

STATE OF WISCONSIN
Town of Bayview
Bayfield County

Ordinance 09-01

The Town Board of the Town of Bayview, Bayfield 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.

BY ORDER OF THE TOWN BOARD, TOWN OF BAYVIEW

Adpoted: October 13, 2009

Donald Jenicek, Chairman

Alfred House, Supervisor

Robert Bodin, Supervisor

Wanda Hyde, Clerk

NOTICE OF RECORDS ACCESS

STATE OF WISCONSIN
Town of Bayview
Bayfield County

The clerk of the Town of Bayview, Bayfield County, Wisconsin, by this notice states that the clerk of the Town of Bayview has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Bayview, 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 does not maintain regular office hours at the location where records in the custody of the town clerk are kept. The Town has established 8:00 a.m. to 10:00 a.m. each Wednesday, during which access to the records of the Town in the custody of the clerk is permitted, except legal holidays when access shall be permitted on the following day. The location of the records is the Bayview Town Hall. The Town requires 24 hours' advance written or oral notice of intent to inspect or copy a record to the town clerk.

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:

Local Public Office	Office Holder	Contact Information
Town Chairperson	Donald A. Jenicek	Phone: 715-779-5737 Email: djenicek@centurytel.net
Supervisor	Alfred House	Phone: 715-373-2973 Email: housea@centurytel.net
Supervisor	Robert Bodin	Phone: 715-373-2165 Email: captainslocker@gmail.com

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

- a. Actual cost of transcription and reproduction - \$1.00 per page.
- b. Actual cost of photography and photographic processing - \$2.00 per page.
- c. Actual cost of locating a record if the cost is more than \$50 - Actual cost to obtain them
- d. Actual cost of shipping and mailing of any copy or photograph - Actual postage cost

Dated this 13th day of October, 2009.

Wanda Hyde, Town Clerk