

Chapter 1 - GENERAL GOVERNMENT

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SUBCHAPTER I: FORM OF GOVERNMENT AND CITY OFFICIALS

1.01 (FORM OF GOVERNMENT)

The City of Prairie du Chien operates under the Mayor-Council system of government.

1.02 (ELECTED OFFICIALS)

(1) MAYOR: The Mayor shall be elected in even-numbered years for a term of 2 years.

(2) ALDERPERSONS: Effective on with the April 7th 2015 election, the Council shall consist of eight (8) alderpersons elected for two (2) year terms. One (1) alderperson from each of the six (6) Aldermanic Districts shall be elected each even-numbered year. Two (2) at-large members shall be elected each odd-numbered year.¹

1.03 (APPOINTED OFFICIALS)

<u>OFFICIALS</u>	<u>Appointed by</u>	<u>Term</u>
(A) City Attorney	2/3 vote of Council	Indefinite
(B) Chief of Police	Police and Fire Commission	Indefinite
(C) Fire Chief	Police and Fire Commission	Indefinite
(D) Assessor	2/3 vote of Council	Indefinite
(E) City Engineer	Mayor, confirmation by 2/3 vote of Council	Indefinite
(F) Manager of the Department of Public Works	Mayor, confirmation by 2/3 vote of Council	Indefinite
(G) Building Inspector	2/3 vote of Council	Indefinite
(H) Electrical Inspector	2/3 vote of Council	Indefinite
(I) Plumbing Inspector	2/3 vote of Council	Indefinite
(J) Library Director	Library Board	Indefinite
(K) Parks and Recreation Director	Council, upon recommendation of the Parks and Recreation Board	Indefinite
(L) City Forester	Mayor, confirmation by Council	Indefinite
(M) Health Officer	Mayor, confirmation by Council	Indefinite
(N) Water Superintendent	2/3 vote of Council	Indefinite
(O) Wastewater Superintendent	2/3 vote of Council	Indefinite
(P) Deputy Emergency Government Director	Mayor, confirmation by Council	Indefinite
(Q) Weed Commissioner	Mayor	One year
(R) Deputy Clerk-Treasurer	2/3 vote of Council	Indefinite
(S) Deputy Clerk	2/3 vote of Council	Indefinite
(T) Assistant Police Chief/Captain	Police and Fire Commission	Indefinite

1.04 (OFFICIALS QUALIFICATIONS AND DUTIES)

(1) CITY CLERK-TREASURER: The City Clerk/Treasurer shall perform the duties prescribed by law for city clerks, treasurers, and comptrollers and such other duties as required by the Common Council.²

(2) CITY ATTORNEY: The City Attorney shall undertake, on behalf of the City of Prairie du Chien, Wisconsin, the following duties:

- Shall perform all duties as directed by the Wisconsin Statutes, specifically Section 62.09 (12);
- Shall attend all meetings of the Common Council, Committee of the Whole, and any other meetings of the City as requested by the City Administrator;
- Shall be duly admitted to practice in the courts of record in the State of Wisconsin;
- Shall draft all ordinances and resolutions to be considered for adoption by the Common Council as directed;
- Shall review all contracts entered into by the City;

¹ Chapter 1.02 (2) - Amended by Ordinance 2014-11

² Chapter 1.04 (1) - Amended by Ordinance 2011-15

- Shall undertake all union negotiations and statutory mediation/arbitration on behalf of the City and as need be, draft union contracts between the City and its Employee's unions;
- Shall represent the City in union contract grievance matters;
- Shall confer with and advise the Mayor, the Common Council, department heads, and City staff on City-related matters;
- Shall render legal opinions as requested by the City Administrator;
- Shall prosecute all ordinance violations issued by the City;
- Shall defend the City in all matters not covered by the City's insurance;
- Shall draft all Development Agreements entered into by the City and third parties; and
- Shall undertake such other legal related matters as needed from time to time by the City.

Nothing in this section shall prevent the City Attorney from representing clients other than the City of Prairie du Chien so long as said representation does not conflict with his representation of the City nor is in conflict with the Canons of Ethics of the American Bar Association or the Rules of Professional Conduct as established by the Supreme Court of the State of Wisconsin now in effect and as hereafter amended. An annual job performance of the City Attorney shall be performed by the City Administrator for presentation to the Personnel, License and Insurance Committee.³

(3) CITY ASSESSOR: The City Assessor shall be certified by the Wisconsin Department of Revenue at the level required by law and shall be experienced and capable of performing the duties of the office.

(4) CITY ENGINEER: The City Engineer shall have a Bachelor of Science Degree in civil engineering and shall be capable and experienced in municipal public work.

1.05 (GENERAL PROVISIONS RELATING TO CITY OFFICIALS)

(1) SALARIES AND FRINGE BENEFITS: The salaries and fringe benefits of City officers and employees shall, from time to time, be established by the Council in accordance with State law and the city Personnel Policy. No salaried City official shall receive overtime pay unless otherwise required by law.

(2) POWERS AND DUTIES OF CITY OFFICIALS: City officials mandated under §62.09 Wis. Stats., shall have the powers and duties prescribed by law and, except for the Mayor, shall perform such duties as shall be required of them by the Council. Other City Officials shall perform the duties prescribed by the Council.

(3) MULTI-OFFICES: The Council may elect to appoint the same person to 2 or more compatible offices.

(4) PROBATIONARY PERIOD: All newly appointed City officials, except the Police Chief, Fire Chief and Library Director, shall serve a 6 month probationary period and during such period may be removed from office without cause by a majority vote of the members elect of the Council.

(5) REMOVAL FROM OFFICE: All City Officials may be removed from office for cause by a majority of the members-elect of the Council.

(6) EMPLOYMENT OF OTHER CITY PERSONNEL: The employment of City employees shall be in accordance with the City Personnel Policy.

1.06 (CITY RESIDENCY)

All full-time employees of the City of Prairie du Chien Police Department shall be required to live within fifteen (15) miles of the corporate boundaries of the City of Prairie du Chien within six months of the date of hiring. For the purpose of this section only, a full-time employee shall be defined as any employee who works more than twelve-hundred (1200) hours in a rolling year.⁴

1.07 (CODE OF ETHICS)

(1) DECLARATION OF POLICY: The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people; that government decisions and policy be made in proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these goals, there is hereby

³ Chapter 1.04 (2) amended by Ordinance 2010-12

⁴ Chapter 1.06 – Amended by Ordinance 2014-18. Amended by Ordinance 2011-26. Amended by Ordinance 97-08A, approved on June 3rd 1997.)

established a Code of Ethics for all City officials and employees, whether elected or appointed, paid or unpaid, including members of boards, committees and commissions of the City. The purpose of this code is to establish guidelines for ethical standards of conduct for all such officials and employees by setting forth those acts or actions that are incompatible with the best interests of the City and directing disclosure by such officials and employees of private, financial or other interests in matters affecting the City. The provisions and purpose of this code and such rules and regulations as may be established are hereby declared to be in the best interests of the City.

(2) **RESPONSIBILITY OF PUBLIC OFFICE:** Public officials and employees are agents of the public and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the constitution of this State and carry out impartially the laws of the nation, State and City and to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their prime concern. Their conduct in both their official and private affairs should be above reproach so as to foster respect for all government.

(3) **DEDICATED SERVICE:** All officials and employees of the city should be loyal to the objectives expressed by the electorate and the programs developed to attain these objectives. Appointive officials and employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

(4) **FAIR AND EQUAL TREATMENT:**

(a) **Use of Public Property:** No official or employee shall request or permit the unauthorized use of City owned vehicles, equipment, materials or property for personal convenience or profit.

(b) **Obligations to Citizens:** No official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

(5) **CONFLICT OF INTEREST:**

(a) **Financial and Personal Interest Prohibited:** No official or employee, whether paid or unpaid, shall engage in any business or transaction or shall act in regard to financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his official duties in the public interest contrary to the provisions of this section or would tend to impair his independence or judgment or action in the performance of his official duties.

(b) **Definitions:**

1. **Financial Interest:** Any interest which shall yield, directly or indirectly, a monetary or other material benefit to the officer or employee or to any person employing or retaining the services of the officer or employee.

2. **Personal Interest:** Any interest arising from blood and marriage relationships or from close business or political associations, whether or not any financial interest is involved.

3. **Person:** Any person, corporation, partnership or joint venture.

4. **Anything of Value:** Any gift, favor, service or promise from any individual, firm or corporation in any one calendar year which has a fair market value in excess of \$10. The foregoing does not include reasonable fees and honorariums; actual and necessary expenses authorized under § 19.56, Wis. Stats.; political contributions which are reported under Ch. 11, Wis. Stats.; or the exchange of customary gifts among relatives.

(c) **Specific Conflict Enumerated:**

1. **Incompatible Employment:** No official or employee shall engage in or accept private employment or render service, for private interests, when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties, unless otherwise permitted by law and unless disclosure is made as hereinafter provided.

2. **Disclosure of Confidential Information:** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the City, nor shall he use such information to advance the financial or other private interest of himself or others.

3. **Gifts and Favors:** No official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person, firm or corporation which, to his knowledge, is interested, directly or indirectly, in any manner whatsoever in business dealings with the City; nor shall any such official or employee accept any gift, favor or thing of value that may tend to

influence him in the discharge of his duties or grant in the discharge of his duties any improper favor, service or thing of value. Gifts received under unusual circumstances should be referred to the Ethics Board within 10 days for recommended disposition.

4. Representing Private Interests Before City Agencies or Courts: No officer or employee shall appear on behalf of any private person other than himself, his spouse or minor children before any City agency. However, a member of the Council may appear before City agencies on behalf of his constituents in the course of his duties as a representative of the electorate or in the performance of public or civic obligations.

(d) Contracts With the City: No City Officer or employee who, in his capacity as such officer or employee, participates in the making of a contract in which he has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part shall enter into any contract with the City unless, within the confines of § 946.13, Wis. Stats.:

1. The contract is awarded through a process of public notice and competitive bidding, or
2. The Ethics Board, hereinafter created, waives the requirement of the section after determining that it is in the best interest of the City to do so.

(e) Disclosure of Interest in Legislation: Any member of the Council who has a financial interest or personal interest in any proposed legislation before the Council shall disclose on the records of the Council, or the Ethics Board created by this section, the nature and extent of such interest. Any other official or employee who has a financial or personal interest in any proposed legislative action of the Council and who participates in discussion with or gives an official opinion or recommendation to the council shall hereby disclose on the record of the Council the nature and extent of such interest.

(6) ETHICS BOARD.

(a) The Personnel, Licensing and Insurance Committee shall serve as the Ethics Board. The City Attorney shall furnish the Board whatever legal assistance is necessary to carry out its functions.

(b) The Ethics Board shall elect its own chairman, vice-chairman and secretary at its first meeting after May 1 and shall develop written rules of procedure which shall be submitted to the Council for approval. The salary of the members shall be set by the Board subject to the approval of the Council. The Board shall keep full and complete records and shall have authority to hire a part-time recording secretary, if necessary, to implement the administrative requirements necessary to carry out its functions.

(c) The Ethics Board may make recommendations with respect to amendments to this Code of Ethics.

(d) Upon the sworn complaint of any person alleging facts which, if true, would constitute improper conduct under the provision of this section, the Board shall conduct a public hearing in accordance with all common law requirements of due process and, in written findings of fact and conclusions based thereon, make a determination concerning the propriety of the conduct of the subject official or employee and, if appropriate, refer the matter to the Council or other property City authority.

(7) APPLICABILITY OF CODE. When an official or employee has doubt as to the applicability of a provision of this code to a particular situation or definition of terms used in the code, he should apply to the Ethics Board for an advisory opinion and will be guided by that opinion, when given. The official or employee shall have the opportunity to present his interpretation of the facts at issue and of the applicable provisions of the code before such advisory decision is made. This code shall be operative in all instances covered by its provisions except when superseded by

applicable statutory provisions except when superseded by an applicable statutory provision and statutory action is mandatory, but determined by the Ethics Board to be more appropriate or desirable.

(8) PENALTY AND SANCTIONS. Violations of any provision of this section may constitute a cause for suspension, removal from office or employment, or other disciplinary action.

(9) CONDUCT PROHIBITED.

(a) No employee or elected official of the City of Prairie du Chien shall during that employee's or elected official's working hours or at anytime the employee is acting in his/her official capacity for the City of Prairie du Chien engage in the following conduct:

1. Wear or display on his/her person any campaign material(s) for or against any candidate for elective office or referendum question.
2. Distribute in any form or by any means campaign material(s) or literature for or against any candidate for elective office or referendum question.
3. Actually campaign for or against any candidate for elective office or actively campaign for or against any referendum question.

4. Solicit or receive contributions in any form for or against any candidate for political office or for or against any referendum question.

(b) Nothing herein contained shall in any way be interpreted to prohibit a City employee or City elected official from expressing his/her political opinion by way of any advertisement for or against a candidate for elective office or any referendum question by placement of any advertisement on real or personal property owned, rented, or leased by said employee or elected official and used by said employee or elected official as his/her residence or personal motor vehicle or other means of transportation.⁵

(c) Any person violating any provision of this Ordinance shall be subject to penalties and sanctions as set forth in Section 1.07(8) of the Municipal Code.

1.08 (MUNICIPAL COURT)⁶

(1) COURT ESTABLISHED. Pursuant to the authority granted by Chapter 755 of the Wisconsin Statutes there is hereby created and established a Municipal Court to be designated "Municipal Court for the City of Prairie du Chien with said court to become operative and function on July 1st 2013.

(2) JURISDICTION. The municipal court shall have jurisdiction over incidents occurring on or after the enactment of this Ordinance as provided in Article VII, §14 of the Wisconsin Constitution, §§ 755.045 and 755.05, Wis. Stats., and as otherwise provided by state law. In addition, it shall have exclusive jurisdiction over actions in which the municipality seeks to impose forfeitures for violations of municipal ordinances, resolutions and bylaws. The municipal judge may issue civil warrants to enforce matters under the jurisdiction of the municipal court under §755.045(2), §66.0119 and §66.0119(3), Wis. Stats. The municipal court has jurisdiction over juvenile offenders when it enacts an ordinance under the authority of 938.17(2)(cm), Wis. Stats.

(3) MUNICIPAL JUDGE

(a) Qualifications. There is hereby created the office of municipal judge of the Municipal Court of the City of Prairie du Chien. The municipal judge shall be a resident of the municipality.

(b) Oath and Bond. The judge shall, after election or appointment to fill a vacancy, take and file the official oath as prescribed in §757.02(1), Wis. Stats., and file such oath with the clerk of City of Prairie du Chien. At the same time, the judge shall execute and file an indemnity bond with the clerk of the municipality. The judge shall not act until the oath and bond have been filed as required by §19.01(4)(c), Wis. Stats. and the requirements of §755.03 Wis. Stats., have been complied with.

(c) Salary. The municipal judge shall receive a salary as determined by the Common Council which shall be in lieu of fees and costs. No salary shall be paid to the Judge for any time during his/her term for which he/she has not executed and filed the official bond and oath. The salary may be increased by the Common Council before the start of the second or subsequent year of service of the term of the judge, but shall not be decreased during a term.

(d) Term and Election. The initial Municipal Judge shall be appointed by the Common Council. The Municipal Judge shall be elected at large in the spring election for a term of four (4) years commencing on May 1st 2014. All candidates for the position of Municipal Judge shall be nominated by nomination papers as provided in Wis. Stat. §8.10, and the selection at a primary election if such is held as provided in Wis. Stat. §8.11. The Municipal Court Clerk shall serve as filing officer for the candidates.⁷

(e) Vacancy. A permanent vacancy in the office of Municipal Judge may be filled by temporary appointment of the Common Council as provided for in Wis. Stat. §8.50(4)(fm). The office shall be permanently filled by special election in the manner provided for in said statute. Mid-term vacancies in the office of municipal judge shall be filled by special election to be held not less than 55 nor more than 70 days after the order of the Common Council.

(f) Substitute and Interim Municipal Judge : In the event that a Municipal Judge is to be temporarily absent or is sick or disabled, the provision of Wis. Stat. §800.06 shall apply.

(4) MUNICIPAL COURT

(a) Hours. The municipal court for the City of Prairie du Chien shall be open as determined by order of the municipal judge.

(b) Employees. The judge shall in writing appoint such clerks and deputy clerks as are authorized by the Common Council. Their salaries shall be fixed by the Common Council. The Municipal Judge shall have

⁵ Chapter 1.07 (9) - Created by Ordinance 2010-27.

⁶ Chapter 1.08 - Created by Ordinance 2013-05.

⁷ Chapter 1.08 (3) (d) - Amended by Ordinance 2013-13.

final authority and determination of work priorities and standards to be implemented by the City Clerk. Court personnel shall be covered by a blanket bond paid for by the City.

(c) Location. The municipal judge shall keep his/her office and hold court in the Prairie du Chien City Hall. However, the municipal judge may issue process and perform ministerial functions at any place in the county.

(5) COLLECTION OF FORFEITURES AND COSTS. The municipal court shall collect all forfeitures, penalty assessments, fees and taxable costs in any action or proceeding and shall pay over such monies to the City Clerk within thirty (30) days of collection. At such time, the municipal court shall report to the treasurer the title, nature of offenses and total amount of judgments imposed in actions and proceedings in which such monies were collected.

(6) CONTEMPT OF COURT.⁸

(a) Contempt. The municipal judge may punish for contempt in the following cases:

- a. Persons guilty of disorderly, contemptuous and insolent behavior towards him, while engaged in any judicial proceeding, or other conduct, which tends to interrupt such proceeding or impair the respect due his authority;
- b. Persons guilty of resistance or disobedience to any lawful order or process made or issued by him, including refusal to pay a court-imposed forfeiture;
- c. Persons who refuse as a witness to appear, be sworn or answer a question; or
- d. Persons who refuse to produce a record, document or other object.

(b) Forfeiture or Jail Sentence. The municipal judge may, upon finding any person guilty of contempt of court, order such person to forfeit not more than Two Hundred Dollars (\$200.00). In default of payment of the forfeiture and the penalty assessment imposed by state statute, the person found guilty of contempt may be imprisoned in the county jail not to exceed seven (7) days.

(c) Failure to Appear as a Witness. In the case of failure of a subpoenaed witness to appear before the municipal court, the judge may issue an attachment to bring such witness before it for contempt and to testify. Failure of a subpoenaed witness to attend the municipal court shall be contempt, and the witness shall be fined all the costs of his or her apprehension, unless a reasonable cause can be shown for the failure to appear; in which case the party procuring said witness shall pay such costs.

(7) STIPULATIONS AND DEPOSITS⁹

(a) Deposits for Ordinance violations. The municipal judge shall establish and submit to the Common Council for approval in accordance with §800.037, Wis. Stats., a schedule of deposits for violations of City ordinances, resolutions and bylaws.

(b) Deposits for Traffic and Boating violations. The deposit schedule as above established and the procedures set forth in Chapters 23 and 345, Wis. Stats., shall apply to stipulations and deposits for violations of traffic regulations enacted in conformity with those regulations set forth in Chapter 345, Wis. Stats., and boating regulations enacted in accordance with §30.77, Wis. Stats.

(c) Stipulations and Deposits in Lieu of Court Appearance. Persons cited for violations of City ordinances, resolutions or bylaws or violations of traffic or boating regulations for which a deposit has been established, shall be permitted to make a stipulations of no contest and a deposit in lieu of court appearance as provided in §800.037, Wis. Stats.

(d) Court costs. Court costs as referred to in §814.65(1), Wis. Stats., on each separate matter that comes before the municipal judge, whether it is on default of appearance or a plea of guilty or no contest or on issuance of a warrant or summons or the action is tried as a contested matter. The Municipal Court Clerk shall pay monthly to the state treasurer the amount as required by Wis. Stats. §814.65(1).

(e) Witness and interpreter's fees. The fees of witnesses and interpreters shall be paid as specified in Wis. Stats. §814.67.

(f) Fees paid to municipality. All fees and costs collectible by the municipal judge shall be paid to the municipality which brought the matter before the municipal judge.

(g) Attorney fees. The municipal court shall not impose and collect attorney fees.

(h) Taxation of fees and costs. Other than fees specified in subsection (d), no fees or costs are taxable by a municipality to a party before the municipal court unless it is directly chargeable, to the municipality as a disbursement, such as service of process costs.

⁸ Chapter 1.08 (6) – Amended by Ordinance 2015-01

⁹ Chapter 1.08 (7) – Amended by Ordinance 2013-27

1. The City of Prairie du Chien has set the primary test for violations of §346.63, Wis. Stats., to be that of blood, under authority of §343.305(5)(b), Wis. Stats. Since the required test is a cost that is directly chargeable to the City of Prairie du Chien. The costs of such tests shall be ordered against the defendant in the said matter by the municipal court.

2. The City of Prairie du Chien Police Department has the direct authority to deliver documents ordered by the court for personal delivery. Those being; Inspection Warrants, Civil Warrants, Writs and Summons. Since these items are directly chargeable to the City of Prairie du Chien in the form of Police Officer wages and vehicle mileage, the costs of such expenses shall be ordered against the defendant in the said matter by the municipal court.

(i) Costs and fees on appeal. On appeal from municipal court, the appellant shall pay the fees prescribed in §814.61(8), Wis. Stats. The appellant shall also pay a fee of \$10.00 for the transcript prepared under §800.14(5), Wis. Stats. Costs shall be as provided in §814.08, Wis. Stats.

(j) Request to Re-open Case. To request a citation be reopened, a written notice must be filed with the Clerk of Court along with a filing fee of forty (40) dollars.¹⁰

1.09 (CONTINUITY OF GOVERNMENT)¹¹

(1) DEFINITIONS. As used in this subsection, unless the context otherwise clearly indicates:

(a) “Civil emergency” means injury and damage resulting from disasters caused by enemy attack, sabotage, or other hostile actions, or by fire, flood, storm, earthquake or other natural causes.

(b) “Emergency interim successor” means a person designated pursuant to this chapter for possible temporary succession to the powers and duties, but not the office, of a city officer in the event that such officer or any duly authorized deputy is unavailable to exercise the powers and discharge the duties of the office.

(c) “Sickness or injury incident” means events or a series of events which may occur involving one or more key executive, administrative or legislative officials of the city of Prairie du Chien (“the City”), who could fall victim to an individual, concurrent or common injury or sickness which could disturb the usual and normal continuity of the city’s government.

(d) “A State of Emergency” shall be deemed to exist whenever during times of public crisis, disaster, rioting, catastrophe, or similar public emergency, for any reason, public safety authorities are unable to maintain public order or afford adequate protection for lives, safety or property, or whenever the occurrence of any such condition is imminent.

(e) “Unavailable” means either that a vacancy in office exists and there is no deputy authorized to exercise all of the powers and discharge the duties of the office, or that the lawful incumbent of the office (including any deputy exercising the powers and discharging the duties of an office because of a vacancy) and his or her duly authorized deputy are absent or unable, for physical, mental or legal reasons, to exercise the powers and discharge the duties of the office.

(2) DESIGNATION, STATUS, QUALIFICATIONS AND TERM OF EMERGENCY INTERIM SUCCESSORS.

(a) Appointive Officers. The mayor shall, within sixty (60) days following the effective date of the ordinance codified in this chapter, designate for appointive officers including the City Administrator, City Attorney, Chief of Police, Fire Chief, Public Works Director, Planning and Zoning Administrator, Park and Recreation Director, City Clerk-Treasurer, Street Superintendent, Water Superintendent, Wastewater Superintendent, Building Inspector and Airport Director an emergency interim successor to each of these officers.

(b) Qualifications. No person shall be designated to serve as an emergency interim successor unless he or she may, under the Constitution and statutes of the State of Wisconsin and the charter or ordinances of the City, hold the office of the person to whose powers and duties he or she is designated to succeed, but no provision of any ordinance prohibiting an officer or employee of this city from holding another office shall be applicable to an emergency interim successor.

(c) Status of Emergency Interim Successor. A person designated as an emergency interim successor holds that designation at the pleasure of the Mayor. He or she retains this designation as emergency interim successor until replaced by another appointed by the Mayor.

(d) Required Order of Succession. The normal succession of office for legislative officials shall be:

1. Mayor to Council President;

¹⁰ Chapter 1.08 (7) (j) – Amended by Ordinance 2015-01

¹¹ Chapter 1.09 – Created by Ordinance 2015-03

2. Council President to the remainder of the council in the order of longest to least tenure, with the longest tenure is to be calculated as the total length of consecutive service as a city councilperson;

3. In the event of two or more members having equal tenure, the order of succession shall be determined on the basis of the largest number of votes received at the most recent general election;

4. Should the mayor and all legislative officials be incapacitated or otherwise unable to perform their duties for any reason, and until such time as they are able to resume their duties, or until a normal process of appointment or election can provide successors in order to assure the continuity and availability of governmental services, the succession for administrative purposes shall continue to the administrative heads of the departments of city government or their successors;

5. The order of succession by department heads shall continue as follows: City Administrator, City Clerk-Treasurer, Chief of Police, Fire Chief, City Attorney, Water Superintendent, Wastewater Superintendent, Park and Rec Director; City Planner.

(3) ASSUMPTION OF POWERS AND DUTIES OF OFFICER BY EMERGENCY INTERIM SUCCESSOR. If in the event of a civil emergency or sickness or injury incident, any officer named in subsection 2 (a) above is unavailable, his or her emergency interim successor highest in rank in order of succession who is available shall, except for the power and duty to appoint emergency interim successors, exercise the powers and discharge the duties of such officer. An emergency interim successor shall exercise these powers and discharge these duties only until such time as the lawful incumbent officer or an emergency interim successor higher in rank in order of succession exercises, or resumes the exercise of, the powers and discharge of the duties of the office, or until, where an actual vacancy exists, a successor is appointed to fill such vacancy or is elected and qualified as provided by law.

(4) RECORDING AND PUBLICATION. The name, address and rank of each duly authorized emergency interim successor shall be filed with the City Administrator and each designation or replacement, of an emergency interim successor shall become effective when the Mayor files with the City Administrator the successor's name, address and rank. The City Administrator shall keep on file all such data regarding duly authorized emergency interim successors and it shall be open to public inspection.

(5) QUORUM AND VOTE REQUIREMENTS. In the event of a civil disaster:

(a) Quorum requirements for the city council shall be suspended; and

(b) Where the affirmative vote of a specified proportion of members for approval of an ordinance, resolution or other action would otherwise be required, the same proportion of those voting thereon shall be sufficient.

(6) STATE OF EMERGENCY

(a) Declaration. In the event of an existing or threatened State of Emergency endangering the lives, safety, health and welfare of the people within the City or any part thereof, or threatening damages to or destruction of property, the Mayor is hereby authorized and empowered to issue a public proclamation declaring to all persons the existence of such a State of Emergency, and, in order to more effectively protect the lives and property of people within the City, to place in effect any or all of the restrictions hereinafter authorized.

(b) Proclamation Imposing Prohibitions and Restrictions. The Mayor by proclamation may impose the prohibitions and restrictions specified in this ordinance in the manner described in those sections.

1. The Mayor may impose as many of those specified prohibitions and restrictions as he/she finds are necessary, because of an emergency, to maintain an acceptable level of public order and services, and to protect lives, safety, and property.

2. The proclamation shall be in writing.

3. The Mayor shall take reasonable steps to give notice of the terms of the proclamation to those affected by it and shall post a copy of it in City Hall or the most reasonable City or public building if City Hall is rendered unusable.

4. The Mayor shall send the proclamation to the mass communications media which serves the affected area and officials located within the City.

5. The Mayor shall retain a text of the proclamation and furnish upon request certified copies of it.

(c) Evacuation. The Mayor may direct and compel the evacuation of all or part of the population of the City, to prescribed routes, modes of transportation, and destination in connection with evacuation; and

to control ingress and egress of a major emergency or disaster area, the movement of persons within the area, and the occupancy of premises therein. Details of the evacuation may be set forth or amended in a subsequent proclamation which shall be publicized.

(d) Curfew. The proclamation may impose a curfew prohibiting in certain areas and during certain periods the appearance in public of anyone who is not a member of an exempted class. The proclamation shall specify the geographical area or areas and the period during each 24-hour day to which the curfew applies. The Mayor may exempt from some or all of the curfew restrictions classes of people whose exemption the Mayor finds necessary for the preservation of the public health, safety, and welfare. The proclamation shall state the exempted classes and the restrictions from which each is exempted. Unless otherwise specified in the proclamation, the curfew shall apply during the specified period each day until the Mayor by proclamation removes the curfew.

(e) Restrictions on Access to Areas.

1. The proclamation may prohibit obtaining access or attempting to obtain access to any area, designated in the manner described in this section, in violation of any order, clearly posted notice, or barricade indicating that access is denied or restricted.

2. Areas to which access is denied or restricted shall be designated by the Chief of Police and his subordinates or other law enforcement officers when directed in the proclamation to do so by the Mayor. When acting under this authority, the Chief of Police and his subordinates may restrict or deny access to any area, street, highway or location within the City if that restriction or denial of access or use is reasonably necessary to promote efforts being made to overcome the emergency/disaster or to prevent further aggravation of the emergency/disaster.

3. The proclamation may prohibit or restrict:

a. Movements of people in public places;

b. The operation of offices, business establishments, and other places to or from which people may travel or at which they may congregate; and

c. Other activities or conditions the control of which may be reasonably necessary to maintain order and protect lives or property during the state of emergency, within the area designated in the proclamation.

(f) Removal of Prohibitions and Restrictions. The Mayor shall by proclamation terminate the entire declaration of emergency or remove any of the prohibitions and restrictions when the emergency no longer requires them, or when directed to do by the Common Council.

(g) In Case of Absence or Disability. In case of the absence or disability of the Mayor, the person so designated as his or her successor in subsection (2) (d) above shall have and exercise all of the powers which have been herein given to the Mayor. In the case of the absence or disability of all persons so designated in subsection (2) (d) above, the City Administrator or his or her designee or successor shall have and exercise all of the powers which have been given herein to the Mayor.

1.10 to 1.18 (Reserved)

SUBCHAPTER II: BOARDS AND COMMISSIONS

1.19 (PLAN COMMISSION)¹²

(1) MEMBERSHIP. The Plan Commission shall consist of 7 members. One member shall be the Chairman of the Parks and Recreation Commission. One member shall be a member of the Council to be appointed by the Mayor. The 5 other members of the commission shall be appointed by the Mayor, who shall also choose the presiding officer. The Mayor may appoint himself or herself to the commission and may appoint other city elected or appointed officials, except that the commission shall always have at least 3 citizen members who are not city officials. Citizen members shall be persons of recognized experience and qualifications. All appointments of members shall be subject to confirmation by majority vote of the council. The appointments shall be made during the month of April for staggered 3 year terms to commence the following May 1st. The Assistant City Attorney shall be an ex-officio member of the Commission

(2) POWERS AND DUTIES. The Plan Commission shall have the powers and duties prescribed in § 62.23, Wis. Stats., and such other powers and duties as shall be vested in the Commission from time to time by the Council.

1.20 (BOARD OF ZONING APPEALS)¹³

¹² Chapter 1.19 (1) - Amended by Ordinance 2000-03 and amended by Ordinance 2002-02.

(1) MEMBERSHIP

- (a) The Board of Zoning Appeals shall consist of five (5) members appointed by the Mayor, subject to confirmation by the Council, for staggered terms of three (3) years.
- (b) Two (2) alternate members shall be appointed by the Mayor for terms of three (3) years and shall act only when a regular member is absent or refuses to vote because of interest.
- (c) The Building Inspector shall attend meetings, upon request, to provide technical assistance as requested by the Board of Zoning Appeals.
- (d) The Zoning Administrator shall attend all meetings for the purpose of providing technical assistance when requested by the Board.
- (e) Official oaths shall be taken by all members in accordance with Section 19.01 of the Wisconsin Statutes within ten (10) days of receiving notice of their appointment.
- (f) Vacancies shall be filled for the unexpired term in the same manner as appointments for a full term.

(2) OFFICERS.

- (a) Chairman. The Mayor shall designate the Chairman of the Board.
- (b) Secretary. The City Clerk-Treasurer or his or her designee shall serve as Secretary of the Board.

(3) POWERS AND DUTIES. The Board of Zoning Appeals shall have the powers and duties prescribed in § 62.23 (7) (e), Wis. Stats.

1.21 (BOARD OF REVIEW)

(1) MEMBERSHIP. The Board of Review shall consist of five (5) residents of the City, none of whom shall hold any public office or be publicly employed. The City Assessor shall attend all meetings of the Board.

(2) POWERS AND DUTIES. The Board shall have the powers and duties prescribed in § 70.47, Wis. Stats.

1.22 (POLICE AND FIRE COMMISSION)

(1) MEMBERSHIP. The Police and Fire Commission shall consist of 5 citizens, one of whom shall be appointed annually each April by the Mayor, subject to confirmation by the Council, for a term of 5 years

(2) POWERS AND DUTIES. The Commission shall have the powers and duties prescribed in § 62.13, Wis. Stats., except sub. (6).

1.23 (PARKS AND RECREATION COMMISSION)¹⁴

(1) MEMBERSHIP. The Parks and Recreation Commission shall consist of five (5) citizens who shall be appointed by the Mayor, subject to confirmation by the Council, for staggered five (5) year terms. The Mayor shall also appoint one Alderperson as an ex-officio (non-voting) member of the Commission.

(2) DUTIES AND RESPONSIBILITIES. It shall be the duty and responsibility of the Parks and Recreation Commission to act in an advisory and volunteer capacity to guide the development of parks and recreation opportunities in the City of Prairie du Chien. In their capacity, the Parks and Recreation Commission duties shall be to:

- a. Recommend to the City Council a Park and Recreation Master Plan and, once adopted, periodically review the Master Plan and make appropriate recommendations to the City Council.
- b. Encourage public recreational activities in the City.
- c. Recommend projects, legislation, policies, rules, regulations, funding allocations, and other measures, programs, or activities for the development of park and recreation opportunities in the City.
- d. Act in an advisory capacity to the City Council and Parks and Recreation Director in all matters pertaining to City parks and recreation.
- e. Consider the annual budget for parks and recreation during the annual budget process and make recommendations with respect thereto to the City Council.
- f. Initiate, sponsor, and promote involvement, activities, and contributions by the private sector for the development of parks in the City.

¹³ Chapter 1.20 - Amended by Ordinance 2012-26.

¹⁴ Chapter 1.23 - Amended by Ordinance 96-14 and Ordinance 2017-12

g. Assist in the planning of recreation programs for the inhabitants of the City, promote and stimulate public interest therein, and solicit the cooperation of school authorities and other public and private agencies interested therein.

1.24 (LIBRARY BOARD)

(1) Membership. The Library Board shall consist of seven (7) members. One member shall be the Prairie du Chien School District Superintendent and six (6) members shall be citizens. Citizen members shall be appointed by the Mayor, subject to confirmation by the Council, for staggered 3 year terms.

(2) POWERS AND DUTIES. The Library Board shall have the powers and duties prescribed in § 43.58, Wis. Stats. The Board shall consult with the Council for the purpose of coordinating library personnel policies with general City personnel policies.

1.25 (BOARD OF HEALTH)

(1) MEMBERSHIP. The Board of Health shall consist of the Protection and Health Committee and the Health Officer.

(2) POWERS AND DUTIES. The Board of Health shall have such powers and duties prescribed is § 141.015, Wis. Stats., and this Code.

1.26 (ADMINISTRATIVE REVIEW APPEALS BOARD)

(1) MEMBERSHIP. The Administrative Review Appeals Board shall consist of the Mayor, and Alderman and one citizen member. The Alderman member shall be appointed annually by the Mayor, subject to confirmation by the Council. The citizen member shall be appointed by the Mayor, subject to confirmation by the Council, for a 3 year term.

1.27 (BOARD OF PUBLIC WORKS)

(1) MEMBERSHIP. The Board of Public Works shall consist of the Public Works Committee.

(2) POWERS AND DUTIES. It shall be the duty of the Board, under the direction of the Council, to superintend all public works and keep the streets, alleys, sewers and public works and places in repair and to exercise such powers and duties as provided by law or ordinance.

1.28 (WATER UTILITY COMMISSION)

(1) MEMBERSHIP. The Water Utility Commission shall consist of the Public Works Committee.

(2) POWERS AND DUTIES. The Commission, under the direction of the Council, shall generally supervise the operation of the City water department and shall make recommendations to the Council regarding utility rates and capital improvements.

1.29 (WASTEWATER UTILITY COMMISSION)

(1) MEMBERSHIP. The Wastewater Utility Commission shall consist of the Public Works Committee.

(2) POWERS AND DUTIES. The Commission, under the direction of the Council, shall generally supervise the operation of the City Waste Water Department and shall make recommendations to the Council regarding utility rates and capital improvements.

1.30 (AIRPORT COMMISSION)

(1) MEMBERSHIP. The Airport Commission shall consist of five (5) members, more specifically, four (4) citizen members, all of whom shall be persons especially interested in aeronautics and one (1) member of the Common Council. The Mayor shall appoint the citizen members for staggered six (6) year terms and the Council Member for two (2) year term.¹⁵

(2) POWERS AND DUTIES. See Section 16.02(2) of this code.

1.31 (HOUSING AUTHORITY)

(1) MEMBERSHIP. The Housing Authority shall consist of 5 citizen members appointed by the Mayor for staggered 5 year terms. No member of the Authority shall be connected in an official capacity with any political party.

¹⁵ Chapter 1.30 (1) - Amended by Ordinance 98-10.

(2) POWERS AND DUTIES. The Authority shall have the powers and duties prescribed in SS. 66.40, Wis. Stats., and such other powers and duties as may be vested in it from time to time by the Council.

1.32 (HARBOR COMMISSION)¹⁶

(Repealed)

1.33 (DESIGN AND PRESERVATION COMMISSION)¹⁷

(1) MEMBERSHIP. See Section 2.15 of Chapter 17 of this Code

(2) POWERS AND DUTIES. See Section 2.15 of Chapter 17 of this Code

(HISTORY: Amended by Ordinance 2011-18, approved on June 21st 2011.)

1.34 (FAIR HOUSING CITIZENS ADVISORY COMMITTEE)

See Section 19.25 of this Code.

1.35 (ETHICS BOARD)

See Section 1.07(6) of this Chapter.

1.36 (ESTABLISHMENT OF CITY OF PRAIRIE DU CHIEN REVOLVING LOAN COMMITTEE)¹⁸

(1) There is hereby established the City of Prairie du Chien Revolving Loan Committee (“Committee”). The purpose of said Committee shall be to lend money to businesses through two loan funds.

(a) The Downtown Revolving Loan Fund shall make loans to businesses now existing or that intend to locate in the Downtown Business District of the City (“Downtown Business District”) for the purpose of enhancing the exterior appearance and/or the interior appearance of the structure that said business is located or to be located, and to promote the general welfare and economic development of the Downtown Business District.

(b) The Citywide Revolving Loan Fund shall make loans to businesses now existing or that intend to locate in the corporate limits of the City of Prairie du Chien to promote the general welfare and economic development of the City of Prairie du Chien.

(c) The Committee shall consist of five (5) members, to be appointed by the Mayor with approval from the Common Council, and shall carry out the goals as set forth in this Chapter of the Municipal Code. The Committee shall be considered a subcommittee of the Redevelopment Authority.

(d) Appointments by the Mayor shall be as follows: One (1) such member shall be the chairperson of the City of Prairie du Chien Redevelopment Authority or his or her designee; one (1) such member shall be the chairperson of the City of Prairie du Chien Economic Development Corporation, or his or her designee; one (1) such member shall be the chairperson of the Prairie du Chien Area Chamber of Commerce Board or his or her designee; one (1) such member shall be an individual who is a business owner or property owner with said business or property being located in the City of Prairie du Chien corporate limits, and; one (1) at-large member.

(e) At least one (1) Committee member, but no more than two (2) shall work in the banking industry.

(f) The term of the Committee members shall be for five (5) years, effective from the date of appointment by the Mayor and approval by the Common Council. At its initial meeting, the Committee shall elect a Chairperson and a Vice-Chairperson to terms of one (1) year, and, in each succeeding year, elect a Chairperson and Vice-Chairperson at the first meeting following the anniversary date of the initial meeting of the Committee.

(g) The City Administrator shall serve as the non-voting secretary of the Committee.

(h) All members of the Committee must be residents of the City of Prairie du Chien.

(2) For the purpose of this ordinance, the “Downtown Business District of the City of Prairie du Chien” shall be defined as the area of the City of Prairie du Chien easterly from the intersection of Blackhawk Avenue with the Mississippi River extending along Blackhawk Avenue to the eastern limit of the City’s corporate boundaries, and extending in one (1) city block in both a northerly and southerly direction from Blackhawk Avenue.

(3) Funding for the Downtown Revolving Loan Fund shall be derived from the following sources:

¹⁶ Chapter 1.32 – Repealed by Ordinance 2011-20.

¹⁷ Chapter 1.33 - Amended by Ordinance 2011-18.

¹⁸ Chapter 1.36 – Created by Ordinance 2014-01.

- (a) Proceeds from sale of lands to Block 43, LLC, received by the City of Prairie du Chien, and;
- (b) Any other source or sources that from time-to-time be designated by the Common Council of the City of Prairie du Chien.

(4) The Common Council shall from time to time establish rules and regulations consistent with the goals of this Ordinance that govern and control the lending of moneys under the control of the Committee.

(5) The Committee shall report on its loan portfolio, assets and available lendable funds to the Redevelopment Authority and the Common Council on a quarterly basis.

(7) Loans may be provided to the same entity in the same time period from the Downtown Revolving Loan Fund and the Citywide Revolving Loan Fund, so long as neither fund provides more than two-third (2/3) of the cumulative amount of the total amount of funds loaned.

(8) All members of the Committee must sign a general confidentiality agreement. In the event confidentiality has been breached, the Committee may vote to request that Committee member in question resign permanently from the Committee.

1.37 (ESTABLISHMENT OF THE DOWNTOWN REVOLVING LOAN FUND COMMITTEE)¹⁹

(Repealed)

1.38 (WYALUSING ACADEMY COMMUNITY ADVOCACY COMMITTEE)²⁰

(Repealed)

1.39 (LARIVIERE PARK BOARD)²¹

(1) MEMBERSHIP.

(a) The LaRiviere Park Board (“the Board”) shall consist of five (5) members, appointed by the Mayor, subject to confirmation by the Common Council, for terms of five (5) years.

(b) The current members of the Board, at the time of this Ordinance’s adoption, shall continue to serve on the Board until their current term ends, at which time they shall be subject to re-appointment or replacement at the discretion of the Mayor and Council, up to the five (5)-member limit as set forth in Subsection a above.

(c) The Mayor shall designate one of the members of the Board as the Chairperson, with the Chairperson’s term of office running concurrent with their term of appointment.

(d) The City’s Park and Recreation Director shall be an ex-officio member of the Board, with no voting powers.

(2) POWER AND DUTIES.

(a) The Board shall have general supervision over the LaRiviere Park grounds in regards to policy, usage regulations, hours of operation, and proposals for improvements consistent with the provisions of Exhibit A attached to this resolution. Exhibit A shall consist of the Daniel S. LaRiviere Will, created on June 15th 1976, and the Amended Resolution Accepting the Gift of Real Estate, adopted by the Common Council on April 5th 1977. Furthermore, said supervision shall be consistent with the rules and regulations set forth in Chapter 9.25 of the Municipal Code.

(b) The Board shall have the power to expend funds derived from Park users and contributors, but all such expenditures shall be subject to the following condition:

1. Conform to the City’s rules and regulations.
2. Be consistent with the City’s Park and Recreation approved master plans.
3. Serve a public purpose which enhances the park.
4. Follow the City’s bidding and purchasing regulations, as set forth in Chapter 3.08 of the Municipal Code.
5. Be subject to audit.

(c) The Board may also make recommendations to the Park and Recreation Director, the City Administrator and the Common Council regarding suggested improvements to be made from City funds, but all such funds shall be subject to the City’s Ordinances and regulations governing expenditures.

¹⁹ Chapter 1.37 - Created by Ordinance 2009-10. Repealed by Ordinance 2014-01.

²⁰ Chapter 1.38 - Created by Ordinance 2013-07. Repealed by Ordinance 2013-29.

²¹ Chapter 1.39 – Created by Ordinance 2013-16.

(d) Any grants for the Park shall be subject to approval by the Board, as well as the Common Council, and be administered through the Park and Recreation Director or his or her designee, consistent with other City grants.

(e) The Board shall issue a written report to the Park and Recreation Director, the City Administrator, the Mayor and the Common Council summarizing its activities, the state of the Park, and the Board's recommendations at the request of the Common Council. Said reports shall remain mindful of the provisions of Exhibit A, specifically to the vision of Daniel LaRiviere of this land for future generations.

(f) Day-to-day authority over the Park operations shall rest with the Park and Recreation Director.

1.40 (Reserved)

SUBCHAPTER III: ELECTIONS AND POLITICAL BOUNDARIES

1.41 (CLERK-TREASURER'S ELECTION DUTIES)

As provided in § 7.15, Wis. Stats., the Clerk-Treasurer shall have charge of and supervise all elections held in the City.

1.42 (ELECTION OFFICIALS)

(1) Election officials for each polling place shall be appointed pursuant to § 7.30, 7.31 and 7.32, Wis. Stats.

(2) ELECTION WORKERS SHIFTS. That pursuant to § 7.30(1), Wis. Stats., two (2) or more sets of election officials may be selected to work at different times on election day and the City Clerk for the City of Prairie du Chien or his/her designee may establish different work hours for different election officials assigned to the same polling place.²²

1.43 (BOARD OF CANVASSERS)

(1) MEMBERSHIP. The Board of Canvassers shall consist of the Clerk-Treasurer and 2 other reputable citizens appointed by the Clerk-Treasurer prior to the date of the election being canvassed.

(2) POWERS and DUTIES. The Board shall have the powers and duties prescribed in § 7.53 (2) and 9.01, Wis. Stats.

1.44 (NOMINATIONS OF ELECTED CITY OFFICIALS)

All candidates for elective City office shall file nomination papers pursuant to § 8.10, Wis. Stats.

1.45 (POLLING HOURS)²³

The polls of the City shall open at 7:00 A.M. and close at 8:00 P.M. for all elections.

1.46 (POLLING PLACES)²⁴

(1) That the polling places for voting at all elections held after the effective date of this Ordinance shall be as follows: Hoffman Hall, 1600 South Wacouta Avenue, Prairie du Chien, WI 53821

1.47 (CITY BOUNDARIES AND ANNEXATIONS)²⁵

(1) BOUNDARIES. The boundaries of the City, as approved by the Common Council on January 5th 2016, are set forth on the Official Map of the City and the legal description of said boundaries (see Exhibit A) are on file in the office of the Clerk-Treasurer. The number of any ordinance annexing territory to or detaching from the City after the effective date of this Code shall be added to this section in sub. (2) below.

(2) ANNEXATIONS:

²² Chapter 1.42 (2) - Amended by Ordinance 2007-05.

²³ Chapter 1.45 - Amended by Ordinance 2010-04.

²⁴ Chapter 1.46 - Amended by Ordinance 92-21, Ordinance 97-13, Ordinance 2002-05, Ordinance 2007-12, Ordinance 2011-16, and Ordinance 2014-02.

³² Chapter 1.47 Amended by Ordinance 2016-01

³³Chapter 1.46 Amended by Ordinance 2017-02

Section 2: That Chapter 8.01 (OFFICIAL MAP) of the Municipal Code of the City of Prairie du Chien, Wisconsin be repealed and re-created to read as follows:

8.01 (OFFICIAL MAP)

(1) ADOPTED. The Official Map of the City is dated December 10th 2015 and is hereby adopted by reference. The Official Map shall be kept in the office of the Building Inspector.

(2) AMENDMENTS TO OFFICIAL MAP:

(3) ANNEXATIONS TO CITY:

1.48 (WARD BOUNDARIES)²⁵

Pursuant to ss. 5.15, Wis. Stats., the City is hereby divided into seven (7) wards to be bounded and numbered as follows:

(1) That Ward No. 1 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9604

Census Block: 2042

Census Tract Number: 9606

Census Block: 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1113, 1114, 1116, 1118, 1122, 1123, 1124, 1125, 1126, 1129, 1135, 1140, 1146, 1147, 1155, 2105, 3022, 3024, 3027, 3035, 3036, 3037, 3038, 3039, 3040, 3041, 3042, 3044, 3045, 3056

(2) That Ward No. 2 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9606

Census Block: 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1061, 1062, 1063, 1064, 1065, 1066, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1085, 1086, 1087, 1088, 1089, 1090, 1105, 1106, 1108, 1109, 1110, 1111, 2006, 2007, 2015, 2017, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2038, 2039, 2041, 2050, 2052, 2053

(3) That Ward No. 3 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9605

Census Block: 1037, 1042, 1043, 2023, 2024, 2026, 2027, 2028, 2029, 2030, 2031, 2037, 2038, 2039, 2040, 2041, 2042, 2046, 2047, 2048, 2063, 2065, 2066, 2067, 2068, 2069, 2070, 2071

Census Tract Number: 9606

Census Block: 2010, 2011, 2012, 2013, 2014, 2018, 2019, 2020, 2021

(4) That Ward No. 4 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9604

Census Block: 3065, 3086

Census Tract Number: 9605

Census Block: 1001, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1022, 1023, 1025, 1026, 1027, 1028, 1031, 1032, 1033, 1034, 1035, 1036, 1040, 2000, 2001, 2025, 3061, 3108

(5) That Ward No. 5 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9604

Census Block: 3111, 3112, 3113, 3114, 3115, 3119, 3120, 3121

Census Tract Number: 9605

Census Block: 2032, 2033, 2034, 2035, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2072, 2073, 2074, 3009

Census Tract Number: 9606

Census Block: 3005

²⁵ Chapter 1.48 - Amended by Ordinance 01-05 and Ordinance 2011-16.

(6) That Ward No. 6 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9605

Census Block: 2075, 2076, 2077, 2078, 2079, 2080

Census Tract Number: 9606

Census Block: 2000, 2001, 2002, 2003, 2004, 2005, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2051, 3004, 3007, 3008, 3010, 3011, 3012, 3013, 3014, 3025, 3026, 3031, 3032, 3033, 3034

(7) That Ward No. 7 of the City of Prairie du Chien shall consist of the following Census Tract Numbers and Block Numbers:

Census Tract Number: 9606

Census Block: 1115

1.49 (ALDERMANIC DISTRICTS)²⁶

The City of Prairie du Chien, Crawford County, Wisconsin, is hereby divided into six (6) Aldermanic Districts comprised from the seven (7) Wards which constitute the City of Prairie du Chien as described in Section 1.48 of the Municipal Code of the City of Prairie du Chien and said six (6) Aldermanic Districts are specifically created and described as follows:

- (1) The First Aldermanic District shall consist of the First Ward as described in Section 1.48 of the Municipal Code.
- (2) The Second Aldermanic District shall consist of the Second and Seventh Wards as described in Section 1.48 of the Municipal Code.
- (3) The Third Aldermanic District shall consist of the Third Ward as described in Section 1.48 of the Municipal Code.
- (4) The Fourth Aldermanic District shall consist of the Fourth Ward as described in Section 1.48 of the Municipal Code.
- (5) The Fifth Aldermanic District shall consist of the Fifth Ward as described in Section 1.48 of the Municipal Code.
- (6) The Sixth Aldermanic District shall consist of the Sixth Ward as described in Section 1.48 of the Municipal Code.

1.50 (COUNTY SUPERVISORY DISTRICTS)²⁷

The City is divided into County Supervisory Districts to be described and numbered as follows:

- (1) FIRST COUNTY SUPERVISORY DISTRICT - The First Ward.
- (2) SECOND COUNTY SUPERVISORY DISTRICT - The Second and Seventh Wards.
- (3) THIRD COUNTY SUPERVISORY DISTRICT - The Third Ward.
- (4) FOURTH COUNTY SUPERVISORY DISTRICT - The Fourth Ward.
- (5) FIFTH COUNTY SUPERVISORY DISTRICT - The Fifth Ward.
- (6) SIXTH COUNTY SUPERVISORY DISTRICT - The Sixth Ward.

1.51 (ELECTION MAPS ON FILE)

Ward Maps, Aldermanic District Maps and County Supervisory District Maps shall be kept on file in the office of the Clerk-Treasurer.

1.52 to 1.55 (Reserved)

SUBCHAPTER IV: PUBLIC RECORDS

1.56 (PUBLIC RECORDS, ACCESS TO)²⁸

(1) DEFINITIONS.

- (a) "Authority" means any of the following City entities having custody of a City record: an office, elected official, agency board, commission, committee, council, department or public body corporate

²⁶ Chapter 1.49 - Amended by Ordinance 01-06 and Ordinance 2011-16.

²⁷ Chapter 1.50 - Amended by Ordinance 2011-16.

²⁸ Chapter 1.56 - Amended by Ordinance 2000-06

and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

(b) "Custodian" means that officer, department head, division head or employee of the City designated under sub. (3) below or otherwise responsible by law to keep and preserve any City records or file, deposit or keep such records in his office, or is lawfully in possession or entitled to possession or entitled to possession of such public records and who is required by this section to respond to requests for access to such records.

(c) "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and the like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the person property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

(2) DUTY TO MAINTAIN RECORDS.

(a) Except as provided under sec. 1.57 of this subchapter, each officer and employee of the City shall safely keep and preserve all records received from his predecessor or other persons and required by law to be filed, deposited or kept in his office or which are in the lawful possession or control of the officer or employee or his deputies, or to the possession or control of which he may be lawfully entitled as such officer or employee.

(b) 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 deliver to his successor all records then in his custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the Clerk-Treasurer. If a vacancy occurs before a successor is selected or qualifies, 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.

(3) LEGAL CUSTODIANS.

(a) Each elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.

(b) Unless otherwise prohibited by law, the Clerk-Treasurer or his designee shall act as legal custodian for the Council and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Council. This shall not include the Police and Fire Departments, the City Library, the Water Department, the Waste Water Department, the City Assessor and Building Inspector, whose custodians shall be the Police Chief, the Fire Chief, the Library Director, the Water Utility Superintendent, the Waste Water Utility Superintendent, the City Assessor and the Building Inspector, respectively.

(c) For every authority not specified in pars. (a) or (b) above, the authority's chief administrative officer is the legal custodian for the authority, but he officer may designate an employee of his staff to act as the legal custodian.

(d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee. This subsection shall not apply to the Council.

(e) The designation of a legal custodian does not affect the powers and duties of an authority under this section.

(4) PROCEDURAL INFORMATION. Pursuant to § 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of this section. This section does not apply to members of the Council.

(5) PUBLIC ACCESS TO RECORDS; FEES.

(a) Except as provided in sub. (7) below, any person has a right to inspect a record and to make or receive a copy of any record as provided in § 19.35(1), Wis. Stats.

- (b) Records will be available for inspection and copying during all regular office hours.
- (c) If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours' advance notice of intent to inspect or copy.
- (d) A requester shall be permitted to use facilities comparable to those available to city employees to inspect, copy or abstract a record. This subsection does not authorize or require the purchase or lease of equipment nor does it require the provision of a separate room for inspection, copying or abstracting of records.
- (e) The authority may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
- (f) A requester shall be charged a fee to defray the cost of locating and copying records as follows:
 - 1. A cost of \$.25 per page for photocopying shall be charged; Large copies, \$2.00 per page; and \$5.00 per plotted page. Said costs shall not exceed the actual, necessary and direct costs to the authority of reproduction, and such charges shall be prominently displayed and made available for inspection by the authority at its office.²⁹
 - 2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
 - 3. The actual full cost of providing a copy of other records not in printed form on paper such as films, computer printouts and audio or video tapes shall be charged.
 - 4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 - 5. No fee for locating a record if the record is readily available. If not, there shall be a search fee of \$2.50 per record. Further, there shall be a fee of \$5.00 per diskette for computer generated information.³⁰
 - 6. The authority shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment if such estimate exceeds \$5.
 - 7. The authority may provide copies of a record without charge or at a reduced charge where he determines that waiver or reduction of the fee is in the public interest.

(6) ACCESS PROCEDURES.

- (a) A request to inspect or copy a record shall be made to the authority. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under § 19.37, Wis. Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail unless prepayment of a fee is required under sub. (5) (f), 6, above. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or Federal law or regulations so require.
- (b) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefore. When the legal custodian has doubts as to whether the requested records are exempt for disclosure, in whole or in part, he shall have 3 working days to confer with the City Attorney prior to making a determination. If the legal custodian, after conferring with the City Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his request in a manner which would permit reasonable compliance.
- (c) A request for a record may be denied as provided in sub. (7) below. If a request is made orally, the request may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under § 19.37 (1), Wis. Stats., or upon application to the Attorney General or a district attorney.

(7) LIMITATIONS ON RIGHT TO ACCESS.

²⁹ Chapter 1.56 (5) (f) (1) - Amended by Ordinance 2004-10

³⁰ Chapter 1.56 (5) (f) (5) - Amended by Ordinance 2004-10.

(a) As provided by § 19.36, Wis. Stats., the following records are exempt from inspection under this section:

1. Records specifically exempted from disclosure by State or Federal law or authorized to be exempted from disclosure by State law.
2. Any record relating to investigative information obtained for law enforcement purposes if Federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.
3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
4. A record or any portion of a record containing information qualifying as a common law trade secret.

(b) As provided by § 43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.

(c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the City attorney, may deny the request, in whole or in part, only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
2. Records of current deliberations after a quasi-judicial hearing.
3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline of any City officer or employee, unless such officer or employee consents to such disclosure.
4. Records concerning current strategy for crime detection or prevention.
5. Records of current deliberations or negotiations on the purchase of City of property, investing of city funds or other City business whenever competitive or bargaining reasons require nondisclosure.
6. Financial, medical, social or personal histories or disciplinary data of specific persons which if disclosed would be likely to have substantial adverse effect upon the reputation of any person referred to in such history or data.
7. Communications between legal counsel for the City and any officer, agent or employee of the city when advice is being rendered concerning strategy with respect to current litigation in which the City or any of its officers, agents or employees is, or is likely, to become involved, or communications which are privileged under § 905.03, Wis. Stats.

(d) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the City Attorney prior to releasing any such record and shall follow the guidance of the City Attorney when separating out the exempt material. If, in the judgment of the custodian and the City Attorney, there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosures of the exempt material, the entire record shall be withheld from disclosure.

(e) Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to Section 70.47(7)(a), Wis. Stats., or any successor statute thereto, then, such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis, except, however, that said information may be revealed to and used by persons: in the discharging of duties imposed by law; in the discharge of duties imposed by office (including, but not limited to, use by the Assessor in performance of official duties of the Assessor's office and use by the Board of Review in performance of its official duties); or pursuant to order of a court. Income and expense information provided to the Assessor under Section 70.47(7)(a), Wis. Stats., unless a court determines that it is inaccurate, is per Section 70.47(7)(a), Wis. Stats., unless a court determines that it is inaccurate, is per Section 70.47(7)(a), Wis. Stats., not subject to the right of inspection and copying under Section 19.35(1), Wis. Stats.

(8) SEVERABILITY. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder

of the ordinance shall remain in full force and effect. Any other ordinance whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

1.57 (PUBLIC RECORDS, DESTRUCTION OF)³¹

(1) **FINANCIAL RECORDS.** City Officers may destroy the following nonutility records of which he is the legal custodian and which are considered obsolete after completion of an audit by state auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the committee on public records, pursuant to § 16.61 (3)(e), Wis. Stats., and then after such shorter period:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bonds and coupons after maturity.
- (c) Cancelled checks, duplicates and check stubs.
- (d) License and permit applications. stubs and duplicates.
- (e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt forms.
- (g) Special assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

(2) **UTILITY RECORDS.** City officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Ch. 442, Wis. Stats., subject to State Public Service Commission regulations, but not less than 7 years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e) Wisc. Stats., and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after 2 years:

- (a) Water stubs and receipts of current billings.
- (b) Customer's ledgers.
- (c) Vouchers and supporting documents pertaining to charges not included in plant accounts. Other utility records after 7 years with the written approval of the State Public Service Commission.
- (d) Contracts.
- (e) Excavation permits.
- (f) Inspection records.

(3) **OTHER RECORDS.** City Officers may destroy the following records of which he is the legal custodian and which are considered obsolete, but note less than 7 years after the record was effective, unless another period has been set by statute, or by the State Public Records pursuant to § 16.61 (3) (e), Wis. Stats., and then after such a shorter period:

- (a) Assessment rolls and related records, including Board of Review Minutes.
- (b) Contracts and papers relating thereto.
- (c) Correspondence and communications.
- (d) Financial reports other than annual financial reports.
- (e) Insurance Policies.
- (f) Oaths of Office
- (g) Reports of boards, commissions, committees and officials duplicated in the Council minutes.
- (h) Resolutions and petitions.
- (i) Voter record cards.

(4) **NOTICE REQUIRED.** Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided in § 19.21(4)(a), Wis. Stats.

(5) **TAPE RECORDINGS.** Any tape recording of a governmental meeting of the City may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published if the purpose of the recording was to make minutes of the meeting.

(6) **LIMITATION.** This section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State administrative regulations.

³¹ Chapter 1.57 - Amended by Ordinance 98-17.

(7) PRESERVATION THROUGH MICROFILM. Any City Officer or the head of any department or division of City government may keep and preserve public records in his possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set for in § 16.61(7)(a) and (b), Wis. Stats. and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law and this Code.

(8) That all information supplied to the City Assessor for the City of Prairie du Chien, Crawford County, Wisconsin, by any person, entity, or corporation relative to income and expenses derived from and associated with property assessed by the City of Prairie du Chien, shall remain confidential. Provided, however, that said confidentiality does not apply to person using said information in the discharge of their duties imposed by law or the discharge of the duties of their office or if ordered to be disclosed by a court of competent jurisdiction determines that income and expense information to be inaccurate, said information is not subject to the right of inspection and copying under § 19.35 (1), Wis. Stats., now in effect or hereafter amended.

EXHIBIT A - CITY OF PRAIRIE DU CHIEN MUNICIPAL BOUNDARY

Commencing at the Southeast Corner of Sec. 5, T6N, R6W; thence West along the south line of Section 5 to the southwest corner of the SE 1/4 of the SE 1/4 of Sec. 5; thence North on the west line of the SE 1/4 of the SE 1/4 and the west line of the NE 1/4 of the SE 1/4 and the west line of the SE 1/4 of the NE 1/4 of said Section 5 to the North line of Vineyard Coulee Road; thence Northwesterly along the north line of Vineyard Coulee Road to a point due south of a stake 40' West of the southwest corner of a dwelling house built by Henry Jones; thence North to a stake 40' West of the southwest corner of said dwelling house built by Henry Jones; thence Northerly following the center of a ravine or dry bed of rock or creek in a northeasterly course to the south line of Govt. Lot 2, Sec 32, T7N, R6W; thence East along said south line of Govt. Lot 2 to a point 50 feet west of the South Quarter Corner of said Section 32; thence North along a line 50 feet west of and parallel with the east line of said Govt. Lot 2, Sec 32 to a point 10 feet south of the north line of said Govt. Lot 2; thence west along a line 10 feet south of and parallel with the north line of said Govt. Lot 2 to the east line of Lot 1, Crawford County Certified Survey Map No. 706; thence S16°55'58"E along the easterly line of said Lot 1, C.S.M. 706; thence S76°50'08"W, 46.20 feet along said easterly line of said Lot 1, C.S.M. 706; thence S24°29'24"E along said easterly line of said Lot 1, C.S.M. 706 and the easterly line of Lot 2, C.S.M. 706, 476.34 feet, to the southeast corner of said Lot 2; thence continuing S24°29'24"E, 852.09 feet to the south line of Govt. Lot 2, Sec 32, T7N, R6W; thence West along said south line of Govt. Lot 2 to the east line of Farm Lot 39, thence Northerly along said east line of Farm Lot 39 to a stone with cross at the centerline of Lessard Street extended to said east line of Farm Lot 39; thence S79°27'51"W, along the north line of Crawford County Certified Survey Map No. 257 and the north line of Crawford County Certified Survey Map No. 258, to the northeast corner of Lot 3 of Crawford County Certified Survey Map No. 258; thence southerly along the easterly line of said Lot 3, C.S.M. 258 to a point which lies 202 feet southerly of, as measured at a right angle to the centerline of Lessard Street extended; thence S80°03'09"W, parallel with said centerline of Lessard Street extended, to the east line of Lot 3 of Crawford County Certified Survey Map No. 724; thence S11°05'12"E, 684.46 feet to the southeast corner of Lot 4 of Crawford County Certified Survey Map No. 724; thence Westerly along the south line of said Lot 4 of Crawford County Certified Survey Map No. 724 and along the south line of Crawford County Certified Survey Map No. 489 to the easterly right-of way line of U.S.H "18"; thence Southeasterly along said easterly right-of way line of U.S.H "18" to the centerline of La Pointe Street extended; thence Westerly along said centerline of La Pointe Street and its extension to the east line of Stuckey Road extended; thence South along said east line of Stuckey Road and its extension to the northeasterly line of Lot 1, Crawford County Certified Survey Map No. 232; thence S69°37'27"E, 2601.26 feet to the northeasterly corner of said Lot 1, C.S.M. 232; thence S10°57'54"E, 45.53 feet to the southeast corner of said Lot 1, C.S.M. 232 and the south line of Farm Lot 42; thence Northeasterly along said south line of Farm Lot 42 to the centerline of U.S.H "18"; thence S46°57'E, 1005.8 feet along said centerline of U.S.H "18"; thence S04°02'E, 74.0 feet to the southwesterly right-of-way line of U.S.H "18"; thence Southeasterly along said southwesterly right-of-way line of U.S.H "18", 1096.00 feet; thence S3°59'12"E, 303.34 feet; thence continuing S3°59'12"E, 412.53 feet to the southeast corner of Lot 1, Crawford County Certified Survey Map No. 235; thence N69°37'27"W, 809.37 feet along the southwesterly line of said Lot 1, C.S.M. 235 to the east right-of-way line of Industrial Boulevard; thence S3°58'06"E, 779.34 feet along said east right-of-way line of Industrial Boulevard; thence S82°52'15"E, 348.80 feet; thence S3°47'26"W, 1107.91 feet; thence S79°38'35"W, 1349.24 feet to the southwest corner of Lot 1, Crawford County Certified Survey Map No. 79; thence N58°18'50"W, 571.19 feet along the southwesterly line of said Lot 1, C.S.M. 79; thence N9°27'31"W, 2635.85 feet along the west line of said Lot 1, C.S.M. 79 to the south line of Lot 1, Crawford County Certified Survey Map No. 233; thence Northwesterly along the southwest line of said Lot 1, C.S.M. 233 to the south line of Farm Lot 42; thence Westerly along said south line of Farm Lot 42 to the west right-of-way line of Stuckey Road; thence Northwesterly along said west right-of-way line of Stuckey Road to the north line of Farm Lot 42; thence Westerly along said north line of Farm Lot 42 to the easterly right-of way line of the Burlington Northern Railroad; thence Southerly along said easterly right-of-way line of the Burlington Northern Railroad 2700 feet more or less, to the northerly line of a railroad right-of-way now owned by the

Wisconsin Department of Transportation; thence Southwesterly, 200 feet more or less, to a point where the southwesterly right-of-way line of the Burlington Northern Railroad right-of-way line intersects the northerly line of lands owned by Larry K. Yeomans Et. Al. as described in Vol. 424 of Deeds, Page 147, Crawford County Register of Deeds; thence S80°W, 370 feet more or less, to the northwest corner of said lands described in Vol. 121 of Deeds, Page 147; thence S10°E, 1122 feet more or less, along the west line of said lands described in Vol. 424 of Deeds, Page 147, to the southerly line of Farm Lot 43; thence N78°48'45"W along said southerly line of Farm Lot 43 to a point which lies N78°48'45"W, 785 feet from the intersection of said southerly line with the centerline of the main track of the Burlington Northern Railroad; thence running Northwesterly, along a straight line, making an angle of 43°05' to the right with the southerly line of said Farm Lot 43 produced westerly a distance of 2400 feet, more or less, to the southerly line of the land owned by the Chicago, Milwaukee & St. Paul Railway Company and used as a sand pit; thence Westerly, on a straight line, making an angle, of 130° with the last described course produced westerly, (said angle being the SW angle), to its intersection with the westerly line of said Lot 43; thence N 25°52'49" W to the Northwest corner of said Farm Lot 43; thence N 23°00'00" W, 867.90 feet to the Northwest corner of Farm Lot 42; thence N 25°50'12" W, 895.23 feet to the northwest corner of Farm Lot 41; thence N 25°00'00" W, 531.14 feet along the westerly line of Farm Lot 40 to the centerline of La Pointe Street; thence westerly along the westerly extension of said centerline of La Pointe Street to the center of the East Channel of the Mississippi River; thence northerly along said East Channel of the Mississippi River to a line bearing S78°00'00"W, said line being parallel with the North line of Original Main Village Lot Number 1 of the Private Land Claims at Prairie du Chien, and at a distance of 747.53' North of said North line as measured along the east line of Third Street extended; thence N78°00'00"E along said line, to the west line of Government Lot 5, Section 24, T7N, R7W; thence N22°15'E along said west line of Government Lot 5, Section 24, to the northwest corner of said Government Lot 5; thence N85°E along the north line of said Government Lot 5, and the north line of Government Lot 4, Section 24, T7N, R7W, to the northeast corner of said Government Lot 4; thence S10°E along the east line of said Government Lot 4, Section 24; to the southwesterly extension of a line which is 192' 7" south of and parallel with that certain line in Upper Village Lot 10 of Private land Claims at Prairie du Chien, Wi., described as the south fence line of the William Swingle Estate, said fence having a described bearing of S89°37'10"W; thence Northeasterly on the above described line or as the same might be extended, to the easterly R/W of Main Street, said street also being Crawford County Trunk Hwy K; thence Southerly on said easterly R/W of Main Street to the north line of Farm Lot 25; thence N80°52'30"E along said north line of Farm Lot 25 to the westerly right-of-way line of the Burlington Northern Railroad; thence Northerly, 1320 feet more or less, along said westerly right-of-way line of the Burlington Northern Railroad, to the northeast corner of lands described in Volume 394 page 186; thence S86°38'34"W, 600 feet; thence S01°40'26"W, 726 feet; thence S86°38'34"W, 872.5 feet to a point on the east line of Lot 2, Crawford County Certified Survey Map No. 740; thence S13°39'02"W, 94.40 feet to the southeast corner of said Lot 2, C.S.M. 740; thence N89°54'05"W, 388.52 feet along the south line of said Lot 2, C.S.M. 740 to the easterly right-of-way line of County Highway "K"; thence Northerly, 1550 feet more or less, along the easterly right-of-way line of County Highway "K" to the southwest corner of the Calvary Cemetery; thence N 87° E, 660 feet to the southeast corner of the Cavalry Cemetery; thence N 3° W, 660 feet to the northeast corner of the Cavalry Cemetery; thence S 87° W, 660 feet to the northwest corner of the Cavalry Cemetery also being the easterly right-of-way line of County Highway "K"; thence Northerly, 2110 feet more or less along the easterly right-of-way line of County Highway "K" to a point that is 760 feet South of the north line of Farm Lot 17; thence N89°08'22"E, 360.18 feet; thence N5°32'43"E, 400 feet to the south line of the North 360 feet of Farm Lot 17; thence N89°54'33"E, along the south line of the North 360 feet of Farm Lot 17, 1790.30 feet to the easterly right-of-way line of the Burlington Northern Railroad; thence N1° 05' 12"E, 366.26 feet along said east right of way line of the B.N. & S.F. Railroad; thence N89° 15' 21"E, 10.00 feet along said east right of way line of the B.N. & S.F. Railroad; thence N1° 05' 12"E along said east right of way line of the B.N. & S.F. Railroad, 1,006.05 feet; thence S88° 52' 10"E, 71.65 feet to the northwest corner of Lot 1, Crawford County Certified Survey Map No. 1059; thence S0° 27' 24"W, 40.00 feet along the west line of said Lot 1, C.S.M. 1059; thence N89° 32' 02"W, 10.00 feet along said west line of Lot 1, C.S.M. 1059; thence S0° 49' 10"W along said west line of Lot 1, C.S.M. 1059 and the west end of Meadow Lane, 175.36 feet to the southwest corner of Meadow Lane; thence S88° 51' 39"E, 533.59 feet along the south right of way line of Meadow Lane; thence S3° 42' 00"E, 1.67 feet to the northwest corner of Parcel 1 of lands described in Document No. 210310; thence S3° 42' 00"E, 150.09 feet to the southwest corner of said Parcel 1, Document No. 210310; thence S88° 59' 42"E, 659.14 feet to the southeast corner of Parcel 2 of lands described in Document No. 210310, and on the west right of way line of S.T.H. "35"; thence S3° 38' 05"E along said west right of way line of S.T.H. "35", 762.26 feet to the north line of lands described in Document No. 302806; thence S89° 38' 57"W, 138.00 feet to the northwest corner of said Document No. 302806; thence S3° 06' 52"E, 18.50 feet to the southwest corner of said Document No. 302806; thence S89° 38' 02"W, 1.84 feet to the northwest corner of lands described in Document No. 300434; thence S3° 38' 05"E along the west line of lands described in Document No. 300434 and Document No. 300433, 174.22 feet to the southwest corner of said Document No. 300433; thence N89° 38' 02"E along the south line of

said Document No. 300433, 140.00 feet to the west right of way line of S.T.H. "35"; thence S3° 38' 05"E along said west right of way line of S.T.H. "35", 5.17 feet to the south line of the north 360 feet of Farm Lot 17; thence S89° 15' 21"W along said south line of the north 360 feet of Farm Lot 17, 345.42 feet to the northeast corner of lands described in Document No. 268210; thence S 4°19'58" E, 418 feet; thence N89°54'33"E, to the west right-of-way line of State Highway "35"; Thence Southerly along the westerly right-of-way line of State Highway "35" to the northerly right-of-way line of Cliff Haven Road; thence S04°27'01"E, 308.45 feet along said westerly right-of-way line of State Highway "35" to the southeast corner of Lot 4, Crawford County Certified Survey Map No. 699; thence S85°52'59"W, 808.52 feet to the southwest corner of Lot 3, C.S.M. 699; thence N04°27'01"W, 242.45 feet to the northwest corner of said Lot 3, C.S.M. 699; thence S85°52'59"W, 539.00 feet along the Southerly right-of-way line of Cliff Haven Road to the northeast corner of Lot 1, Crawford County Certified Survey Map No. 699; thence S04°27'01"E, 242.45 feet to the southeast corner of said Lot 1, C.S.M. 699; thence S85°52'59"W along the south line of said Lot 1, C.S.M. 699, 306 feet more or less, to the easterly right-of-way line of the Burlington Northern Railroad; thence Southerly along the easterly right-of-way line of the Burlington Northern Railroad to a point which bears N00°14'07"W, 531.15 feet from the intersection of said easterly right-of-way line of the Burlington Northern Railroad with the north right-of-way line of Frederick Street; thence N85°00'00"E, 1721.73 feet to the west right-of-way of S.T.H. #35; thence Southerly along said west right-of-way of S.T.H. #35 to the north line of Farm Lot 25; thence Easterly to the northeast corner of said Farm Lot 25; thence S4°47'43"E along the east line of Farm Lot 25 to a point which bears N4°47'43"W, 214.12 feet from the southeast corner of said Farm Lot 25; thence N80°41'27"E, 30.85 feet to the southeast corner of a parcel described in Volume 253 on Page 538 in the office of the Crawford County Register of Deeds; thence S13°35'40"E, 525.05 feet along the east line of a parcel described in Volume 167 on Page 289 in the office of the Crawford County Register of Deeds, to a 1" iron pipe; thence S11°13'18"E along said east line, 507.77 feet to a 1" iron pipe; thence S10°06'22"E along said east line, 21.49 feet to the east line of Farm Lot 27; thence Southeasterly along the easterly line of Farm Lots 27, 28, 29, 30, 31, 32, 33, and 34 to the north line of Government Lot 1, Section 31, T7N, R6W; thence East along the north line of said Government Lot 1 to the northeast corner of said Section 31; thence South along the east line of said Section 31 to the West Quarter Corner of Section 32, T7N, R6W; thence East along the north line of Government Lot 1, Section 32 to the northeast corner thereof; thence South along the east line of said Government Lot 1, Section 32 to the north line of Government Lot 2, Section 32; thence East along the north line of said Government Lot 2, Section 32 to the northeast corner thereof; thence South along the east line of said Government Lot 2, Section 32 to a point 12.5 rods north of the south line of said Section 32; thence East to a point 30 rods 6 feet east of a line running north from the northwest corner of the NW 1/4 of the NE1/4, Section 5, T6N, R6W; thence South 12.5 rods to a point on the north line of said NW 1/4 of the NE1/4, Section 5, said point being 30 rods 6 feet east of the northwest corner of the NW 1/4 of the NE1/4, Section 5; thence East to the northeast corner of said Section 5; thence South along the east line of said Section 5, 2155 feet, more or less, to the west right-of-way line of Vineyard Coulee Road; thence Southeasterly along said west right-of-way line of Vineyard Coulee Road to the north line of the NW 1/4 of the SW1/4, Section 4, T6N, R6W; thence East to the northeast corner of the NW 1/4 of the SW1/4, Section 4; thence South to the southeast corner of the SW 1/4 of the SW1/4, Section 4; thence West along the south line of the SW 1/4 of the SW1/4, Section 4 to the Point of Beginning.

OFFICIAL MAP
CITY OF PRAIRIE DU CHIEN
CRAWFORD COUNTY, WISCONSIN

DECEMBER 8th, 2014

