

ORDINANCE 2024 - 3

ORDINANCE ADOPTING NOTICE OF RECORDS ACCESS

STATE OF WISCONSIN
TOWN OF GIBSON
MANITOWOC COUNTY

The Town Board of the Town of Gibson, Manitowoc County, Wisconsin, has the specific authority under s. 19.34, Wis. Stats. to adopt this ordinance.

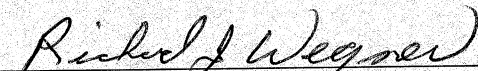
This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the attached Notice of Records Access, which, pursuant to s. 19.34(1), Wis. Stats., contains a description of the town's organization and the established 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 notice attached to this ordinance is so adopted.

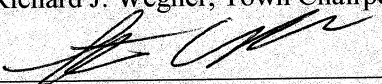
The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public.

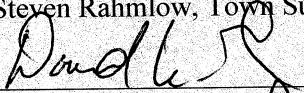
This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the town board relating to access to and cost of public records of the Town of Gibson.

This ordinance is effective on publication or posting and the town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. Stats.

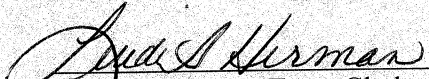
Adopted this 8th day of January, 2024.


Richard J. Wegner, Town Chairperson


Steven Rahmlow, Town Supervisor


Donald Rabitz, Town Supervisor

Attest:


Linda S. Herman, Town Clerk

Roll Call Vote of the Town Board:

Chairperson Richard J. Wegner Aye
Supervisor Steven Rahmlow Aye
Supervisor Donald Rabitz Aye

NOTICE OF RECORDS ACCESS

STATE OF WISCONSIN
TOWN OF GIBSON
MANITOWOC COUNTY

The Town of Gibson, Manitowoc County, Wisconsin is a body corporate and politic with the powers granted by law.

The clerk of the Town of Gibson, Manitowoc County, Wisconsin, by this notice states that the clerk of the Town of Gibson has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Gibson, except that elected officials are the custodians of their own records of office and chairpersons of committees are custodians of the records of the committee during their term. In addition to the Town Chairperson and Town Supervisors, the following positions, if in existence, constitute a local public office under Section 19.32(1dm), Wis. Stats: Town Clerk/Treasurer, Town Constable, Town Planning Commission members and Town Assessor. Upon expiration of a custodian's term, all records shall be turned over to the clerk of the Town of Gibson.

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 by contacting the town clerk.

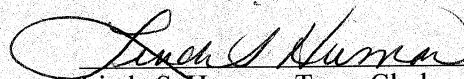
The town clerk and designated legal custodians do not maintain regular office hours at the location where records in the custody of the town clerk or appropriate legal custodians are kept. The town clerk and designated legal custodians will permit access to Town records in the custody of the clerk or other legal custodian upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a record at the Gibson Town Hall, 14920 County Road Q, Mishicot, Wisconsin.

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

- a. Actual cost of transcription and reproduction is \$.25 per printed page
- b. Actual cost of photography and photographic processing
- c. Actual cost of locating a record if the cost is more than \$50
- d. Actual cost of shipping/mailing of any copy or photograph
- e. The Town may require prepayment by a requestor of any fees if the estimated total amount exceeds \$5.00.
- f. The Town may provide copies of a record without charge or at a reduced charge where the Town through the Town Clerk determines that waiver or reduction of the fee is in the public interest.

The Town Clerk is directed to prominently display this notice and make it available for inspection and copying for the guidance of the public.

Dated this 8th day of January, 2024.



Linda S. Herman, Town Clerk
2211 Rockledge Road
Mishicot, WI 54228
(920) 973-2212
townofgibson@gmail.com