

Ordinance No. 2023-01
Adopting Notice of Records Access

The Town Board of the Town of Dakota 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 oin 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 publication or posting.

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

Ordinance No. 2023-01

Ayes: 3 Nays: 0 Abstain: 0 Absent: 0 ☒ Voice Vote


☒ Approved and enacted this 12th day of June 2023.

☐ Denied this this 12th day of June 2023.

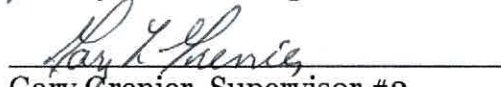
Signed:



Tony Peterson, Chair



Jeremy Kubasta, Supervisor #1



Gary Grenier, Supervisor #2

Attest:



Melanie R. Stake, Clerk

NOTICE OF RECORDS ACCESS
STATE OF WISCONSIN
Town of Dakota
Waushara County

The clerk of the Town of Dakota, Waushara County, Wisconsin, by this notice states that the clerk of the Town of Dakota has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Dakota, 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 designated legal custodians do not maintain regular office hours at the location where records in their custody are kept. The town will permit access to the records in the custody of the designated custodian upon at least 48 hours' (weekends and legal holidays excepted) written or oral notice to the legal custodian of the intent to inspect or copy a record. The location of the records for each department or agency and contact information for the custodian is as designated in the table below.

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:

Office	Name	Address	Phone#
Town Chairman	Tony Peterson	N1701 15 th Ave., Wautoma, WI	920-765-0281
Town Supv. #1	Jeremy Kubasta	N649 County Rd. Y, Wautoma, WI	920-765-1154
Town Supv. #2	Gary Grenier	W8291 Cottonville Ave., Wautoma, WI	920-787-3959
Town Clerk (<i>most town records</i>)	Melanie Stake	N1470 State Rd. 22, Wautoma, WI	920-787-4875
Town Treasurer	Teri Kubasta	N649 County Rd. Y, Wautoma, WI	920-570-3188
Town Assessor	John P. Blader, Sr.	W9121 Cypress Ave., Wautoma, WI	920-787-4355

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

Copies are \$0.25 per page (only 8.5" x 11" size available). Documents scanned and sent electronically will be charged the same per page fee as hard copies. Actual postage/ shipping will be charged, if applicable. The cost to locate a record may be charged if it amounts to \$50 or more (\$25 per hour). All requests will be processed as soon as practicable and without delay. However, any requests that will cost more than \$5 to fulfill will require prepayment.

Dated this 12th day of June 2023.


Melanie R. Stake, Clerk