

Resolution 2015
Notice of Records Access
Town of Oakland
Douglas County
STATE OF WISCONSIN

The clerk of the Town of Oakland, Douglas County, Wisconsin, by this notice states that the clerk of the Town of Oakland has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Oakland except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk or other appropriate legal custodian as follows:

The town clerk/deputy clerk does maintain regular office hours at the location where records of the town are kept. Those hours are:

Tuesdays from 5:30 p.m. to 8:30 p.m. or one Saturday per month from 9 a.m. until 12 noon (dates and times vary per month) or upon request for an appointment

The town clerk/deputy clerk will permit access to Town records in their custody at the above hours. Access will also be permitted at other times upon at least 48 hours written or oral notice to the town clerk/deputy clerk of the intent to inspect or obtain a copy of a record. As of May 2009, the location of the records in the custody of the clerk/deputy clerk is:

Town Hall Office, Oakland Town Hall
6410 S County Road B (*intersection of Highways B & K*)
South Range, WI 54874
715-399-0206

The charge for photocopies is \$.25 per page.

Pursuant to Wis. Stats. the Town will also charge a fee for research when required. The fee for research will be charged when it exceeds \$50. The fee will be calculated as follows:

\$10 per hour times the number of hours spent on the research

If such a research fee will be charged, the clerk will provide an estimate of the charges and will require prepayment. Payment in advance will be required if the cost is expected to exceed \$50.

As required under s. 19.34(1) Wis. Stats., each Town Local Public Office* is listed below. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

<u>Local Public Office</u>	<u>Office Holder</u>	<u>Contact Information</u>	<u>Address</u>
Town Chair	Warren Dolsen	715-399-2537	7304 S Kip Road South Range, WI 54874
Town Supervisor	Jack Byrd	715-399-8578	6622 E Clara Barton Rd South Range, WI 54874
Town Supervisor	Shelby Barnard	218-391-7642	6310 S Jacksino Road South Range, WI 54874
Town Clerk	Laurie Dolsen	715-399-0339	6398 S Turbett Rd South Range, WI 54874
Town Treasurer	Pat Asbury	715-399-8576	5489 E Wilkinson Rd South Range, WI 54874

Dated this 8th day of December, 2015

Laurie K. Dolsen Clerk
Signature of Town Clerk or Town Deputy Clerk

Note: "Local public office" is defined in s. 19.32(1)(dm) Wis. Stats. as:

19.32 (1)(dm) "Local public office has the meaning given in s. 19.42(7w) and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in 111.70(1)(i).

And "local public office" is defined in s. 19.42(7w) Wis. Stats., as:

19.42 (7w) "Local public office means any of the following offices, except an office specified in sub. (13):

- (a) An elective office of the local governmental unit.
- (b) A county administrator or administrative coordinator or a city or village manager.
- (c) An appointive office or position of a local governmental unit in which an individual serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor. (cm) The position of member of the board of directors of a local exposition district under subchapter II of Chapter 229 not serving for a specified term.
- (d) An appointive office or position of a local government which is filled by the governing body of the local government or the executive or administrative head of the local government and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action or a position filled by an independent contractor.

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Updated: December 2015

Warren T. Dolsen