

Resolution Fee Schedule

2024-002

Notice & Resolution

STATE OF WISCONSIN

Town of Emmet, Dodge County Wisconsin

The clerk of the Town of Emmet, Dodge County, Wisconsin, by this notice states that the clerk of the Town of Emmet has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Emmet, 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 town clerk does not maintain regular office hours at the location where records of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is The Town of Emmet Town Hall, office of the clerk.

The designated legal custodians do not maintain regular office hours at the location where records of the agency or department in their custody are kept. The Town will permit access to the records of the agencies and departments in the custody of the designated custodian upon at least 48 hours' written or oral notice to the legal custodian of the intent to inspect or copy a record.

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:

General Town Records:

Town Clerk

Phone: 920-261-1611

Email: tclerk@emmettownship.com

Planning/Zoning

Zoning Administrator

Phone - 920-285-2327

Email: pwestenberg@charter.net

ELPD Police

Chief: Dave Beal

Phone: 920-261-5028

Email: ddbear@charter.net

The following are the fees for satisfying record requests under s. 19.35, Wis. stats.:

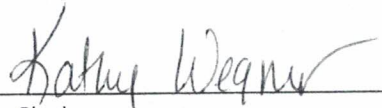
- a. Copies: \$1.00 first page, \$0.50 cents for each additional page.
- b. Actual cost for locating a record is subject to a location fee for searching and identifying responsive records at the hourly pay rate of \$35/hour.
- c. Actual Shipping and/or mailing costs.
- d. Hourly pay rate of \$35/hour for costs associated with the need for scanning and email, shipping or mailing record requests that exceed normal shipping practices, e.g. USPS mail using a stamped envelope.

In order to satisfy a record(s) request, the record must be in existence. The Town of Emmet custodians of records will not create a record to satisfy the request.

If requesting for documents for a period of time, e.g. last 7 days, past 12 months, year(s), and/or the case where costs go beyond simply copying a requested record, the records custodian may charge for any and all costs associated with complying with an open record request up to and including applicable shipping, mailing, and hourly wages of the records custodian.

A prepayment of such costs associated with a public records request in excess of \$5.00 (five dollars) may be required prior to processing the request. Upon receipt of the fee(s), the record(s) will be provided within 48 business hours to the requester.

Dated this 12th day of June, 2024



Town Clerk

STATE OF WISCONSIN

Town of Emmet, Dodge County Wisconsin

The Town Board of the Town of Emmet, Dodge County, Wisconsin, by this resolution, 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, resolves and orders as follows:

The following fees for satisfying record requests under s. 19.35, Wis. stats., are established.

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

Adopted this 12th day of June, 2024

[Signature]

Town Chairman

Richard Walter

Supervisor 1

[Signature]

Supervisor 2

Attest: Kathy Wegner-Clerk

Town Clerk