (6) Discussions by governmental bodies considering the financial, medical, social or personal histories or disciplinary data of specific persons which, if conducted in public, would have a "substantial adverse effect upon the reputation of any person referred to" may be held in closed session under Sec. 19.85(1)(f), Wis. Stats. However, this exemption is unavailable where Sec. 19.85(1)(b), Wis. Stats., is applicable.
- (7) Sec. 19.85(1)(g), Wis. Stats., allows a governmental body to confer with its legal counsel in closed session for the purpose of obtaining oral or written advice concerning strategy to be adopted by the body with respect to present and prospective litigation directly involving the governmental body.
- (8) Closed sessions may be utilized by governmental bodies to consider requests for confidential written advice from ethics boards under Sec. 19.85(1)(h), Wis. Stats.

Limitations on Closed Sessions.

- (1) Sec. 19.85(2), Wis. Stats., makes it impermissible for a governmental body to reconvene in open session within twelve (12) hours after a closed session, unless public notice of the subsequent open session was given at the same time and in the same manner as was required for the original open session.
- (2) Final ratification or approval of a collective bargaining agreement is required to be in open session under Sec. 19.85(3), Wis. Stats. However, a governmental body can vote to preliminarily approve bargaining proposals in closed session, in order to reach a consensus, as long as final ratification occurs in open session.

Ballots, Votes, and Records.

- (1) Unless provided elsewhere by statute, no secret ballot may be utilized by a governmental body to determine any election or decision, except the election of the officers of such body. This narrow exception does not permit use of secret ballots to elect members of committees, officers of the governmental units such as department heads, or fill vacancies on the body itself.
- (2) Any member may require the ascertainment and recording of each vote.
- (3) Records of motions and roll-call votes must be preserved and open for public inspection.

Use of Equipment in Meetings.

- (1) A governmental unit must make a reasonable effort to accommodate the media's equipment.
- (2) Any person may record, film or photograph a meeting in open session, provided that the use of this equipment does not interfere with the conduct of the meeting(s).
- (3) A member of a governmental body does not have the right to tape record a closed session of the board.

CODE OF GENERAL ORDINANCES

Key to Section Numbering

Title	Chapter	Section
		1-1-1

Key to Page Numbering

Title	Chapter	Page
		1-1-1

INDEX TO CODE

A

ABANDONED PROPERTY

Custody and disposal of, 3-5-2

ABANDONED REFRIGERATORS

Prohibited, 9-3-4, 8-4-8

ABANDONED VEHICLES

Conflict with other code provisions, 8-4-7

Disposal of abandoned vehicles, 8-4-4

Owner responsible for costs, 8-4-6

Removal and impoundment, 8-4-2, 8-4-3

Report of sale or disposal, 8-4-5

Storage of junked vehicles or appliances on private property, 8-4-8

Violations, 8-4-2

ACCESSORY BUILDINGS

Regulation of, 10-1-17

ADMINISTRATIVE DETERMINATIONS, REVIEW OF

Administrative appeal, 2-8-9

Determinations not subject to review, 2-8-3

Determinations reviewable, 2-8-2

Final determination, 2-8-11

Hearing on administrative appeal, 2-8-10

Judicial review, 2-8-12

Legislative review, 2-8-13

Municipal authority defined, 2-8-4

Persons aggrieved, 2-8-5

Reducing determination to writing, 2-8-6

Request for review of determination, 2-8-7

Review of administrative determinations, 2-8-1

Review of determination, 2-8-8

ADMINISTRATOR See also OFFICERS

Appointment and duties, 2-3-2

AIR GUNS

Carrying or discharge in village, 9-2-1

ALARM SYSTEMS, REGULATION OF

- Administrative rules, 7-13-4
- Declaration of purpose, 7-13-2
- Definitions, 7-13-3
- Direct connections to police, 7-13-5
- Fee for answering alarms, 7-13-8
- Notification, 7-13-7
- Penalties, 7-13-12
- Permits for, 7-13-10
- Revocation of permits, 7-13-11
- Testing, 7-13-6
- Village liability, 7-13-9

ALCOHOLIC BEVERAGES See also OPERATOR'S LICENSES, PHARMACISTS' PERMITS

- Application for license, 7-2-6
- Approval of application, 7-2-9
- Beer gardens, 7-2-17
- Classes of licenses, 7-2-4
- Closing hours, 7-2-15
- Conditions of license, 7-2-14
- Definitions, 7-2-2
- Fees, 7-2-5
- Granting of license, 7-2-10
- Investigation, 7-2-8
- License required, 7-2-3
- Numbering and expiration of license, 7-2-12
- Posting of licenses, 7-2-13
- Qualifications of applicant, 7-2-7
- Restrictions on licenses, 7-2-14, 7-2-15
- Restrictions on picnic and special event licenses, 7-2-16
- Revocation of license, 7-2-18
- State statutes adopted, 7-2-1
- Transfer of license, 7-2-11

ALCOHOLIC BEVERAGES, OFFENSES INVOLVING

- Defense of sellers, 9-5-5
- Outside consumption, 9-5-1
- Persons who have altered identification cards, 9-5-6
- Possession of alcohol beverages on school grounds, 9-5-7
- Sale to underage or intoxicated persons, 9-5-2, 9-5-4
- Underage persons presence in places of sale, 9-5-3

ALL-TERRAIN VEHICLES AND UTILITY TERRAIN VEHICLES

- Authority, 8-5-2
- Conditions, 8-5-6
- Disturbing the Peace and Nuisance Activities, 8-5-5
- Enforcement, 8-5-8
- Modification or Cancel, 8-5-10
- Operation of ATVs and UTVs, 8-5-7
- Penalty, 8-5-9
- Purpose, 8-5-1
- Routes, 8-5-4

State Laws Adopted, 8-5-3

AMUSEMENT ARCADES

Amusement arcade license, 7-5-2
Definitions, 7-5-1
General requirements for amusement arcades, 7-5-4
Hours of operation for amusement arcades, 7-5-3
License revocation, 7-5-5

ANIMALS

Animal feces, 7-1-11
Barking dogs, 7-1-13
Cruelty to animals and birds, 7-1-18
Dogs and cats restricted on public grounds, 7-1-9
Duty of owner in case of dog or cat bite, 7-1-10
Farm Animals, 7-1-14
Food and drink to confined animals, 7-1-16
Impounding of animals, 7-1-8
Injury to property by dogs, 7-1-12
Issuance of dog licenses, 7-1-1, 7-1-2
Kennel licenses, 7-1-4
Late license fees, 7-1-5
Neglected or abandoned animals, 7-1-17
Prohibited animals, 7-1-14
Rabies quarantine, 7-1-6
Rabies vaccination required, 7-1-3
Restrictions on keeping of dogs, cats or other animals, 7-1-7, 7-1-19
Sale of artificially colored animals, 7-1-15
Shelter for animals, 7-1-16
Trapping of, 7-1-20

ARROWS

Shooting restricted, 9-2-3
Transportation of bows, 9-2-17

ASSESSMENTS See SPECIAL ASSESSMENTS

ASSESSOR See also OFFICERS

Duties, 2-3-7(c)
Qualification, 2-3-7(b)
Selection, 2-3-7(a)

ATTORNEY

Appointment and duties, 2-3-5

AUTOMOBILES See TRAFFIC AND PARKING

B

BB GUNS

Carrying or discharge in village, 9-2-1

BEER See ALCOHOLIC BEVERAGES

BICYCLES and SKATEBOARDS

- Lighting equipment, 8-2-2
- Manner of operation restricted, 8-2-1
- Operation on sidewalks prohibited, 8-2-7
- Parking a bicycle, 8-2-4
- Registration, 8-2-8
- Riding abreast prohibited, 8-2-5
- Rules of the road, 8-2-6

BOARD OF APPEALS

- Composition, powers and duties, 2-4-3, 10-1-1315

BOARD OF HEALTH

- Composition and powers, 2-4-2

BOARD OF REVIEW

- Composition, 2-4-1(a)
- Duties, 2-4-1(b)

BOARD, VILLAGE See VILLAGE BOARD

BOW HUNTING

- Bow Hunting within the Village, 9-2-20

BUILDING INSPECTOR

- Appointment and duties, 2-3-11

BUILDING NUMBERING

- System and requirements, 4-5-1 through 4-5-6

BUILDING REGULATIONS

- Application of provisions, 10-4-1
- Basements, 10-4-12
- Building permits, 10-4-2, 10-4-3
- Clear water discharge, 10-4-13
- Construction standards, 10-4-5
- Disclaimer on inspections, 10-4-8
- Duplex service connections, 10-4-14
- Garages, 10-4-9
- New methods and materials, 10-4-6
- Penalties and violations, 10-4-15
- Razing of buildings, 10-4-10
- Uniform dwelling code adopted, 10-4-3
- Unsafe buildings, 10-4-7
- Wood stoves and fireplaces, 10-4-11

BURNING

- Open burning regulations, 3-2-9

C

CABLE TELEVISION

See index at start of Title 5, Chapter 1

CATS See ANIMALS

CHECKS

Issuance of worthless, 9-3-7

CHIEF OF POLICE

Employment and general duties, 2-3-6

CHILD ENTICEMENT

Prohibition, 9-2-16

CHILD SEX OFFENDER

Restrictions, 9-2-19

CIGARETTES See TOBACCO

CITATIONS, USE OF

Authorization for, 1-2-1

Officials authorized to issue, 1-2-2

Procedure, 1-2-5

Receipt of cash deposit, 1-2-4

Schedule of, 1-2-3

CLERK

Appointment and duties, 2-3-3

CODE OR ORDINANCES See ORDINANCES, Code of

COIN MACHINES

Tampering prohibited, 9-3-9

COMMUNITY ANTENNA TELEVISION SYSTEM See CABLE TELEVISION

CONCEALED WEAPONS

Prohibited, 9-2-2

CONDITIONAL USES See ZONING CODE

CONTROLLED SUBSTANCES

Regulation of instruments for ingesting, 9-2-7

COOPERATIVE ARRANGEMENTS

Authority to enter into, 2-2-6

CURFEW

Regulations governing, 9-2-14

D

DAY CARE CENTERS AND NURSERY SCHOOLS

Licensing of, 7-11-1

DEPOSITORIES

Designated, 2-5-7

DEPUTY CLERK/TREASURER See VILLAGE ADMINISTRATOR

DEVELOPMENTS See BUILDING CODE, ZONING AND SUBDIVISION OF LAND

DIRECT SELLERS

Agent for service of process, 7-4-4(c[2])

Cancellation of sale, buyer's rights, 7-4-7(b[2])

Definitions of terms, 7-4-2

Disclosure requirements, 7-4-7(b)

Exemptions from provisions, 7-4-3

Orders for late delivery, information furnished buyer, 7-4-7(b[3])

Penalties for violations, 7-4-9

Prohibited practices, 7-4-7(a)

Records of violations, 7-4-8

Registration

additional documents submitted, 7-4-4(b)

completion of, 7-4-4(c[3])

denials

appeals, 7-4-6

grounds, 7-4-5(b)

duration, 7-4-4(c[3])

fee, 7-4-4(c[1])

form, contents, 7-4-4(a)

investigation of applicant, 7-4-5(a)

requirement, 7-4-1

revocation

notice, 7-4-9(b)

procedures, 7-4-9(a)

Violations records, 7-4-8

DIRECTOR OF PUBLIC WORKS/UTILITIES

Appointment and duties, 2-3-12

DISBURSEMENTS

Procedures, 2-5-8

DISORDERLY CONDUCT

Prohibited, 9-2-10

DOCUMENTS

Incorporation into code by reference, maintenance and availability of copies, 1-1-7

DOGS AND CATS See ANIMALS

DOOR-TO-DOOR SALESMEN See DIRECT SELLERS

DRIVEWAYS

- Liability for damages, 4-3-2
- Permits and installation requirements, 4-3-1
- Setbacks, 10-1-0402

DRUG EQUIPMENT

- Restricted, 9-2-7

E

ELECTIONS

- Appointment of Inspectors & Board of Canvassers, 2-1-3
- Poll hours, 2-1-2
- Newspaper, 2-1-4

EMERGENCY GOVERNMENT

- Joint plan adopted, 3-3-1
- Village Director, 3-3-2

ETHICS

- Advisory opinion, 2-7-8
- Conflict of interest, 2-7-5
- Dedicated service, 2-7-3
- Ethical standards of public officials, 2-7-1
- Outside employment, 2-7-7
- Responsibilities of public office, 2-7-2
- Sanctions, 2-7-9
- Specific conflicts of interest, 2-7-6

EXPENDITURES See DISBURSEMENTS

EXTRATERRITORIAL ZONING

- Administration, 10-1-1300
- Agricultural Holding, 10-1-0205(b)
- Agricultural Preservation, 10-1-0205(a)
- Agricultural Transition, 10-1-0205(c)
- Composition and duties, 2-4-8, 10-1-1316
- Conditional Uses, 10-1-1304
- Airport District, 10-1-0205(r)
- Zoning Amendments, 10-1-1301
- Zoning Appeals, 10-1-1317

F

FAIR HOUSING

- Definitions, 10-5-2
- Discrimination prohibited, 10-5-3
- Enforcement, 10-5-4
- Statement of policy, 10-5-1

FENCES AND HEDGES

- Regulations regarding, 10-1-0804 (starts)

FINANCE

- Bidding procedures, 2-5-12
- Claims against village, 2-5-8
- Duplicate treasurer's bond eliminated, 2-5-2
- Facsimile signatures, 2-5-10
- Fiscal year, 2-5-6
- Investment of funds, 2-5-9
- Public depositories, 2-5-7
- Purchase orders required, 2-5-13
- Receipt of money, 2-5-11
- Statement of real property status, 2-5-14
- Tax roll preparation, 2-5-1
- Village budget, budget, 2-5-3
 - changes in budget, 2-5-4
 - funds to be spent in accordance with budget, 2-5-5

FIRE CHIEF AND FIRE INSPECTOR

- Appointment, 2-3-7

FIRE PREVENTION See also FIRE CHIEF, FIRE PREVENTION CODE, FIRE DISTRICT

- Bylaws governing department, 3-2-1
- Damaging fire hose prohibited, 3-2-4
- Duty of bystanders to assist, 3-2-6
- Firemen may enter adjacent property, 3-2-5
- Impeding fire equipment prohibited, 3-2-2
- Interference with use of hydrants, 3-2-8
- Open burning, 3-2-9
- Organization and membership, 3-2-1
- Police power of department, 3-2-3
- Vehicles to yield right-of-way, 3-2-7

FIRE DISTRICT

- Regulations, 3-4-1

FIRE DEPARTMENT

- Access to buildings, 3-4-4
- Access to hazardous materials information, 3-4-4

FIRE PREVENTION CODE

Adoption of codes, 3-4-2, 3-4-3

FIREARMS

Carrying or discharge in village, 9-2-1
Possession in public buildings and businesses, 9-2-13
Safe use and transportation of, 9-2-17

FIREWOOD

Outside storage of, 10-1-0806

FIREWORKS

Restrictions and permits for displays, 7-8-1, 9-2-5

FLEA MARKETS

Regulation of, 7-15-1

FLOODPLAIN ZONING

See index at start of Title 10, Chapter 2

G**GARAGE SALES**

Regulation of, 7-15-2

GENERAL PENALTY

For Code of Ordinances, 1-1-6

GRADES

Alteration of prohibited, 4-1-2
Establishment of, 4-1-1

GUNS

Carrying or discharge in village, 9-2-1
Possession in public buildings and businesses, 9-2-13
Safe use and transportation of, 9-2-17

H**HANDICAPPED PERSONS**

Grievances regarding access to public buildings, 10-6-1

HARASSING TELEPHONE CALLS

Prohibited, 9-2-4

HEALTH AND SANITATION

Deposit of deleterious substances, 6-1-4
Destruction of noxious weeds, 6-1-5, 6-1-6, 6-1-7
Health officer, 2-3-9
Health nuisances, 6-1-2

Keeping of livestock, 6-1-3
Smoking regulations, 6-1-8

HEALTH OFFICER

Appointment and duties, 2-3-9
Powers, 6-1-1

HISTORIC PRESERVATION

Definitions, 10-11-2
Historic preservation commission, 10-11-3
Historic structure, 10-11-4
Interim control, 10-11-7
Penalties for violations, 10-11-8
Powers and duties of commission, 10-11-5
Procedures, 10-11-6
Purpose and intent, 10-11-1
Seperability, 10-11-9

I

ICE

Sidewalks, removal from, owner's responsibility and liability, 4-2-7

INCORPORATION

Village, 2-1-1

INTERGOVERNMENTAL COOPERATION

Authorized, 2-2-6

INTOXICATING LIQUOR See ALCOHOLIC BEVERAGES

ITINERANT MERCHANTS See DIRECT SELLERS

J

JUNK

Storage of, 8-4-8, 9-3-6

K, L

LAND DIVISION REGULATIONS

See index at start of Title 10, Chapter 3

LAW ENFORCEMENT See POLICE DEPARTMENT

LAWN MAINTENANCE See also NATURAL LAWNS

Regulation of length of, 6-1-5, 6-1-6, 6-1-7

LEWD LANGUAGE AND CONDUCT See OBSCENITY

LIBRARY

Theft of material, 9-3-8

LIBRARY BOARD

Appointment and duties, 2-4-5

LIQUOR See ALCOHOLIC BEVERAGES

LITTERING

Prohibited, 9-3-2

LOITERING

Prohibited, 9-2-8

LOST AND ABANDONED PROPERTY

Disposal of, 3-5-2

M

MARIJUANA

Prohibited, 9-2-11

METAL DETECTORS

Regulated in public areas, 4-6-3

MOBILE HOME PARKS

See index at start of Title 10, Chapter 7

MOBILE HOMES

Monthly parking fees, 7-6-1

MOTOR VEHICLE REGISTRATION FEE

See index at start of Title 11, Chapter 3

MUNICIPAL COURT

Commission, 2-4-10(b)

Judge, 2-4-10(c)

Jurisdiction, 2-4-10(d)

Operations, 2-4-10(e)

N

NATURAL LAWNS

Regulation of, 6-1-6

NOISE

Loud and unnecessary prohibited, 9-2-9

NONINTOXICATING LIQUOR

License required, 7-3-3

NUISANCES, PUBLIC

- Abatement of public nuisances, 9-6-6
- Cost of abatement, 9-6-7
- Nuisances affecting health, 9-6-3
- Nuisances affecting peace and safety, 9-6-5
- Nuisances defined, 9-6-2
- Nuisances offending morale and decency, 9-6-4
- Prohibited, 9-6-1

O

OATHS OF OFFICE

- Required, 2-3-15

OBSCENITY

- Commercial sexual gratification, 9-4-2
- Exposing minors to harmful materials, 9-4-1

OBSTRUCTING STREETS AND SIDEWALKS

- Prohibited, 9-2-6

OFFENSES

- State statutes adopted, 9-1-1

OFFICIAL MAP

- Designation of, 4-1-3

OFFICIAL NEWSPAPER

- Designated, 2-1-4

OFFICIALS

- Bonds, 2-3-19
- Eligibility for office, 2-3-14
- General requirements, 2-3-1
- Oath of office, 2-3-15
- Outside employment, 2-7-7
- Property, public, standards for custody of, 2-3-18
- Removal from office, 2-3-17
- Salary establishment, 2-3-13
- Vacancies, temporary or permanent, filling of, 2-3-16

ONE- AND TWO-FAMILY DWELLING BUILDING CODE, See BUILDING CODE

OPEN MEETINGS AND PUBLIC NOTICE

- Requirements, 2-2-11, 2-4-10

OPEN WELLS

- Prohibited, 9-3-3

OPERATOR'S LICENSE

- Display, 7-2-2 5

Duration, 7-2-22
Fee, 7-2-2 3
Issuance, 7-2-24
License required, 7-2-20
Procedure for license, 7-2-21
Revocation, 7-2-26

ORDER

Failure to obey lawful, 9-2-15

ORDINANCES

Adoption of
 introduction of, 2-2-15
 publication and effect of, 2-2-16
Code of
 citing, manner of 1-1-1
 conflicting provisions, interpretation of, 1-1-3
 construction, rules of, 1-1-2
 definitions of terms, 1-1-2
 documents incorporated by reference, maintenance by clerk and availability for
 inspection, 1-1-7
 effective date, 1-1-5(a)
 name, official, 1-1-1
 penalties for violations, 1-1-6
 separability of provisions, 1-1-4
Effective date, 1-1-5(b)
General penalty for Municipal Code, 1-1-6
Repeal of, effect of, 1-1-2(9)

P

PARENTAL RESPONSIBILITY

Acts of minor child, 9-7-2
Definitions, 9-7-1
Penalty, 9-7-3
Severability, 9-7-4

PARKING See TRAEFIC AND PARKING

PARKLAND FEES

Parkland Fees, 10-1-1319

PARKS

Marion and Basin Park Regulations, 4-6-5
Park regulations, 4-6-1
Radio-controlled model airplanes regulated, 4-6-2
Reservation of parks or shelters, 4-6-6
Use of metal detectors on public property, 4-6-3
Veterans Memorial Park regulations, 4-6-4

PEDDLERS See DIRECT SELLERS

PENALTIES

Code violations, general, 1-1-6

PHARMACISTS' PERMITS

Permits required, 7-3-1

PISTOLS

Carrying or discharge in village, 9-2-1

Possession in public buildings and businesses, 9-2-13

Safe use and proper transportation of, 9-2-16

PLAN COMMISSION

Appointment and duties, 2-4-4

POLICE COMMISSION

Appointment and powers, 2-4-6

POLICE DEPARTMENT

Civilians to assist, 3-1-7

General powers of officers, 3-1-2

Maintenance of personnel records, 3-1-5

Records, 3-1-1

Responsibilities of chief, 3-1-3, 3-1-6

Rules and policies, 3-1-4

POLLUTION ABATEMENT

Clean-up of wastes, 6-2-1

Storage of polluting substances, 6-2-2

PUBLIC ACCESS CHANNEL

Committee, 2-4-9

PRAIRIE LAWNS See NATURAL LAWNS**PRESIDENT**

Duties, 2-2-3

Election of, 2-2-3

Oath of office, 2-3-15

Powers, 2-2-3

Presiding officer of board, 2-2-13

PROPERTY

Damaging, prohibition, 9-3-1, 9-3-10, 9-3-11

PROPERTY, SURPLUS VILLAGE

Disposal of, 3-5-1

PROSTITUTION See OBSCENITY**PUBLIC PROPERTY**

Damage to prohibited, 9-3-10, 9-3-11

PUBLIC RECORDS See RECORD:, PUBLIC

Q, R

RECORDS, PUBLIC

- Access procedures, 2-9-5
- Definitions, 2-9-1
- Destruction of records, 2-9-7
- Duty to maintain records, 2-9-2
- Legal custodian(s), 2-9-3
- Limitations or right to access, 2-9-6
- Preservation through microfilm, 2-9-8
- Public access to records, 2-9-4

RECREATIONAL VEHICLES

- Regulation of storage and parking of, 10-1-0807

RECYCLING

- Administration, 6-4-5
- Applicability, 6-4-4
- Definitions, 6-4-6
- Enforcement, 6-4-14
- Inspection, 6-4-12
- Mandatory separation, 6-4-7
- Multiple family dwellings, 6-4-10
- Non-residential facilities and properties, 6-4-11
- Preparation and collection, 6-4-8
- Prohibited Disposal, 6-4-13

RETAIL THEFT

- Prohibited, 9-3-5

REVIEW BOARD See BOARD OF REVIEW

RIFLES

- Carrying or discharge in village, 9-2-1
- Possession in public buildings and businesses, 9-2-13
- Safe use and transportation of, 9-2-16

S

SALARY ESTABLISHMENT

- Requirements, 2-3-13

SATELLITE TELEVISION DISH

- Permits and requirements, 10-1-120

SAUK-PRAIRIE JOINT SEWAGE COMMISSION

- Appointment and duties, 2-4-7

SCHOOL PROPERTY

- Unauthorized presence prohibited, 9-2-12

SEWER CONNECTIONS

Required, 5-4-5

SEWER USER CHARGES

See index at start of Title 5, Chapter 2 and Chapter 3

SEWER UTILITY REGULATIONS

See index at start of Title 5, Chapter 2

SHOOTING MISSILES

Prohibited, 9-2-2

SIDEWALKS, See STREETS AND SIDEWALKS

SIGNS

Restrictions on, 10-1-0900 through 10-1-0910

SKATEBOARDS, See Bicycles

SNOW

Sidewalks, removal from, 4-2-7

SMOKING

Regulation of, 6-1-8

SNOWMOBILES

Additional regulations, 8-3-5

Enforcement, 8-3-3

Penalty, 8-3-2

Snowmobile routes and trails designated, 8-3-4

State Snowmobile Laws Adopted, 8-3-1

SOLAR ACCESS

Appeals, 10-8-6

Definitions, 10-8-2

Grant of permit, 10-8-5

Hearing, 10-8-4

Permit application and notice, 10-8-3

Preservation of rights, 10-8-11

Record of permit, 10-8-7

Right of permit holder, 10-8-8

Termination of permits, 10-8-10

Waiver of rights, 10-8-9

SOLICITORS See DIRECT SELLERS

SOLID WASTE DISPOSAL

Approved containers, 6-3-5

Collection rates, 6-3-10

Collection of refuse, 6-3-6

Declaration of policy, 6-3-2

Definitions, 6-3-3
Garbage accumulation as nuisance, 6-3-11
Licensing of refuse haulers, 6-3-9
Prohibited activities and non-collectable materials, 6-3-8
Refuse from outside of municipality, 6-3-12
Refuse storage areas, 6-3-4

SPECIAL ASSESSMENTS

Appealed assessments payable when due, 2-6-10
Board actions after hearing, 2-6-6
Board's power to amend special assessment, 2-6-8
Combined assessments, 2-6-7
Costs that may be paid, 2-6-3
Exemptions, 2-6-4
Miscellaneous provisions, 2-6-13
Notice of project, 2-6-5
Resolution and report required, 2-6-2
Special assessment a lien, 2-6-11
Special charges permissible, 2-6-12
Village board may levy, 2-6-1

SPECIAL EVENTS

Application & Permit Procedure, 7-16-2
Definitions, 7-16-1
Penalties, 7-16-4
Permit Requirements and Regulations, 7-16-3

STREET LIGHT CHARGES AND REGULATIONS

Purpose and Authorization, 5-7-1
Definitions, 5-7-2
Charges, 5-7-2
Billings, 5-7-2
Payment, Lien, Late Payment Penalty, 5-7-2
Appeal, 5-7-2
Penalty, 5-7-2

STORM WATER UTILITY

Appeal, 5-6-8
Authority of, 5-6-3
Billing, 5-6-5
Delinquent charges 5-6-9
New construction, 5-6-7
Payment; lien; penalty, 5-6-6
Penalty, 5-6-10
Purpose and necessity, 5-6-1
Rates and charges, 5-6-4
Special assessment 5-6-9

STREETS AND SIDEWALKS

Construction and repair of sidewalks, 4-2-2
Downspouts and eaves not to drain on, 4-2-10
Excavation of streets, 4-2-3, 4-2-4
Grades, 4-1-1, 4-1-2

Obstructions and encroachments, 4-2-5
Removal of rubbish and dirt, 4-2-1
Requests for improvements, 4-2-12
Sale or display of merchandise prohibited, 4-2-11

STREETS AND SIDEWALKS (continued)

Sidewalk construction and repair, 4-2-2
Snow and ice removal, 4-2-7
Street privilege permit, 4-2-6
Terrace areas, 4-2-8
Vaults, 4-2-9

STREET USE PERMITS

Procedure, 7-9-1

SURPLUS VILLAGE PROPERTY

Disposal of, 3-5-1

SWIMMING POOLS

Regulation and fencing of, 10-1-0805

SYNTHETIC CANNABOID

Prohibited, 9-2-18

T

TAXES

Failure to Pay, 11-1-2
Room Tax, 11-2-1

TAX ASSESSOR See ASSESSOR

TERRACE AREAS See also TREES

Responsibilities, 4-2-8

TOBACCO

Possession by minors prohibited, 6-1-9
Retailers licenses, 7-3-2

TRAFFIC AND PARKING

- Accident reports, 8-1-18
- Blue warning lights on public vehicles, 8-1-26
- Enforcement, 8-1-29
- Heavy traffic routes, 8-1-25
- Inoperable, wrecked or discarded vehicles, 8-1-23
- Leaving keys in motor vehicles prohibited, 8-1-10
- Municipal parking lots, 8-1-12
- Neighborhood Electric Vehicles, 8-1-30
- Official traffic map, 8-1-3
- Official traffic signs, 8-1-2
- Off-highway vehicles, 8-1-24
- Operation of vehicles in public parking lots and ramps, 8-1-20
- Operators to obey traffic control devices, 8-1-5
- Parking reserved for vehicles of disabled, 8-1-9
- Parking restrictions, 8-1-4, 8-1-7, 8-1-8, 10-1-0809
- Penalties, 8-1-28
- Registration record of vehicle as evidence, 8-1-17
- Removal of illegally parked vehicles, 8-1-22
- School bus warning lights, 8-1-19
- Speed limits, 8-1-15
- State administrative code adopted, 8-1-27
- State traffic laws adopted, 8-1-1
- Stopping or parking prohibited, 8-1-8
- Through streets, 8-1-13
- Traffic regulations on school grounds, 8-1-14
- Truck parking, 8-1-6
- Unattended motorized machinery, 8-1-11
- Unlawful removal of parking citations, 8-1-16
- Unnecessary acceleration of vehicles, 8-1-21

TREASURER

- Powers & Duties, 2-3-4

TREES

- Abatement of dutch elm disease, 4-4-13
- Adoption of state statutes, 4-4-2
- Appeal from orders, 4-4-15
- Assessment of costs, 4-4-14
- Authority of village forester, 4-4-4
- Definitions, 4-4-3
- Injury to trees, 4-4-11
- Obstruction of view at intersection, 4-4-9
- Permits required, 4-4-5
- Planting of trees and shrubs, 4-4-6
- Prohibited species, 4-4-7
- Removal of trees and shrubs, 4-4-10

TRUANCY

- Definitions, 9-8-1
- Dropouts, 9-8-5
- Enforcement, 9-8-7

Parental penalties, 9-8-6
Parental prohibitions, 9-8-4
Penalties, 9-8-3
Prohibited Product, 9-8-2
Repeal of conflicting ordinances, 9-8-8
Severability, 9-8-9

TRUCKS See TRAFFIC AND PARKING

TRUSTEES See PRESIDENT; VILLAGE BOARD

U

UTILITIES, PUBLIC See SEWER, STORM and WATER UTILITIES

UNAUTHORIZED USE OF WATER

Prohibited, 5-4-7

UTILITY TERRAIN VEHICLES See ALL-TERRAIN VEHICLES AND UTILITY TERRAIN VEHICLES

V

VILLAGE BOARD See also PRESIDENT

Committees, 2-2-4

Composition, 2-2-1, 2-2-2

Cooperative arrangements with other municipalities, 2-2-6

Meetings

amendment of rules, 2-2-20

disturbances and disorderly conduct, 2-2-19

internal powers of board, 2-2-7

introduction of business, 2-2-15

location, 2-2-9

open meetings, 2-2-11

order of business, 2-2-14

ordinances, introduction of, 2-2-15

presiding officer, 2-2-3, 2-2-13

quorum, 2-2-12

reconsideration of questions, 2-2-18

regular, 2-2-9

Robert's Rules of Order governs, 2-2-17

special, 2-2-10

suspension of rules, 2-2-21

Powers, 2-2-5

Powers of village vested in, 2-2-1

Trustees

compensation, 2-2-8

election of, 2-2-2

number of, 2-2-2

oath of office, 2-3-15

removal of, 2-3-17

term of office, 2-2-2

vacancies in office of, temporary or permanent, filling of, 2-3-16

W

WATER UTILITY REGULATIONS AND RATES

See index at start of Title 5, Chapter 5

Cross connection control, 5-4-3

Fluoridation of water supply, 5-4-1

Private well abandonment, 5-4-2

Special assessment for delinquent bills, 5-4-6

WATERCOURSES

Powers of village board, 2-2-5

WEED COMMISSIONER

Appointment and duties, 2-3-10

WEEDS AND GRASSES

Control of, 6-1-6, 6-1-7, 6-1-8

WELLHEAD PROTECTION

- Application and regulations, 10-10-3
- Definitions, 10-10-4
- Enforcement and penalties, 10-10-6
- Purpose and authority, 10-10-2
- Wellhead protection overlay districts, 10-10-5

WHEEL TAX See MOTOR VEHICLE REGISTRATION FEE

WINE See ALCOHOLIC BEVERAGES

Z

ZONING See also FLOODPLAIN ZONING, SUBDIVISION REGULATIONS

See index at start of Title 10, Chapter 1

ZONING BOARD OF APPEALS

Appointment and duties, 2-4-3, 10-1-1315, 10-1-1317

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