

FINAL

**TOWN OF WHEATON
CHAPTER 38
NOTICE OF PUBLIC ACCESS ORDINANCE**

STATE OF WISCONSIN

Town of Wheaton, Chippewa County

The Town Board of the Town of Wheaton, Chippewa 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 who, 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. (attach to the ordinance a copy of the completed form).

19.34 *Notice of records access.

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 post)
_____, 2025.

The town clerk shall properly publish (or post) this ordinance as required under s. 60.80 Wis. Stats.

Adopted this ____ day of _____, 2025.

Eugene Gutsch, Town Chair

Alice Droske, Supervisor

Ken Books, Supervisor

Mark Kohls, Supervisor

Mary Rudd, Supervisor

Scott Deutscher, Town Clerk

19.34 *Notice of records access.

STATE OF WISCONSIN

Town of Wheaton. Chippewa County

The clerk of the Town of Wheaton, Chippewa County, Wisconsin, by this notice states that the clerk of the Town of Wheaton, has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Wheaton, except that elected officials are the custodians of their own records of office and chairs or vice chairs of commissions or committees of elected officials are custodians of the records of the commissions or committees.

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 of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is at 4975 County Highway T, Chippewa Falls, WI, 54729.

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 chairs of commissions or 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 chair or vice chair in accordance with the contact information designated as follows:

Town Chair email: wheaton.chair@gmail.com

Town Supervisor A email: wheaton.supervisorA@gmail.com

Town Supervisor B email: wheaton.supervisorB@gmail.com

Town Supervisor D email: wheaton.supervisorD@gmail.com

Town Supervisor E email: wheaton.supervisorE@gmail.com

Town Clerk email: wheaton.clerk@gmail.com

Town Treasurer email: wheaton.treasurer@gmail.com

Plan Commission Chair email: See town website

Plan Commission Vice Chair email: See town website

Parks Commission Chair email: See town website

Parks Commission Vice Chair email: See town website

NOTE: The town website is <https://TownofWheatonWI.gov>. For names and phone numbers of the people holding these offices go to the Departments menu and make your selection from the listing.

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STATE OF WISCONSIN

Town of Wheaton. Chippewa County

Cost of copies: \$0.25 per page (letter and legal size).

Electronic media may be used if documents are large in size: Actual cost of reproduction.

Cost of time for locating and reproduction of documents: \$50.00 per hour.

Cost of reproduction of documents of other sizes: Actual cost of reproduction by third party.

Cost of packaging, mailing and shipping: Actual cost.

Reduction or elimination of fees may be granted by the authority if determined to be in the best interest of the public.

19.35 Request form for access to or copy of public records.

STATE OF WISCONSIN

Town of Wheaton, Chippewa County

I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD
IN POSSESSION OF THE TOWN OF WHEATON, CHIPPEWA COUNTY, WISCONSIN

Description of the record(s) to be inspected and/or copies:

Is the record or part of the record requested a personnel record of a town employee?

Yes _____ No _____

II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD.

Municipal department, office, or work unit of any authority receiving request: (Include name of
person receiving request)

Was the request acted upon within 10 days of the request? Yes _____ No _____

Action taken on request:

☐ Approved

☐ Approved in part and denied in part

☐ Denied

If the requested record was a personnel record, was the town employee notified of the request?

Yes _____ No _____

Reason for fee:

If a personnel request, the date and name and address of the town employee notified in writing as
to the request and response, if any, received from the employee: