

**ORDINANCE NO. 2021-09**

**AN ORDINANCE TO AMEND MULTIPLE SECTIONS OF THE CODE OF ORDINANCES FOR THE VILLAGE OF UNION GROVE RELATED TO THE RESPONSIBILITIES OF THE VILLAGE CLERK AND VILLAGE TREASURER**

WHEREAS, the Village Board for the Village of Union Grove, by Charter Ordinance 2018-20, separated the office of Clerk-Treasurer into the individual offices of Clerk and Treasurer; and

WHEREAS, the municipal code requires amendment to designate the duties of each separate office;

NOW, THEREFORE, the Village Board of the Village of Union Grove, Racine County, Wisconsin, does hereby ordain as follows:

1. That the Sections listed on Exhibit A, which is attached and incorporated herein by reference, are amended as noted to designate the duties of Village Clerk and Village Treasurer.
2. That this ordinance shall become effective upon adoption and publication as provided by law.

Adopted by the Village Board of Union Grove, Racine County, Wisconsin, this 25<sup>th</sup> day of OCTOBER 2021.

**VILLAGE OF UNION GROVE**

By:   
Steve Wicklund, Village President

Attest:   
Rebecca Wallendal, Village Clerk

EXHIBIT A

Title	Section	Page		Change bolded language to:
General Provision	1-2	7	Officers and employees. Whenever any officer or employee is referred to by title, such as "clerk-treasurer" or "health officer," such reference shall be construed as if followed by the words "of the Village of Union Grove, Wisconsin."	Clerk or Treasurer; only being used as an example
	1-10	12	(b) All such ordinances are recognized as continuing in full force and effect to the same extent as if set out at length in this section. All ordinances are on file in the clerk-treasurer's office.	Clerk's
	1-17	15	The clerk-treasurer is directed and required to file, deposit and keep in the office a copy of the Code, standard, rule, regulation or other written or printed matter, as adopted. Materials so filed, deposited and kept shall be public records open for examination, with proper care, by any person during the clerk-treasurer's office hours, subject to such orders or regulations which the clerk-treasurer may prescribe for their preservation.	Clerk and Clerk's (all)
	1-18	15	The clerk-treasurer shall certify one copy of this Code as the original Municipal Code of the Village of Union Grove and shall file the Code as being part of the village ordinance book. In addition, the clerk-treasurer shall retain in the office at least one copy of the Municipal Code of the Village of Union Grove in current form in which shall be inserted all supplements as herein provided.	Clerk (all)
Administration	2-56	21	(1) Any two trustees may call a special meeting by filing a written notice with the village clerk-treasurer. The village clerk-treasurer, in turn, shall immediately notify in writing each village board member of the date, time and purpose of the special meeting.	Clerk (all)
			(2) A special meeting may be called, without notice, at a regularly convened board meeting if all members are present. A special meeting may also be called if all members consent in writing to the holding of such a meeting. If written consent is obtained, it shall be filed with the village clerk-treasurer before the commencement of the meeting.	
	2-58	22	The village president shall, at the hour appointed, call the trustees to order. If the village president is absent from the meeting, the clerk-treasurer shall call the board to order and preside until the board selects another trustee to preside at the meeting.	Clerk
	2-59	22	If a village board member for any reason cannot attend a regular, special or predesignated closed scheduled meeting, the member shall file with the village clerk-treasurer, one day before the meeting in question, a written explanation of the member's anticipated absence. The board member's statement shall be entered in the board's record. If circumstances render the filing of an advance notice impossible, the board member shall file the written notice with the clerk-treasurer within one week of the absence. At the next regular meeting, the clerk-treasurer shall enter the late statement in the board's record.	Clerk
	2-61	23	(a) Introduction requirements. All ordinances, resolutions, memorials or other communications of the village board shall be in writing, shall contain a brief statement of their content, shall indicate the name of the presenting member, and, prior to their consideration by the board, shall be delivered to the clerk-treasurer. At the first permitted opportunity, the clerk-treasurer shall read and record each by title at a meeting of the board. Any trustee may require at any time the reading in full of any matter while it is before the board.	Clerk (all)
(b) Filing. Each proposed ordinance or resolution shall be filed in the office of the clerk-treasurer at least seven days prior to that scheduled board meeting at which the measure is to be introduced. If for good cause this pre-filing is impossible or impractical, the board may waive this requirement.				
2-62	24	(a) Designated. The village president shall preside at all meetings of the board. If the village president is absent, the clerk-treasurer shall call the board to order and shall preside until the board selects another trustee to preside at that meeting.	Clerk	

2-63	24	(a) Method of voting. Voting by the village board shall be conducted as follows: (1) Any trustee may demand an aye and no vote on any matter. (2) No trustee may explain his vote during the calling of the ayes and noes. All aye and no votes shall be recorded in the journal of the proceedings by the clerk-treasurer.	Clerk
2-67	27	(f) Notice of committee meetings. The committee chairperson shall file notice of each committee meeting with the clerk-treasurer. The notice shall comply with the notice requirements of Wis. Stats. § 19.83.	Clerk
2-70	27	provided the citizen registers with the clerk-treasurer before the meeting is called to order, and indicates his interest to address the board.	Clerk
2-72	28	Clerk-treasurer's responsibilities. The village clerk-treasurer may create a subsection on any board agenda entitled "consent agenda." In a consent agenda, the clerk-treasurer shall place matters that, in the clerk-treasurer's judgment, are routine and noncontroversial and do not require a special vote or specific action by the board.	Clerk's and Clerk (all)
2-102	30	(a) The following village officials shall be appointed by the village president, subject to a majority vote of the members of the village board: (1) Clerk-treasurer.	Clerk; Treasurer
2-103	30	Oath of office. Every village officer, including members of the village board and commissions, shall, within five days of his election or appointment or notice thereof, take the oath of office prescribed by law and shall file such oath in the office of the village clerk-treasurer.	Clerk
2-133	34	(2)(b) In coordination with the village president, the village board and the village clerk-treasurer, ensure that appropriate agendas are prepared for all meetings of the village board, all village board committees, and all other appropriate committees and commissions of the village, together with such supporting materials as may be required, with nothing in this subsection being construed to give the administrator the authority to limit or in any way prevent matters from being considered by the village board or any of its committees and commissions.	Clerk
2-223	38	The engineer hired as provided in this division shall provide the village clerk-treasurer with a certificate of insurance providing for professional liability coverage of the engineering firm prior to employment to insure the work product of the engineer.	Clerk
2-351	39	On or before October 20 each year, the village president, with the assistance of the village clerk-treasurer, shall prepare and submit to the village board a proposed budget presenting a financial plan for conducting the affairs of the village for the ensuing year.	Treasurer
2-353	40	The village president, with the assistance of the village clerk-treasurer, shall submit to the village board with the annual budget a draft of an appropriation ordinance providing for the expenditures proposed for the ensuing fiscal year.	Treasurer
2-381	41	Prior to submission of any account, demand or claim to the village board for approval of payment, the village clerk-treasurer shall certify or cause to be endorsed thereon or on attached papers compliance with the following conditions:	Treasurer
2-382	41	(b) After auditing, the village board shall cause to be endorsed by the clerk-treasurer, on each account, the term "allowed" or "disallowed," as the fact is, adding the amount allowed or specifying the items or parts of items disallowed.	Treasurer
2-383	42	(a) Regular wages or salaries of village officers and employees shall be paid by payroll, verified by the proper village official, department head, board or commission, and filed with the village clerk-treasurer in time for payment on the regular payday.  (b) Due to timing of village board meetings, claims may need to be settled prior to the next meeting authorizing the payment of claims. Additionally, many of the below listed items are routine in nature, such as utility bills. Due to these facts, the clerk-treasurer is authorized to issue checks for the below listed items:	Treasurer (all)
2-385	42	All drafts, order checks or transfer orders will be made, in conformity with Wis. Stats. § 66.042, by the signature of the village clerk-treasurer, only, by using a facsimile signature. No countersignature is necessary on the drafts or order checks or transfer orders.	Treasurer

	2-427	43	Upon the expiration of an officer's term of office or an employee's term of employment or whenever the office or position of employment becomes vacant, each such officer or employee shall comply with Wis. Stats. § 19.21(2), and such officer shall file a receipt from the successor with the village clerk-treasurer. If a vacancy occurs before a successor is from the successor with the village clerk-treasurer. If a vacancy occurs before a successor is selected or qualified, such records shall be delivered to and receipted for by the clerk-treasurer, on behalf of the successor, to be delivered to such successor upon the latter's receipt	Clerk (all)
	2-428	44	(a) The village clerk-treasurer or, in his absence or disability or in case of vacancy, the deputy clerk, is designated the legal custodian of all village records.  (b) Unless otherwise prohibited by law, the village clerk-treasurer shall act as legal custodian for the village board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the village board.	Clerk (all)
<b>Alcohol Beverages</b>	6-57	53	The classes of licenses listed in this section may be issued by the village clerk-treasurer under the authority of the village board after payment of the required fee. All fees are listed in the fee schedule on file in the village clerk-treasurer's office.	Clerk and Clerk's (all)
	6-59	56	All licenses issued under this division shall be numbered in the order in which they are issued and shall state clearly the specific premises for which granted, the date of the issuance, the fee paid and the name of the licensee. Unless sooner revoked, the license shall expire on June 30 except as otherwise provided in this division. The clerk-treasurer shall mail the list required by Wis. Stats. § 125.04(4).	Clerk
	6-98	59	(a) (7) The licensee shall pay a fee of \$25.00 to the village clerk-treasurer for each application for authorization pursuant to this section. Such fee shall be paid at the time that the application is made.	Clerk
<b>Amusements and Entertainments</b>	10-62	68	An application for an amusement center license and coin-operated amusement device license shall be made at the office of the village clerk-treasurer and shall contain the following information:  (6) The place where machines or devices are to be displayed or operated; the number of machines or devices; the names of the owners of the machines or devices. If the number of machines or devices is increased during the license period, the village clerk-treasurer is to be so informed.	Clerk (all)
	10-63	68	(a) Upon application for any license required under this division, the applicant shall pay to the village the fee listed on the schedule of fees in the clerk-treasurer's office. Fees shall be charged for the following licenses:  (b) The cost of an amusement center license applied for after December 31 and the cost of an amusement device license applied for after December 31 shall be as provided in the fee schedule on file in the clerk-treasurer's office.	Clerk's (all)
	10-132	72	An application for a pool hall and billiard hall license shall be made at the office of the village clerk-treasurer and shall contain the following information: (6) The place where the tables are to be played, the number of tables, and the names of owners of the tables. If the number of tables is increased during the license period, the village clerk-treasurer is to be so informed.	Clerk (all)
	10-133	73	(a) Upon application for any license required under this division, the applicant shall pay to the village the fee stated in the fee schedule on file in the clerk-treasurer's office. Fees shall be charged for the following licenses:  (b) The cost of a pool hall and billiard hall license applied for after December 31 and the cost of the table license applied for after December 31 shall be the fee stated in the fee schedule on file in the clerk-treasurer's office.	Clerk's (all)
	10-191	74	(a) No person shall operate a bowling alley in the village without first obtaining a license from the clerk-treasurer.	Clerk

	10-192	75	Any person desiring to operate a bowling alley shall file an application for a license with the village clerk-treasurer, specifying in such application the exact number of alleys to be operated. The application shall be accompanied by the license fee set forth in the fee schedule on file in the clerk-treasurer's office.	Clerk and Clerk's (all)
	10-193	75	The village clerk-treasurer shall issue a bowling alley license, specifying on the license the number of alleys so licensed.	Clerk
	10-252	77	The application for the license required under this division shall be filed with the village clerk-treasurer for presentation to the village board at any regular meeting or special meeting called for the purpose thereof.	Clerk
	10-254	79	Under this division, the license fees for class A licenses, class B licenses, class C licenses and special permit licenses shall be as provided in the fee schedule on file in the clerk-treasurer's office.	Clerk's
	10-255	79	The village clerk-treasurer shall submit the application to the village board for its consideration.	Clerk
<b>Animals and Fowl</b>	14-61	87	Every owner of a dog or cat more than five months of age on January 1 of any year or five months of age within the license year shall annually, or within 30 days from the date such dog or cat becomes five months of age, pay his dog or cat license tax and obtain a license therefor from the village clerk-treasurer at the village hall.	Clerk
	14-62	88	(a) The license fee for a dog or cat shall be as provided in the schedule of fees in the clerk-treasurer's office. Fees shall be charged for the following:  (b) The clerk-treasurer shall charge a late fee per animal pursuant to the schedule of fees on file in the clerk-treasurer's office, in addition to the regular fees as permitted by Wis. Stats. § 174.05(5) if the license is not purchased by April 1 or if not purchased within 30 days of acquiring ownership of the animal.	Clerk and Clerk's; also the 3rd occurrence of Clerk should be in reference to "Clerk's office" not "officer".
	14-157	91	(a) No person shall be allowed to operate a kennel within the village without first obtaining an application for a kennel license from the clerk-treasurer. The application is a separate form. A copy will remain with the village.  (b) Any person who keeps or operates a kennel may, in lieu of the license fee for each dog or cat or combination thereof required by this article, apply to the village clerk-treasurer for a kennel license for the keeping or operating of such kennel.	Clerk (all)
	14-158	91	The license fee for a kennel for the license year shall be as provided in the schedule of fees on file in the clerk-treasurer's office, upon recommendation of the plan commission and approval of the village board.	Clerk's
	14-211	92	Upon receipt of the application on the form provided by the village and upon payment of an annual fee, the village clerk-treasurer shall issue to the applicant a pet fancier's license.	Clerk
<b>Buildings and Building Regulations</b>	18-119	111	A building permit may be issued by the building inspector upon payment of the appropriate fees as maintained in the fee schedule on file in the office of the village clerk-treasurer.	Clerk
	18-164	116	All fees are in the schedule of fees which is on file in office of the clerk-treasurer.	Clerk
	18-199	123	A copy of these administrative code provisions and any amendments shall be kept on file in the clerk-treasurer's office	Clerk's
	18-227	124	The fee schedule on file at the office of the village clerk-treasurer shall be applicable.	Clerk
	18-229	125	The fees for permits and charges for inspections required under this division are on file in the office of the village clerk-treasurer.	Clerk
	18-265	128	The schedule of fees is on file in the office of the village clerk-treasurer.	Clerk
	18-298	128	(c) Before a permit to move any building is granted, the person applying for the permit shall give a bond in the sum fixed by the building inspector, which shall be not less than \$1,000.00, with a corporate surety to be approved by the village clerk-treasurer.	Clerk

	18-301	128	Upon the failure of the house mover to do so within ten days thereafter, to the satisfaction of the village clerk-treasurer, the person obtaining such permit and the sureties on his bond shall be responsible	Clerk
<b>Businesses</b>	22-51	136	No person shall in any manner, directly or indirectly, manufacture, sell, exchange, dispose of or give away or keep for sale any cigarettes or cigarette papers or wrappers without first obtaining a license from the village clerk-treasurer in the manner provided in Wis. Stats. § 134.65.	Clerk
	22-52	136	The fee for a cigarette license required under this division shall be as provided in the fee schedule on file in the clerk-treasurer's office. The fee must be paid to the village clerk-treasurer prior to issuance of a license.	Clerk's and Clerk
	22-53	136	All cigarette licenses shall be signed by the village clerk-treasurer and shall indicate thereon the name of the licensee and the place where he is authorized to conduct the licensed business.	Clerk
	22-136	137	(5) The owner-operator shall exhibit to the village board a certificate of insurance showing coverage as provided in the fee schedule on file in the clerk-treasurer's office. The policy period shall be for at least a one-year period.  (8) The applicant shall furnish proof of mechanical inspection signed by a licensed automobile dealer prior to passage of the resolution authorizing the owner-operator to operate his ambulance as an emergency vehicle and designating the ambulance as an emergency vehicle, at which time the owner-operator shall pay a fee, as provided in the schedule of fees in the village clerk-treasurer's office, for a certified copy of the resolution.	Clerk's (all)
<b>Cable Communications</b>	26-59	150-151	(a) Liability insurance. The licensee shall, concurrently with the filing of an acceptance of award of any license granted under this article, furnish to the village and file with the village clerk-treasurer and, at all times during the existence of any license granted under this article, maintain in full force and effect, at his own cost and expense, a liability insurance policy in the amount of \$1,000,000.00 in a company approved by and in a form satisfactory to the village attorney.  (b) Comprehensive liability insurance. The licensee shall, concurrently with the filing of any acceptance of award of any license granted under this article, furnish to the village and file with the village clerk-treasurer and, at all times during the existence of any license granted under this article, maintain in full force and effect at his own cost and expense a general comprehensive liability insurance policy, in protection of the village, its officers, boards, commissions, agents and employees, in a company approved by and in a form satisfactory to, the village attorney.	Clerk (all)
	26-60	151	(b) The licensee shall prepare and furnish to the village clerk-treasurer and the village attorney, at the times and in the form prescribed by either of such officers, such reports with respect to his operations, affairs, transactions or property as may be reasonably necessary or appropriate to the performance of any of the rights, functions or duties of the village or any of its officers in connection with the license.  (d) When any portion of the CATV system is to be installed on public utility poles and facilities, certified copies of the agreements for such joint use of poles and facilities shall be filed with the village clerk-treasurer.	Clerk (all)
	26-97	154	(a) An application for a license under this article shall be in writing and shall be accompanied by a payment to the village in the amount listed in the fee schedule on file in the clerk-treasurer's office to reimburse the village for expenses incurred in connection with processing the application.	Clerk's
	26-98	156	(a) The licensee shall, concurrently with the filing of any acceptance of award of any license granted under this division, file with the village clerk-treasurer and	Clerk
	26-103	157	Within 30 days after the date of the resolution awarding a CATV license or within such extended period of time as the board, in its discretion, may authorize, the licensee shall file with the village clerk-treasurer his written acceptance.	Clerk
	26-104	158	(a) The licensee of any license granted under this division shall pay to the village, during the life of such license, three percent of the gross annual receipts of the licensee as provided in the license. Such payment by the licensee to the village shall be made semiannually by delivery of such to the village clerk-treasurer.	Clerk

	26-172	164-165	(f) Objections. An interested person who wishes to make an objection to the proposed initial basic rate may request the village clerk-treasurer to record the objection in writing any time before the decision resolution is adopted. In order for an objection to be made part of the record, the objector must provide the village clerk-treasurer with the objector's name and address.	Clerk (all)
	26-173	167	(f) Objections. An interested person who wishes to make an objection to the proposed rate increase may request the village clerk-treasurer to record the objection during the public hearing or may submit the objection in writing any time before the decision resolution is adopted. In order for an objection to be made part of the record, the objector must provide the village clerk-treasurer with the objector's name and address.  (i) Decision. The village board's decision concerning the requested rate increase shall be adopted by formal resolution. If a rate increase proposed by a cable operator is disapproved in whole or in part or if objections were made by other parties to the proposed rate increase, the resolution must state the reasons for the decision. Objections may be made at the public hearing by a person requesting the village clerk-treasurer to record the objection or may be submitted in writing at any time before the decision resolution is adopted.	Clerk (all)
<b>Elections</b>	38-1	223	The village clerk-treasurer shall forthwith prepare, continue and revise a registry of electors and shall have control of the registry for the village, all pursuant to Wis. Stats. §§ 6.26 to 6.56, both inclusive.	Clerk
<b>Environment</b>	42-31	229	Whenever practicable, the inspecting officer shall cause photographs to be made of the premises and shall file the photographs in the office of the village clerk-treasurer.	Clerk
<b>Library</b>	62-87	329	(a) All money received for the memorial trust fund shall be deposited with the village clerk-treasurer.  (b) The fund shall be administered by the board of the Graham Public Library, and disbursements from the fund shall be made only upon forms and in accordance with the procedure approved by the village clerk-treasurer.	Treasurer and Clerk
	62-88	329	Any and all monies received shall be retained in the memorial trust fund and shall be disbursed only in accordance with the instructions of the donor expressed at the time of making the gift. All monies deposited with the village clerk-treasurer in the memorial trust fund are to be used for property and capital improvements. Any earnings upon the deposit, loan or investment of the fund shall remain in and become part of the fund.	Treasurer
<b>Manufactured Homes and Trailers</b>	66-67	338	(a) The application for the mobile home park license or the annual renewal, accompanied by the state license and current inspection report thereof, shall be filed with the village clerk-treasurer and shall be accompanied by a fee for each 50 spaces or fraction thereof. The fee shall be as provided in the schedule of fees on file in the village clerk-treasurer's office  (b) The application for a mobile home park license or a renewal thereof shall be made on forms furnished by the village clerk-treasurer and shall include the name and address of the owner in fee of the tract (if the fee is vested in some person other than the applicant, a duly verified statement by that person that the applicant is authorized by him to construct or maintain the mobile home park and make the application), and such legal description of the premises upon which the mobile home park is or will be located as will readily identify and definitely locate the premises. The application shall be accompanied by two copies of the park plan showing the following, either existing or as proposed:	Clerk and Clerk's
<b>Offenses and Miscellaneous Provisions</b>	70-41	362	(c) Fireworks permits. Fireworks, other than those prohibited by state statutes, may be used and displayed in open fields, parks, rivers, lakes and ponds by public authorities, fair associations, amusement parks, park boards, civic organizations and other groups of individuals when a permit for such display has been granted by the village president. All applications shall be referred to the fire chief for investigation. No permit shall be granted unless the village president from the report of the fire chief determines that the applicant will use the fireworks in a public exhibition, that all reasonable precautions will be exercised with regard to the protection of the lives and property of all persons and that the display will be handled by a competent operator and conducted in a suitable, safe place and manner. Before granting any fireworks permit, the village president shall require the applicant to post with the village clerk-treasurer an approved indemnity bond in the sum provided in the fee schedule on file with the clerk-treasurer, for the payment of all claims that may arise because of injuries to persons or property from the handling, use or discharge of fireworks under such permit.	Clerk (all)

**Peddlers and Solicitors**

78-56	385	No person shall engage in the business of peddler, hawker, trucker, solicitor, canvasser or transient merchant within the village without first obtaining a license from the village clerk-treasurer in compliance with this division.	Clerk
78-57	385	(a) The application for the license required under this division shall be sworn to by the applicant and filed with the village clerk-treasurer and shall contain such information as the clerk-treasurer shall require for the effective enforcement of this article and the safeguarding of the residents of the village from fraud, misconduct or abuse.  (b) At the time of filing the application, an investigation fee, as provided in the license fee schedule on file in the village clerk-treasurer's office, shall be paid to the clerk-treasurer to cover the cost of investigation of the facts stated in the application.	Clerk and Clerk's (all)
78-58	385	The fee for a peddler's license shall be as provided in the fee schedule on file in the village clerk-treasurer's office. The fee for a transient merchant's license shall be as provided in the fee schedule on file in the village clerk-treasurer's office.	Clerk's (all)
75-59	386	Under this division, if the clerk-treasurer determines from his investigation of the application that the interests of the village or of inhabitants of the village require protection against possible misconduct of the licensee or that the applicant is otherwise qualified but, due to causes beyond his control, is unable to supply all of the information required by section 78-57, the applicant may be required to file with the village clerk-treasurer a bond in the sum of \$500.00 with surety acceptable to the village president running to the village.	Clerk
78-60	x	Upon receipt of each application for the license required under this division, the village clerk-treasurer shall immediately institute such investigation of the applicant's business and moral character as he deems necessary for the protection of the public good. The village clerk-treasurer shall endorse his approval or disapproval upon the application within 72 hours after it has been filed with him and shall issue or deny the license in accordance with his findings after presentation by the applicant of a receipt of the village clerk-treasurer showing payment of the required fee.	Clerk (all)
78-61	386	The clerk-treasurer shall date all licenses issued under this division and shall specify thereon the fee paid and the date of expiration. Annual licenses shall be issued on a calendar-year basis and shall expire December 31 of the year of issue. An application for renewal shall be handled in the same manner as the original application. A license issued under this division is personal and may not be transferred.	Clerk

**Streets, Sidewalks and Other Public Places**

90-58	418	No person shall install, remove, replace or repair any public sidewalk within the village unless he is under contract with the village to do such work or has obtained a permit from the director of public works or building inspector at least seven days before work is to be undertaken and subject to the applicable permit fee on file at the office of the village clerk-treasurer.	Clerk
90-59	418	A permit shall be obtained from the director of public works or building inspector prior to beginning such work. Public walks, except those built by the village, shall be inspected by the building inspector. and subject to the applicable permit fee on file at the office of the village clerk-treasurer.	Clerk
90-189	447	(b) Bond. No street privilege permit shall be issued until the applicant shall execute and file with the village clerk-treasurer a bond in an amount determined by the director of public works, conditioned that the applicant will indemnify and save harmless the village from all liability for accidents or damage caused because of operations under the permit and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the village resulting from such building or moving operations.  (c) Fee. The fee for a privilege permit shall be as specified in the public works fee schedule on file in the village clerk-treasurer's office.	Clerk and Clerk's



90-190	448	In addition to any other penalty imposed, if the owner or occupant of the premises adjoining any unlawfully obstructed sidewalk shall refuse or neglect to remove such obstruction within 24 hours after notice from the director of public works to do so, it shall be the duty of the director of public works to remove such obstruction and make return of the cost and expense thereof to the village clerk-treasurer, who shall enter such cost on the next annual tax roll as a special charge against the property abutting such obstructed sidewalk, and such sum shall be levied and collected as other special taxes against real estate.	Treasurer
90-224	449	All lots and houses on the north and west sides of all streets shall be numbered with even numbers, each commencing with the number in hundred assigned pursuant to the official house numbering map on file with the village clerk-treasurer.	Clerk
90-226	450	For the purpose of facilitating correct numbering under this article, an official plat book of all streets, avenues and public highways within the village showing the proper block numbering of all houses fronting upon all streets, avenues, or highways shall be kept on file in the office of the village clerk-treasurer. This plat book shall be open to inspection of all persons during the office hours of the clerk-treasurer. Duplicate copies of such plats shall be furnished to the engineer and building inspector by the village clerk-treasurer. It shall be the duty of the village clerk-treasurer to inform any party applying therefor of the number belonging or embraced within the limits of such lot or property as provided in this article. If there is doubt as to the proper number to be assigned to any lot or building, the clerk-treasurer shall determine the number of such lot or dwelling.	Clerk (all)
90-227	450	Whenever any house, building or structure shall be erected or located in the village after the entire work of establishing a uniform system of house numbering has been completed, in order to preserve the continuity and uniformity of numbers of the houses, buildings and structures, it shall be the duty of the owner to procure the correct number as designated from the village clerk-treasurer for the property and to immediately fasten the number so assigned upon the building as provided by this article. No building permit shall be issued for any house, building or structure until the owner has procured from the clerk-treasurer the official number of the premises.	Clerk (all)
94-51	466	(c) At the time of the submission or review of a conceptual plan, certified survey map, or preliminary plat, the subdivider shall execute a predevelopment agreement and deposit with the clerk-treasurer the sum of \$5,000.00 in the form of cash for a subdivision plat, and \$1,000.00 for a certified survey map.	Clerk
Land Divisions	94-122	474 (2) Within 30 days of the determination of a complete submittal, the clerk-treasurer shall place the submittal on the agenda of the next regularly scheduled plan commission meeting. (4) The subdivider is required to provide written notice of the plan commission meeting to all adjacent (i.e., bordering, including across a highway) landowners to the parent parcel at least seven days in advance of the meeting to permit members of the public an opportunity to speak as to the proposed concept plan. Such notice must be by certified mail, return receipt requested. The subdivider shall provide copies of the mailings and return receipts to the clerk-treasurer prior to the plan commission meeting.	Clerk (all)

94-155	486	<p>(a) Referral; administrative staff and utility commission reviews. The clerk-treasurer shall provide copies of the preliminary plat to the village department heads, and to the appropriate utilities for their review and comment.</p> <p style="text-align: right;">(b)</p> <p>Village plan commission review; informational meeting. The clerk-treasurer shall give notice of the plan commission's review of the preliminary plat by listing it as an agenda item in the plan commission's meeting notice. The notice shall include the name of the subdivider, the address of the parent parcel, and the requested action. The clerk-treasurer may schedule an informational meeting on the preliminary plat prior to plan commission review. The subdivider shall provide written notice of the plan commission review and/or the informational meeting to all property owners within 300 feet of the parent parcel at least seven days in advance of such meeting. The cost for such written notice shall be borne by the subdivider. Such notice must be by certified mail, return receipt requested. The subdivider shall provide copies of the mailings and return receipts to the clerk-treasurer prior to the plan commission meeting. Information as to the names and addresses of the landowners to be ratified may be obtained at the Racine County Real Estate Description Office. Failure of the subdivider to provide such notice may, at the option of the plan commission, result in all discussions concerning the submittal being deferred to the next regularly scheduled plan commission meeting.</p> <p>(d) Board action. After receipt of the village plan commission's recommendation, the village board shall, within 90 days of the engineer's written notice of a complete submittal, approve, approve conditionally, or reject such preliminary plat and shall state, in writing, conditions of approval or reasons for rejection. Unless the time is extended by agreement with the subdivider, failure of the village board to act within 90 days or extension thereof shall constitute an approval of the preliminary plat, unless other authorized agencies object to the plat. The clerk-treasurer shall communicate to the subdivider the action of the village board.</p>	Clerk (all)
94-182	490	The subdivider shall file with the village engineer an application for review and approval of a final plat, a completed checklist, 18 copies of the plat, and one copy of the final plat in a digital format as specified by the village, at least 60 days prior to the meeting of the plan commission at which action is desired. Copies of the final plat shall also be filed with the village clerk-treasurer, village attorney, and the proposed conservation easement holder.	Clerk
94-186	492	The clerk-treasurer shall provide copies of the final plat to village department heads and to the appropriate utilities for their review and comment. The village staff and utility comments will be forwarded to the village plan commission and village board for their consideration during the review process. Prior to the referral of the final plat by the clerk-treasurer, the final drainage plans must have received their necessary approvals.	Clerk (all)
94-188	492	<p>The clerk-treasurer shall provide a copy of the final plat, the recommendation of the plan commission, a draft of the proposed conservation easement and the stewardship plan to the village board for its review, consideration and possible approval. The village board shall, within 60 days of the date of the engineer's notice of a complete final plat submittal, approve or reject such plat unless the time is extended by agreement with the subdivider. If the plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider. The village board may not inscribe its approval on the final plat unless the clerk-treasurer certifies on the face of the plat that the copies were forwarded to objecting agencies as required in section 94-183, the date thereof, and that no objections have been filed within 20 days or, if filed, have been met.</p> <p>(3) After the final plat has been approved by the village board and required improvements either installed or a contract and sureties ensuring their installation is filed, the clerk-treasurer shall cause the certificate inscribed upon the plat attesting to such approval to be duly executed and the plat returned to the subdivider for recording with the county register of deeds, along with all conservation easements and deed restrictions.</p> <p>(4) The subdivider shall file eight copies of the final plat with the clerk-treasurer for distribution to the approving agencies, affected utility districts, and other affected agencies for their files.</p>	Clerk (all)
94-228	497	The clerk-treasurer shall give notice of the plan commission's review of the certified survey map by listing it as an agenda item in the plan commission's meeting notice. The notice shall include the name of the applicant, the address of the property in question, and the requested action.	Clerk

	94-230	497	After receipt of the village plan commission's recommendation, the village board shall, within 90 days of the date of the engineer's notice of a complete final certified survey map submittal, approve, approve conditionally, or reject such certified survey map and shall state, in writing, conditions of approval or reasons for rejection. Unless the time is extended by agreement with the subdivider, failure of the village board to act within 90 days or extension thereof shall constitute an approval of the proposed final certified survey map. The clerk-treasurer shall communicate to the subdivider the action of the village board.	Clerk
	94-261	497	(c) Before the village board may act on a request for modification or waiver, the application and all supporting material must first be presented to the plan commission for its review and recommendation based upon the factors set forth in section 94-262. The clerk-treasurer shall, within 45 days of the village engineer's notice of a complete submittal, including the application for a modification or waiver, place the matter on a village plan commission agenda for review and action.	Clerk
	94-263	499	(a) The village board, if it approves of the modification or waiver of the application of this chapter or any portion of it, shall do so by motion or resolution and shall instruct the clerk-treasurer to notify the subdivider.	Clerk
<b>Post-Construction Storm Water Management</b>	95-10	525	(8) Authorization of the village engineer to perform the corrected actions identified in the inspection report if the responsible party designated under subsection (3) does not make the required corrections in the specified time period. The village clerk/treasurer shall enter the amount due on the tax rolls and collect the money as a special charge against the property pursuant to Wis. Stats. ch. 66, subch. VII.	Treasurer
	95-12	526	The fees referred to in other sections of this chapter shall be established by the village board and may from time to time be modified by resolution. A schedule of the fees established by the village board shall be available for review in the office of the clerk/treasurer.	Clerk
<b>Taxation</b>	98-1	547	(a) The board of review shall be composed of eight members, including the village president, the village clerk-treasurer and all members of the village board of trustees. The board of review shall have the duties and powers prescribed by Wis. Stats. § 70.47.	nine members; Clerk; Treasurer
	98-2	547	Pursuant to Wis. Stats. § 70.65(2), the village clerk-treasurer shall, in computing the tax roll, insert only the aggregate amount of state, county, school and local taxes in a single column in the roll opposite the parcel or tract of land against which such tax applies along with any personal property taxed, in a single column opposite the name of the person against whom the tax is levied.	Treasurer
	98-3	547	(b) Single payment. Every property assessed shall also have the option of making payment of the entire assessment in full on or before the next succeeding December 1 after the installment notice assessment is published. However, if the property owner so desires to pay the special assessment in this manner, he must give the village clerk-treasurer a written notice within 30 days from the date of publication of the installment assessment notice that he so elects to pay the special assessment in this manner, and the written notice shall contain a description of the property so assessed.	Treasurer
<b>Traffic and Vehicles</b>	102-2	553	(e) Deposit of forfeitures in treasury; officer to post bond, qualify. Any officer accepting deposits or forfeited penalties under this chapter shall deliver them to the village clerk-treasurer within 20 days after receipt. Any officer authorized to accept deposits under Wis. Stats. § 345.26 or this chapter shall qualify by taking the oath prescribed by Wis. Stats. § 19.01 and by filing an official bond in the sum of \$100.00 as described by Wis. Stats. § 19.01.	Treasurer
<b>Utilities</b>	106-62	575	All accounts against the water utility shall be audited by the water utility committee and, if approved, shall be paid by order upon the village clerk-treasurer. (Amd. of 5-8-06, § 1)	Treasurer
	106-63	575	The village clerk-treasurer shall keep, as a separate fund, all income and revenue derived from the water utility and any funds specially provided therefor by the village board and shall pay therefrom all orders legally drawn upon such fund approved by the water utility committee.	Treasurer
	106-64	575	The water utility committee shall cause an audit of all the books of the water utility plant to be made each year by a certified public accountant, together with a statement by such accountant of the income and expense, assets and liabilities, cost of extensions and improvements, and shall file such audit in the office of the village clerk-treasurer on or before July 1 each year. It shall be the duty of the village clerk-treasurer to present audit to the village board at its first meeting in July of each year.	Treasurer (all)

106-165	587	(b) A fee, as stated in the public works fee schedule on file in the village clerk-treasurer's office, shall accompany any appeal to the sewer and water utility within 45 days from the date of filing. The sewer and water utility shall make a final ruling on the appeal within 60 days from the date of filing.	Clerk
106-201	594	The village clerk-treasurer shall keep, as a separate fund, all income and revenue derived from the wastewater utility and any funds specially provided therefor by the village board and shall pay therefrom all orders legally drawn upon such fund that are approved by the wastewater utility committee.	Treasurer
106-202	594	(a) All accounts against the wastewater utility shall be audited by the wastewater utility committee, and if approved shall be paid by order upon the village clerk-treasurer.  (b) The wastewater utility committee shall cause an audit of all the books of the wastewater utility plant to be made each year by a certified public accountant, together with a statement by the accountant of the income and expense, assets and liabilities, cost of extensions and improvements, and shall file such audit in the office of the village clerk-treasurer on or before July 1 each year. It shall be the duty of the village clerk-treasurer to present the audit to the village board at its first meeting in July of each year.	Treasurer (all)
106-306	604	(b) Sewer service charges shall be payable to the village clerk-treasurer at the village hall as determined by the wastewater utility commission.	Clerk
106-308	604	(a) A connection charge will be levied by the village upon all residential and nonresidential customers prior to connection to the sewer system. The charges are as stated in the schedule of public works fees on file in the village clerk-treasurer's office. Charges shall be made for the following:	Clerk's
106-340	606	(4) A permit fee will be charged depending on the size of the meter at the time of installation to help defray the cost of the meter. A meter charge will be assessed each quarter, whether any water is used during that period or not. These charges will be based on prevailing rates on file with the village clerk-treasurer.  (5) The sewer utility will remove deduct meters when they are no longer required by the customer. When a meter is removed, the opening will be sealed with a jumper and the plumbing inspected at the rate on file with the village clerk-treasurer.	Clerk (all)
106-342	607	(a) Unit costs, ERU charges, category A and B charges. Sewer service charge unit costs, equivalent residential unit(s) (ERU) charges, category A sewer service charges, and category B sewer service charges are as provided in the public works fee schedule on file in the village clerk-treasurer's office.	Clerk's
106-407	615	(b) The village engineer shall prepare a list of lots and parcels within the village and assign such appropriate classification to each lot or parcel. The billing amount shall be updated by the clerk/treasurer based on any additions to the impervious area as approved through the building permit process.	Treasurer
106-408	615	(a) The village clerk/treasurer shall take all steps necessary to invoice all charges and collect all storm water management utility payments for the storm water management utility. The clerk/treasurer may contract for the billing and collection of storm water fees. The clerk/treasurer shall allocate the actual cost incurred of billing and collecting to the expense of system-wide management and administration of the storm water management utility.	Treasurer (all)
106-410	616	3. The property has been assigned a nonresidential or multi-family residential user classification by the clerk/treasurer. Single- and two-family residential properties are not eligible for credits.	Treasurer
106-410	617	a. Nonresidential property. The owner of a nonresidential property who believes the number of ERUs allocated to such property to be incorrect may submit an adjustment request to the village clerk/treasurer. The allocated ERUs may be adjusted if the owner can provide information showing that the impervious area measurement is incorrect.	Treasurer
110-28	623	If the owner shall fail to remove, treat or trim the tree within the time limit, the director of public works shall cause the tree to be removed, treated or trimmed and shall report the full cost thereof to the village clerk-treasurer, who shall thereupon enter such cost as a special charge against the property.	Treasurer

Vegetation

Vehicles for Hire	114-57	630	<p>(a) Application shall be made in writing to the village clerk-treasurer for the taxicab license. The application shall state the full name of the applicant; his address; the make, model and serial number of the vehicle the applicant proposes to operate; and the state license number of the vehicle. In addition, the application must also have attached thereto a statement that the vehicle covered in the application has been mechanically inspected and is in good, safe mechanical condition as required by Wis. Stats. ch. 347. The inspection must be made and the statement of mechanical condition signed by a competent and reputable mechanic or auto repair garage operator doing business within the village or approved by the village board as being qualified to make such inspection. The inspection must be made and the statement signed within seven days prior to the application of the taxicab license being made to the village clerk-treasurer.</p>	Clerk (all)
	114-58	631	<p>The taxicab license fee shall be as provided in the fee schedule on file in the village clerk-treasurer's office for each taxicab, to be paid at the time of filing the license application. The fee shall be refunded if the license application is denied.</p>	Clerk's
	114-59	631	<p>No taxicab license shall be issued until the applicant deposits with the village clerk-treasurer a policy of liability insurance covering all vehicles to be included under the license. Such policy shall describe each vehicle by make, model and serial number; the number of passengers capable of being accommodated therein at one time; and the number of the state vehicle license. Such insurance policy shall be issued by a company licensed to do business in the state and shall insure the licensee against loss from liability for the injury or death of one person in any one accident, and for the injury or death of more than one person in any one accident, and for damage to the property or others for any one accident due to the negligent operation of such vehicle. The amounts of insurance required are as provided in the fee schedule on file in the village clerk-treasurer's office. The policy of insurance shall be approved by the village attorney as to legal form before it is filed and shall contain a provision that the policy may not be cancelled before the expiration of its term, except upon ten days' written notice to the village clerk-treasurer.</p>	Clerk (all)
	114-61	631	<p>The village clerk-treasurer shall present each taxicab license application, with the attached statement of mechanical condition, to the village board at its next regular meeting. The village board shall approve such application after the hearing at the meeting evidencing that public convenience and necessity would be served thereby, and also after determining that all sections of this article as to the application, statement of mechanical condition, license fee and insurance have been complied with and that the applicant and the vehicle to be licensed comply with the requirements of Wis. Stats. § 347.01 et seq., known as the Equipment of Vehicle Code, as to having proper equipment on the vehicle. Such license, when issued, shall expire one year from the date of issuance, and shall be issued by the village clerk-treasurer at the direction of the village board.</p>	Clerk (all)
	114-64	632	<p>When the license is revoked, the village clerk-treasurer shall forthwith notify the licensee in person or in writing to immediately cease operating the taxicab for which the license is revoked, and the licensee shall thereupon cease operation.</p>	Clerk
	114-91	632	<p>(b) Each applicant shall submit to the village clerk-treasurer a statement of the applicant's full name, present residence, residence for the past three years, age, weight, height, race, color of eyes and hair, citizenship, place of last employment, motor vehicle operator's license number from this state, a statement as to whether the applicant has ever been convicted of a felony or a misdemeanor with details as to such convictions if any, and the name of the prospective employer.</p> <p>(d) The fee for such taxicab driver's license shall be as provided in the fee schedule on file in the village clerk-treasurer's office, and the license shall expire one year from the date of issuance.</p> <p>(e) At the time of filing the application with the village clerk-treasurer, the applicant shall pay the fee and shall also present to the clerk-treasurer a photograph not less than 1 1/2 inches square of the applicant taken full face. The photograph shall be affixed by the clerk-treasurer to the license, when issued, and the license with photograph will be displayed in a conspicuous place in the taxicab where it can be seen by the passenger when the licensee is operating the taxicab.</p> <p>(f) The village clerk-treasurer shall maintain a complete record of each license issued to a driver and of all renewals, suspensions and revocations, which record shall be filed with each application.</p>	Clerk and Clerk's (all)

Zoning

114-92	633	All taxicab driver's licenses shall be issued and renewed by the village clerk-treasurer. However, the clerk-treasurer shall report the names of persons issued the licenses at the meeting of the village board next after the date of issuance or renewal.	Clerk
118-103	677	(4) Fee receipt from the village clerk-treasurer in the amount required for board of appeals hearings.	Treasurer
118-142	682	(a) Every person performing work which by this chapter requires the issuance of a permit shall pay a fee for such permit to the village clerk-treasurer to help defray the cost of administration, investigation, advertising, and processing of permits and variances.  (c) A double fee may be charged by the zoning administrator if work is started before a permit is applied for and issued. Such double fee shall not release the applicant from full compliance with this chapter nor from prosecution for violation of this chapter. All fees shall be paid to the village clerk-treasurer, who shall give a receipt therefor, and shall be credited to the village treasury.	Clerk (all)
118-173	683	Petitions for any change to the zoning district boundaries or amendments to this chapter shall be filed with the village clerk-treasurer, shall describe the premises to be rezoned or the regulations to be amended, shall list the reasons justifying the petition, shall specify the proposed use and shall have attached the following:	Clerk
118-242	689	The official copy of this zoning map, together with a copy of this chapter is on file in the office of the village clerk-treasurer and shall be available for public inspection during office hours. This chapter hereby incorporates any future changes or any later zoning maps or rezonings that may be adopted by ordinance of the Village Board.	Clerk
118-703	720	(b) Petition. Following the prepetition conference, the owner or his agent may file a petition with the village clerk-treasurer for approval of a planned unit development overlay district. Such petition shall be accompanied with the following information:	Clerk
118-886	746	The plan commission shall decide all applications for conditional uses, except applications for floodland conditional uses, within 30 days after the public hearing and shall transmit a signed copy of its decision to the applicant and to the village clerk-treasurer.	Clerk