



TOWN OF GRAND RAPIDS PUBLIC RECORDS NOTICE

As required by Wis. Statutes § 19.34(1), Wis. Stat.

The Town of Grand Rapids is a local government body corporate and politic, comprised of a five-member Town Board, commissions and committees. The Town provides the general public with municipal services such as: fire protection, police protection, tax collection, valuation and assessments, municipal court services, development and maintenance of town parks, engineering and maintenance of town roads, planning, zoning, and other functions.

The Town Clerk is responsible for maintaining town board records and other town records for which the clerk is the designated legal custodian. Some town records may be kept in other departments as identified below. Members of the public may obtain access to public records, or obtain copies of these records, by making a request to the Town Clerk, or the applicable record custodian as identified below, for review and distribution during regular office hours.

The Town Clerk's Office is located at:

Town of Grand Rapids
2410 48th St S
Wisconsin Rapids, WI 54494

Phone # (715) 424-1821 Fax # (715) 424-0688

Record Requests may be made orally or in writing. Written requests are appreciated in that they may assist with clarifying the request and often aid the Town in complying with the request. The Town has prepared a standard Public Records Request Form which may be used for this purpose or requesters may use their own personal stationery if they wish to submit a written request. Although visual inspections of public records during normal office hours are at no expense, an appointment may be deemed necessary.

The Town may require prepayment for any requests expected to exceed \$5.00.

Requests for records which are not readily accessible and require research to locate may be subject to a location fee. The cost of locating responsive records will be calculated based on the hourly pay rate (including fringe benefits) of the person locating the records multiplied by the actual time expended to locate the records, plus other actual costs. Location fees will be assessed to the requester if the cost to locate the requested record or records is \$50.00 or more (Wis. Stat. §19.35(3) (c))

All requests will be processed as soon as practicable and without delay.

The Town charges \$0.25 cents per side of photocopied page for 8 ½ x 11 and 8 ½ x 14. The Town charges \$0.50 cents per side of photocopied page for 11 x 17. Printing of pictures will be charged at a rate of \$1.00 per picture. Information requested transferred to a computer disc, CD or DVD is \$15.00 per disc. Information requested transferred to a thumb drive/USB flash drive will be \$15.00 plus the actual cost

of the drive. The Town will supply all forms of media; no one will be allowed to supply a form of media for records to be transferred on to. Actual costs will be charged for other media. Downloading files from the Statewide Voter Registration System is \$25.00 plus \$5.00 per 1,000 names on the report; fees are set by the State.

The actual cost of postage, courier or delivery services will also apply, if applicable.

The following department heads and local public officials are legal custodians of town records for their respective departments in accordance with the public records law.

All departments are located at the Municipal Building, unless otherwise noted.

Location & Mailing Address: Town of Grand Rapids, 2410 48th St S, Wisconsin Rapids, WI 54494.

Most Departments' Business Hours Unless Specified: 8:00 a.m. to 4:30 p.m. Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday, excluding holidays.

TOWN CLERK: Town Clerk: Phone: (715)424-1821

The Town Clerk is the custodian of all records of the Town pertaining to Town Board matters and other legal records required by law to be maintained and kept by the Clerk. The Clerk is responsible for the proper administration of the day-to-day business, payroll, budgetary files, accounts receivable and payable, special projects and special assessments and affairs of the Town. The Clerk acts as a liaison to staff, residents, businesses, other government agencies and the Town Board. The Clerk is custodian of all personnel records.

Any person may contact the Town Clerk during office hours concerning a public record request.

Records may be inspected, requested, and copies obtained between 8:00 a.m. and 4:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. Friday, in the Clerk's office. Anyone who wants to make a written request for information including photocopies, electronic files, documents, or discs may fill out a Public Records Request Form provided by the Clerk's office, or submit the request on the requester's stationery.

BUILDING INSPECTION/ZONING ADMINISTRATION: Building Inspector/Zoning Administrator: Phone (715) 424-1821

Office Hours: 8:00a.m. to 4:30 p.m. Monday & Wednesday, 8:00 a.m. to 12:00 p.m. Friday

The Building Inspector performs inspections and issues building permits. The Building Inspector may be out of the office throughout the day inspecting properties, however the town's Main Office staff is available to assist with public record requests or you may make an appointment.

TREASURER: Treasurer: Phone (715) 424-1821

The Treasurer maintains records pertaining to garbage collection, tax bills, escrows, bank statements, investments and daily cash records. The Treasurer position is part time with varying hours but if the Treasurer is not available the requests can be left with the town's main office staff.

FIRE: Fire Chief: Phone (715) 424-1815

The Fire Chief is responsible for the administration of the town fire department. Record requests may be made to the Fire Department during regular office hours.

Location & Mailing Address: Grand Rapids Fire Station, 2410 48th St S, Wisconsin Rapids, WI 54494.

POLICE: Chief of Police: Phone (715) 424-1821.

The Chief of Police is responsible for the administration of the town police department. Record request may be made to the Police Administrative Assistant during regular office hours. All requests and records will be reviewed by the Chief of Police before releasing the records in order to ensure that records and information that are protected under state and federal law are not disclosed.

MUNICIPAL COURT: Municipal Judge: Phone (715) 424-1830.

The municipal court is responsible for handling traffic and non-traffic ordinance violations, forfeitures, and fines. The Court Clerk is available for record requests during regular office hours.

TOWN BOARD OF SUPERVISORS:

The Town Board is comprised of an elected chairperson and four elected supervisors who serve the town at-large. Board members do not hold regular daytime office hours. If you need to contact any of the Board members, inquire with the Town Clerk's office or visit the Town's website (www.townofgrandrapids.org) for contact information.

COMMITTEES AND COMMISSIONS:

The Town Clerk is the custodian of the Town's Committee's and the Police & Fire Commission's records. The Building Inspector/Zoning Administrator is the custodian of the records of the Plan Commission and Zoning Board of Appeals.

TOWN OF GRAND RAPIDS



PUBLIC RECORDS REQUEST FORM

REQUESTERS PLEASE NOTE: Under Wisconsin law, a request for access to a public record “is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.” See Section 19.35(1)(h), Wis. Stat.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE (Please print):

REQUESTERS PLEASE NOTE: Under Wisconsin law, a request for access to a public record may not be refused “because the person making the request is unwilling to be identified or to state the purpose of the request.” See Section 19.35(1) (i), Wis. Stat. You are being asked to provide the information below on a strictly voluntary basis. Thank you.

DATE OF THIS REQUEST: _____

NAME OF REQUESTER (Please Print): _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

Record to be: Picked up Mailed Faxed Emailed



TO BE COMPLETED BY LEGAL CUSTODIAN OF REQUESTED RECORD

DATE/TIME REQUEST RECEIVED: _____

MEANS OF DELIVERY TO REQUESTER: _____

ACTION TAKEN: Request approved in whole: _____

Request approved in part*: _____ Request Denied*: _____

*Attach a copy of written statement of reasons for partial compliance or denial and description of right to review provided to requester, § 19.35(4)(b), Wis. Stat.

NAME AND TITLE OF LEGAL CUSTODIAN(S) _____

ACTING UPON RECORDS REQUEST: _____

DATE & TIME REQUEST COMPLIED WITH: _____

DATE & TIME REQUEST DENIED: _____

NUMBER OF PAGES: _____

FEE(S) IMPOSED ON REQUESTER: _____

AMOUNT PAID: _____

The Town charges \$0.25 cents per side of photocopied page for 8 ½ x 11 and 8 ½ x 14. The Town charges \$0.50 cents per side of photocopied page for 11 x 17. Printing of pictures will be charged at a rate of \$1.00 per picture. Information requested transferred to a computer disc, CD or DVD is \$15.00 per disc. Information requested transferred to a thumb drive/USB flash drive will be \$15.00 plus the actual cost of the drive. The Town will supply all forms of media; no one will be allowed to supply a form of media for records to be transferred on to. \$15 plus actual costs will be charged for all other media. Downloading files from the Statewide Voter Registration System is \$25.00 plus \$5.00 per 1,000 names on the report; fees are set by the State.

The actual cost of postage, courier or delivery services will also apply, if applicable.