

**TOWN OF LIBERTY GROVE  
ORDINANCE 1-22  
ADOPTING NOTICE OF RECORDS ACCESS**

STATE OF WISCONSIN  
Town of Liberty Grove  
Door County

Ordinances 3-09, 1-12, and 4-12 are hereby repealed.

The Town Board of the Town of Liberty Grove, Door 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 Notice of Records Access as contained herein, 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 whom, and the methods whereby the public may obtain, information from and access to records in the town's custody; make request for town records or obtain copies of town records; and the costs thereof.

**NOTICE OF RECORDS ACCESS**

The clerk of the Town of Liberty Grove, Door County, Wisconsin, by this notice states that the clerk of the Town of Liberty Grove has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Liberty Grove, 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 town clerk maintains regular office hours of 8:30 AM 4:00 PM Monday thru Friday, except legal holidays, at 11161 Old Stage Road.

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 chairpersons of 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 chairperson in accordance with the contact information designated as follows:

Office of Town Clerk    Anastasia Bell

11161 Old Stage Road, Sister Bay 54234  
Phone: 920-854-2934  
Fax: 920-854-7366  
Email: tlibertygrove@gmail.com

The following are the fees for satisfying record requests under s. 19.35, Wis. Stats.:

- a. Photocopy and photocopy processing \$ 0.20 per page
- b. Locating a record if the cost is more than \$50 Actual hourly charge for town staff to find and copy said record
- c. Copying meeting to CD \$5.00
- d. Shipping and mailing paper or audio copies \$5.00 minimum or actual cost, whichever is greater
- e. Copying meetings to memory stick Market price (of memory stick)
- f. Transcription of professionally recorded meeting Actual cost, plus shipping

Implementation

This ordinance shall become effective upon passage and posting according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the 2<sup>nd</sup> day of February, 2022.

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John Lowry, Chairman

*I, Anastasia P. Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an ordinance which was adopted at a properly noticed, regular meeting, held on the 2<sup>nd</sup> day of February, 2022 by the Liberty Grove Town Board.*

*Dated this 2<sup>nd</sup> day of February, 2022.*

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*Anastasia P. Bell, Clerk/Treasurer*