

**TOWN OF STELLA
ONEIDA COUNTY, WISCONSIN**

**RESOLUTION NO. 2021-02
RESOLUTION ON NOTICE OF FEES FOR PUBLIC RECORDS REQUEST**

WHEREAS, the Town of Stella, by this resolution, adopted the Public Records Policy Complying with Chapter 19.34 of the Wisconsin Statutes;

WHEREAS, the Town of Stella, by this resolution, adopted the fee schedule for satisfying record requests under Wisconsin Statute 19.35;

THEREFORE, the Town of Board of the Town of Stella, Oneida County does hereby resolve and order as follows:

1. The Clerk for the Town of Stella has been designated under Wisconsin Statute 19.33, as the legal custodian of the records for the Town of Stella, 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, make requests for records or obtain copies of records, and learn the costs thereof from the Town Clerk.

The Town Clerk does not maintain regular office hours at the location where the records in the custody of the Town are kept. The Town will permit access to its records upon at least 48 hours written or oral notice to the Town Clerk of the intent to inspect or copy a record of the Town.

2. The fees for satisfying records requests under Wisconsin Statute 19.35, are as follows:
 - a. If the total amount of estimated costs exceeds \$5.00, pre-payment is required;
 - b. Actual costs of copying records - \$0.25 per page;
 - c. Actual costs of locating/transcribing a record if the cost exceeds \$50.00, a fee of \$30.00 per hour will be charged;
 - d. Actual costs of shipping and mailing.

Adopted this 10th day of August, 2021.

Dave Brunette, Town Chair
Robert Goodin, Town Supervisor
Richard Hirman, Town Supervisor

CERTIFICATION

I, Stacy Schickert, Clerk of the Town of Stella, does hereby certify that the foregoing is a true copy of a resolution passed by the Stella Town Board on August 10, 2021.

Stacy Schickert, Town Clerk