

**RESOLUTION**  
**Town of Grand Rapids**  
**Wood County, Wisconsin**

**Resolution # 2021-11**  
**Re: Ordinance No. 61 – Notice of Records Access**

The Town Board of the Town of Grand Rapids, Wood County, Wisconsin,  
RESOLVES as follows:

The Town Board of the Town of Grand Rapids, Wood County, Wisconsin, has the specific authority under Chapters 60 and 66 of Wisconsin Statutes, and specifically § 60.22, Wis. Stats. to amend this ordinance.

Amending Ordinance 61 – Notice of Records Access

- Amending section 61.2, to read as follows:

**61.2 Adoption of Notice of Records Access**

The Town Board of the Town of Grand Rapids, Wood County, Wisconsin, has the specific authority under § 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 § 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. Upon any change in the name or address of a town official, the clerk shall revise and maintain a current listing of town officials, as well as update said information on the Town's website.

The attached Notice of Records is hereby adopted.

**19.34 \* Notice of records access.**

**STATE OF WISCONSIN**

Town of Grand Rapids  
Wood County

The clerk of the Town of Grand Rapids, Wood County, Wisconsin, by this notice is the legal custodian of records for the Town of Grand Rapids, except that elected officials are the custodian of their own records of office. The public may obtain information and access to records in the custody of the clerk during Municipal Building hours as follows:

- 8:00 a.m. – 4:30 p.m. Monday – Thursday
- 8:00 a.m. – 12:00 p.m. Friday
- with exception to those holidays when the Municipal Building is closed

Records which are readily available will be provided promptly. If a search is necessary to locate records, you will be so advised and the record(s) will be provided as soon as practicable. If the actual cost of locating a record exceeds \$50, you may be charged the actual, necessary, and direct cost of location and will be provided with an estimate prior to the search. Records that are exempt from disclosure will not be provided but a statement detailing the basis for the exemption will be given.

Copying charges are made at the actual rate of 25 cents per page. Printing of pictures will be charged at a rate of \$1.00 per picture. Information requested transferred to an electronic storage device will be charged at a rate of \$20.00 plus the actual cost of the drive. The Town cannot accept "requestor submitted devices" for transfer of information. Any information that must be transferred to CD will be charged at the rate of \$20.00 per CD. If you request that we mail copies of records to you, actual mailing costs will be charged to you along with the copying charge. If the total charge exceeds \$5.00 for mailing and/or copying, prepayment of all charges will be required.

As required pursuant to sec. 19.34(1) Wis. Stats., contact information for each local public office of the town is maintained on file and available for viewing at the Town Clerk's office, as well as available on the Town's website.

This ordinance amended by a majority of the town board with a quorum present and voting and proper notice having been given, amends the attached **Ordinance 61 – Notice of Records Access.**

Motion	For	Against	Abstain	Absent	ACTION TAKEN
_____ Arne Nystrom	[ <input checked="" type="checkbox"/> ]	[ ]	[ ]	[ ]	<input checked="" type="checkbox"/> Adopted as presented
_____ Bill Clendenning	[ <input checked="" type="checkbox"/> ]	[ ]	[ ]	[ ]	<input type="checkbox"/> Adopted as amended
_____   Patty Lumby	[ <input checked="" type="checkbox"/> ]	[ ]	[ ]	[ ]	<input type="checkbox"/> Rejected
_____ 2 Amber France	[ <input checked="" type="checkbox"/> ]	[ ]	[ ]	[ ]	<input type="checkbox"/> Tabled until _____
_____ Jeremy Eichhorn	[ <input checked="" type="checkbox"/> ]	[ ]	[ ]	[ ]	<input type="checkbox"/> Referred to _____

I, Lisa Dotter, Clerk for the Town of Grand Rapids, hereby certify that the above is a true and correct copy of a Resolution which was adopted on the 8th day of June, 2021 by the Town Board, Town of Grand Rapids, County of Wood.

Dated this 8<sup>th</sup> day of June, 2021.

By: Arne Nystrom  
Arne Nystrom, Town Chairman

By: Lisa Dotter  
Lisa Dotter, Clerk