

STATE OF WISCONSIN
Village of Casco
Kewaunee County

CITATION ORDINANCE

SECTION I – TITLE AND PURPOSE

The title of this ordinance is the Village of Casco Citation Ordinance. The purpose of this ordinance is to authorize the Village Board of the Village of Casco, or its designees, to issue citations for violations of Village of Casco ordinances, including ordinances with statutory counterparts.

SECTION II – AUTHORITY

The Village Board of the Village of Casco, Kewaunee County, Wisconsin, has the specific authority under s. 66.0113, Wis. stats., to adopt this ordinance.

SECTION III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the Village board on a roll call vote with a quorum present and voting and proper notice having been given, provides the authority for the Village to issue citations for violations of Village of Casco ordinances, including ordinances with statutory counterparts.

SECTION IV - SUBDIVISION AND NUMBERING OF THIS ORDINANCE

This ordinance is divided into sections designated by uppercase Roman numerals. Sections may be divided into subsections designated by uppercase letters. Subsections may be divided into paragraphs designated by numbers. Paragraphs may be divided into subdivisions designated by lowercase letters. Subdivisions may be divided into subdivision paragraphs designated by lowercase Roman numerals. Reference to a “section,” “subsection,” “paragraph,” or “subdivision” includes all divisions of the referenced section, subsection, paragraph, or subdivision.

SECTION V – COVERAGE

- A. The form for citations to be issued in the Village of Casco by the Village board, or its designees, for violations of Village of Casco ordinances shall be as provided in this subsection and shall include all of the following:
1. The name and address of the alleged violator.
 2. The factual allegations describing the alleged violation.
 3. The time and place of the alleged violation.
 4. The number of the ordinance violated.
 5. A designation of the offense in a manner that can be readily understood by a person making a reasonable effort to do so.
 6. The time at which the alleged violator may appear in court, and a statement describing whether the appearance is mandatory.
 7. A statement that in essence informs the alleged violator of all of the following:

a. That the alleged violator may make a cash deposit of a specified amount to be mailed to a specified official within a specified time.

b. That if the alleged violator makes a cash deposit, he or she need not appear in court unless appearance is mandated by the court or he or she is subsequently summoned.

c. That if the alleged violator makes a cash deposit and does not appear in court, he or she either will be deemed to have tendered a plea of no contest and submitted to a forfeiture, plus costs, fees, and surcharges imposed under chapter 814, Wis. stats., not to exceed the amount of the deposit, or will be summoned into court to answer the complaint if the court does not accept the plea of no contest.

d. That if the alleged violator does not make a cash deposit and does not appear in court at the time specified, the court may issue a summons or a warrant for the defendant's arrest or consider the nonappearance to be a plea of no contest and enter judgment under s. 66.0113(3)(d), Wis. stats., or the municipality may commence an action against the alleged violator to collect the forfeiture, plus costs, fees, and surcharges imposed under chapter 814, Wis. stats.

e. That if the court finds that the violation involves an ordinance that prohibits conduct that is the same as or similar to conduct prohibited by state statute punishable by fine or imprisonment or both, and that the violation resulted in damage to the property of or physical injury to a person other than the alleged violator, the court may summon the alleged violator into court to determine if restitution shall be ordered under s. 800.093, Wis. stats.

8. A direction that if the alleged violator elects to make a cash deposit, the alleged violator shall sign an appropriate statement that accompanies the citation to indicate that he or she read the statement required under s. 66.0113(1)(b)7., Wis. stats., and shall send the signed statement with the cash deposit.

9. Any other information as may be deemed necessary.

- B. The Village board adopts the following schedule of cash deposits that are required for the various Village of Casco ordinance violations, which includes for each listed violation the costs, fees, and surcharges imposed under chapter 814, Wis. Stats: SEE VILLAGE FEE SCHEDULE.
- C. The Village board names the following court, clerk of court, or other official to whom cash deposits are to be made and requires that receipts shall be given for cash deposits: Kewaunee County Circuit Court.

SECTION VI – ISSUANCE AND SERVICE OF CITATION

- A. Village of Casco citations may be issued by the Village Board of the Village of Casco, or the Village Board of the Village of Casco may designate certain Village of Casco, Kewaunee County, or other municipal officials, with their written approval, to issue such citations.
- B. Village of Casco citations, in addition, may specifically be issued by the Village Clerk. This official may also designate a person to issue such Ordinances for the Village of Casco and this official may revoke this authority to issue anytime.
- C. The Village of Casco Village Board has designated the Village Chair or any person approved by the Village Board to serve any citations for the Village of Casco upon issuance. Any person

specifically authorized by the Village Board to issue citations by the Village Board of the Village of Casco may also serve such citations.

SECTION VII – RELATIONSHIP TO OTHER LAWS

The adoption and authorization for use of a citation under this ordinance does not preclude the Village Board of the Village of Casco from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or any other matter. The issuance of a citation under this ordinance does not preclude proceeding under any other ordinance or law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter does not preclude the issuance of a citation under this ordinance.

SECTION VIII – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION IX – EFFECTIVE DATE

This ordinance is effective on publication or posting.

The Village clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 14 day of May, 2024



Tammy Skarban, Village Clerk



Troy Alsteen, Village President

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Ordinance/Alcohol/Tobacco/Harassment
Sporting Event Safety/Drug Paraphernalia
UW Rule Violations

☐ Juvenile

* Deposit Permitted \$ _____

☐ cash

☐ card

(For Court Use Only)

You Are Notified To Appear

Is this a mandatory appearance? ☐ yes ☐ no

(Read the reverse side of this citation for court information.)

on _____ at _____ pm am

Circuit Court

Plaintiff: ☐ City ☐ Village ☐ Town ☐ County

OF:

☐ State of Wisconsin ☐ Board of Regents

Week Day Month - Day - Year Time ☐ AM ☐ PM

Citation Served: ☐ Personally ☐ Mailed to defendant's last known address

☐ Left with person residing at defendant's residence: Name _____ Age _____

Print Officer Name Department I.D. No. Date Citation Issued

Defendant Name - Last First MI
Street Address Post Office State Zip Code
Driver License Number or Other I.D. (specify) State Exp. Yr.
Date of Birth Sex Race Height Weight Hair Eyes

Defendant Violated: (Check only 1 violation.) ☐ 125.07(4)(a) ☐ 254.92(2) ☐ 961.573(2)
Ordinance No. _____ Adopting ☐ 125.07(4)(b) ☐ 947.013(1m) ☐ 961.574(2)
State Statute: ☐ 125.085(3)(b) ☐ 167.32 ☐ 961.575(2)
☐ UWS ☐ 125.09(2) ☐ _____

Description of Violation:

At: _____
County City/Village/Town

Name & Address of Parent/Guardian/Legal Custodian
(if minor defendant)

Telephone Number of Parent/Guardian/
Legal Custodian

GF-116, 04/02

COURT COPY

WISCONSIN CITATION AND COMPLAINT (NON TRAFFIC)

Ordinance/Alcohol/Tobacco/Harassment
Sporting Event Safety/Drug Paraphernalia
UW Rule Violations

☐ Juvenile

* Deposit Permitted \$ _____

☐ cash

☐ card

(For Court Use Only)

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Is this a mandatory appearance? ☐ yes ☐ no

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on _____ at _____ pm am

Circuit Court

Plaintiff: ☐ City ☐ Village ☐ Town ☐ County

OF:

☐ State of Wisconsin ☐ Board of Regents

Week Day Month - Day - Year Time ☐ AM ☐ PM

Citation Served: ☐ Personally ☐ Mailed to defendant's last known address

☐ Left with person residing at defendant's residence: Name _____ Age _____

Print Officer Name Department I.D. No. Date Citation Issued

Defendant Name - Last First MI
Street Address Post Office State Zip Code
Driver License Number or Other I.D. (specify) State Exp. Yr.
Date of Birth Sex Race Height Weight Hair Eyes

Defendant Violated: (Check only 1 violation.) ☐ 125.07(4)(a) ☐ 254.92(2) ☐ 961.573(2)
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Description of Violation:

At: _____
County City/Village/Town

Name & Address of Parent/Guardian/Legal Custodian
(if minor defendant)

Telephone Number of Parent/Guardian/
Legal Custodian

GF-116, 04/02

COURT COPY

INSTRUCTIONS - READ CAREFULLY

MANDATORY APPEARANCE? (See other side.)

If your citation is marked as a mandatory court appearance, you **MUST** appear in court. The "appearance not mandatory" instructions do not apply to you.

APPEARANCE NOT MANDATORY? (See other side.)

IF YOU WISH TO DISPUTE THE CITATION, you must either appear in court or enter a "not guilty" plea by mail prior to your court date. You may do so even if you have already paid the deposit or posted a bond. Please include either:

- a photocopy of your citation and your correct mailing address, **OR**
- your correct name and mailing address, citation number, court appearance date listed on the citation, offense, and arresting police agency.

These should be mailed to the court address written under "YOU ARE NOTIFIED TO APPEAR" on the other side. The court will schedule another court date and/or a trial before a judge without a jury.

IF YOU DO NOT WISH TO DISPUTE THE CITATION, simply mail in the "deposit permitted" amount on the other side of the citation by your court date, with a statement saying you do not wish to contest the citation. Please include either:

- a photocopy of your citation, **OR**
- your correct name and address, citation number, court appearance date listed on the citation, offense and arresting police agency.

Make check **payable to the clerk of court** and mail it to the court address written under "YOU ARE NOTIFIED TO APPEAR" on the other side. You do not need to appear. The court will either:

- accept your nonappearance as a plea of no contest, find you guilty and keep the "deposit permitted" amount as payment for your citation; **OR**
- decline to accept the deposit and order you to appear in court by summons or warrant.

IF YOU DO NOTHING, the court may either:

- issue a warrant for your arrest, **OR**
- issue a summons for you to appear in court, **OR**
- find you guilty for failing to appear in court and order you to pay the forfeiture and costs imposed by the court.

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