

NOTICE REGARDING PUBLIC RECORDS

Except as otherwise provided in §19.36 Wis. Stats., any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35, Wis. Stats.

In accordance with §19.33 of the Wis. Stats., [Heidi Teich, Village Clerk](#), shall act as the legal Records Custodian for the Village of Sister Bay as well as the designated custodian of all records of the Village Board of Trustees and any such committees, commissions, boards or other authorities created by ordinance or resolution of the Village Board.

Requests to inspect public records may be made to Heidi Teich in her capacity as Village Clerk and Records Custodian, at the Village of Sister Bay Administration Office, 2382 Maple Dr, Sister Bay, WI 54234.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Friday, 8:00 AM to 4:00 PM. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay. An [Open Records Request Form](#) is available for written submission of your open records request.

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open-records request up to, and including, applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.35(3)(f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.

The following individuals, or designee thereof, shall be the legal custodian of records for the corresponding offices or authorities:

GENERAL VILLAGE RECORDS

HEIDI TEICH, VILLAGE CLERK

VILLAGE ASSESSOR'S OFFICE

Zach ZACHARIAS, ACTION APPRAISERS AND CONSULTANTS, INC.

VILLAGE ATTORNEY

**ATTORNEY RANDY NESBITT, Conway,
Olejniczak, and Jerry, S.C.**

BUILDING INSPECTOR

BRETT GUILLETTE, INSPECTION SPECIALISTS, LLC

WATER AND SEWER UTILITY

KARA KROLL, UTILITY CLERK