

TOWN OF RICE LAKE
ORDINANCE #17-103
RE: NOTICE OF RECORDS ACCESS FOR THE TOWN

STATE OF WISCONSIN
TOWN OF RICE LAKE
BARRON COUNTY

The Town Board of the Town of Rice Lake, Barron County, Wisconsin, has the specific authority under s. 19.34, Wis. stats., to adopt this ordinance.

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the attached Notice of Records Access, which, pursuant to s. 19.34 (1), Wis. stats., contains a description of the town's organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information from and access to records in the town's custody, make requests for town records, or obtain copies of town records, and the costs thereof, and the attached to this ordinance is so adopted.


The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public

This ordinance is effective on posting.

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

Adopted this 11th day of September, 2017.

AYES 4 NAYS 0

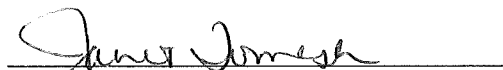

Thomas Fankhauser, Chairman

Posted: September 12, 2017

CERTIFICATION

The undersigned, Town Clerk/Treasurer for the Town of Rice Lake, does hereby certify that the foregoing Ordinance was duly adopted by the Town Board of the Town of Rice Lake at a meeting held on September 11, 2017, which meeting was properly noticed and conducted in the manner provided for by law, and at which a quorum of members of the Town Board were present.

Dated this 11th day of September, 2017.


Janet Tomesh, Clerk/Treasurer

**NOTICE TO THE PUBLIC
RE: RECORDS ACCESS**

The Town of Rice Lake (the "Town") is a town organized under and operating pursuant to the provisions of Section 61.34, et. seq., Stats. The Town is governed by a Town Board consisting of five Town Board Supervisors, one of whom is the Town Board Chairperson. Town Board members are elected for staggered terms. The local public offices of the Town are its Town Board Supervisors, Town Board Chairperson, the Town Clerk-Treasurer, the Town Deputy Clerk-Treasurer, and any other individual who satisfies the definition of a "local public office" as defined in Section 19.32 (1dm), Stats.

Pursuant to Section 19.33, Stats., the Town Board has designated **Janet Tomesh**, the **Town Clerk-Treasurer**, as the legal custodian of the public records and property of the Town. The public may obtain information and access to records, make requests for records, or obtain copies in the custody of the Town at the Town Clerk's office located at 1830 Macauley Ave., Rice Lake, WI 54868 during the following business hours:

Days & Times: Monday-Wednesday, 8:00 A.M. – 2:30 P.M.

Thursday, 8:00 A.M. – 12:00 P.M.

Phone & Fax: 715-234-8087

Email: townofrl@charter.net

Website: townofricelake.com

Any person has the right to inspect public records of the Town and to make or receive copies of such records, all as provided for in Section 19.35, Stats. The Town is authorized by law to impose a fee on the person making the request, which does not exceed the actual, necessary and direct cost of reproduction and transcription of the records, unless a fee is otherwise specifically established or authorized to be established by law. The fee for photocopying shall be \$0.25 per page and the fee for facsimiles shall be \$1.00 per page. Research time required to fulfill public record requests shall be free for the first 15 minutes and \$5.25 for each 15 minutes thereafter. The legal custodian may provide copies of a record without charge or at a reduced charge where she/he determines that waiver or reduction of the fee is in the public interest.