



**NOTICE OF RECORDS ACCESS
TOWN OF SEVASTOPOL
Door County, Wisconsin**

STATE OF WISCONSIN)
COUNTY OF DOOR)

The Clerk of the Town of Sevastopol, Door County, Wisconsin, by this notice states that said Clerk has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Sevastopol, 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 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 maintains regular office hours at the Sevastopol Town Hall located at 4528 State Highway 57, Sturgeon Bay, Wisconsin, the location where records in the custody of the town clerk are kept. Normal office hours are Monday through Friday from 8:00 a.m. until 4:30 p.m. (exception Tuesday mornings by appointment). Also, the clerk may be away from the office due to commitments outside of the office (meetings, training, etc.) or vacation time. 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.

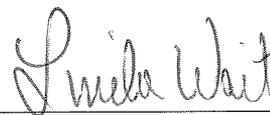
As required under s. 19.34 (1), Wis. Stats., each Town Local Public Office is listed below. The public may obtain information and access to records in the custody of appointed and elected officials and chairpersons of committees as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the appointed or elected official or chairperson in accordance with the contact information designated as follows:

Local Public Office	Office Holder	Contact Information
Clerk/Treasurer (appointed)	Linda Wait	Telephone: (920) 746-1230 office
Chairman	Leo W. Zipperer	Telephone: (920) 743-6355
Supervisors	Dan Woelfel John Staveness Dick Weidman Chuck Tice	Telephone: (920) 743-8686 Telephone: (920) 743-9738 Telephone: (920) 743-7923 Telephone: (920) 743-4790
Building & Property Committee Chairman	Dan Woelfel	Telephone: (920) 743-8686
Fire & Rescue Committee Chair	Dan Woelfel	Telephone: (920) 743-8686
PEG Cable Access Committee Chairman	Dick Weidman	Telephone: (920) 743-7923
Plan Commission Chairman	John Staveness	Telephone: (920) 743-9738
First Responders Chairman	Justin McDonald	Telephone: (920) 495-0039
Property Management Chairman Tourism Zone Commission Info	Chuck Tice	Telephone: (920) 743-4790
Dam, Park & Rec Board Chairman	Tony Haen	Telephone: (920) 333-0135

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

See attached Resolution No. 04-2005 TB "Administrative & Associated Costs" adopted on June 20, 2005 by the Town Board of Supervisors.

Updated this 18th day of August, 2014.



Linda D. Wait, Clerk
Town of Sevastopol, Door County WI

4528 State Highway 57, Sturgeon Bay WI 54235
Phone: (920) 746-1230 Fax: (920) 746-1245
www.townofsevastopol.com email: office@townofsevastopol.com

* *Note: "Local public office" is defined in s. 19.32 (1) (dm), Wis. stats., as:*

19.32 (1dm) "Local public office" has the meaning given in s. 19.42 (7w), and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in s. 111.70 (1) (i).

And "local public office" is defined in s. 19.42 (7w), Wis. stats., as:

19.42 (7w) "Local public office" means any of the following offices, except an office specified in sub. (13):

- (a) An elective office of a local governmental unit.
- (b) A county administrator or administrative coordinator or a city or village manager.
- (c) An appointive office or position of a local governmental unit in which an individual serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.
- (cm) The position of member of the board of directors of a local exposition district under subchapter II of chapter 229 not serving for a specified term.
- (d) An appointive office or position of a local government which is filled by the governing body of the local government or the executive or administrative head of the local government and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action or a position filled by an independent contractor.

Town of Sebastopol
Resolution No. 04 - 2005TB

"Administrative & Associated Costs"

To the Town Board of Supervisors:

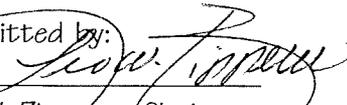
Whereas, the associated costs for services by the Town require periodic review with adjustments thereto, the responsibility of the Town Board, and

Whereas, the requests for services continue to increase with said services deemed to be in addition to those normally provided by the Town with added costs

And whereas, the administrative and associated costs do not uniformly pertain to all residents of the Town

Now, therefore be it resolved, that the following charges become effective October 01, 2005 with the attached list of those charges incorporated by reference

Be it further resolved, that all fees and schedule of costs previously established by Resolution be hereby rescinded.

Submitted by:


Leo W. Zipperer, Chairman

I Linda D. Wait, Clerk/Treasurer for the Town of Sebastopol hereby certify that the above is a true and correct copy of a Resolution that was adopted on the 20 day of June 2005 by the Town Board of Supervisors.



(signature)

* attachment to resolution 04-2005 - administrative costs *

The actual cost for publishing of legal notices as required by law and as charged to the Town will become the cost of the applicant requiring said publication

- \$25.00 per hour "research fee" by Clerk/Treasurer
- \$5.00 service fee for processing of:
 - > holding tank permits
 - > replacement 'emergency' road signs
 - > processing of licenses
 - liquor, beer, wine, picnic
 - beverage server
 - cigarette sales
- 10% additional charge to the total amount due for:
 - > Sanitary sewer assessment
 - > Special assessments
 - > Assessors Plat
 - > Personal Property collections
 - > work for others
 - culverts purchased through the town
 - plowing, sanding or dust oiling of driveways
- Copies:
 - > Video tapes less than 2 hours in length \$12.00
 - > Video tapes more than 2 hours in length \$24.00
 - > Audio tapes \$ 5.00
- photo copies: (per page / black & white)
 - > 8 1/2 x 11 \$.35
 - ~~8 1/2~~ > 11 x 14 .55
 - > 14 x 17 1.00
 - color copies at actual reproduction cost