

## Village of Fox Point

### NOTICE OF PUBLIC RECORDS ACCESSIBILITY

(State Statute 19.34 (1) Procedural Information)

#### Roster of Municipal Officials

Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of such record as provided in Wisconsin Statutes 19.34

The following Department Heads are designated as records custodians for the respective departments:

<b>Officials/Department Directors</b>	<b>Responsible Department</b>
Scott Botcher, Village Manager	Administrator's Office
Kevin Ausman, Assistant Village Manager	Administrator's Office
Kelly Meyer, Village Clerk/Treasurer	Clerk (Alcohol Licensing and Elections)
Scott Brandmeier, Director of Public Works/Engineer	Public Works Department
Michael Rakow, Building Inspector	Inspections Department
Chris Freedy, Police Chief	Police Department

As it is impractical to name every record available in each Department, only the Department and the Official Custodian for the records of that Department of the Village are listed above.

Public Records may be requested, inspected and copies obtained during the regular business hours of the various Departments as indicated herein:

#### **Village Hall/7200 N Santa Monica Blvd, Fox Point, WI 53217**

*(Administration, Clerk/Treasurer, Inspection and Public Works Department)*

8:00 a.m. to 4:00 p.m. Monday-Thursday, 8:00 a.m. to 12:00 p.m. Friday, excluding holidays

#### **Fox Point Police Department/7300 N Santa Monica Blvd, Fox Point, WI 53217**

8:00 a.m. to 4:00 p.m. Monday-Thursday, 8:00 a.m. to 12:00 p.m. Friday, excluding holidays

Police Services - 24 hours

“Pursuant to the requirements of §19.34(1), Wis. Stats., the following is a list of the holders of any “local public office” as that term is defined and used therein:

Village President, as elected	Village Public Works Director
Village Trustees, as elected	Village Clerk/Treasurer
Village Manager	Village Building Inspector
Village Assistant Manager	Village Police Chief



**PUBLIC OPEN RECORDS REQUEST FORM**  
**Village of Fox Point**  
**7200 N Santa Monica Blvd, Fox Point, WI 53217**  
**414-351-8900**

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pick up in compliance with Wisconsin State Statute Sec. 19.35(4). If no phone number is provided, response will be left for pick up to a period of 7 days.

Date of Request: \_\_\_\_\_ Requestor's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Specific Records Requested** \_\_\_\_\_

(If more space for writing is required, please use the back of the Public Open Records Request Form.)

Please note: A request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request. (19.35(1)(i) Wis. Stats. You are being asked to provide the information on a voluntary basis and as a means to facilitate your request. Thank you.

**APPLICABLE FEES (Per Village Ordinance, 63-6 (K-O), Miscellaneous fees)**

<b>DESCRIPTION OF APPLICABLE FEES (Per Village Ordinance, 63-6 (K-O), Miscellaneous fees)</b>
Electronic format data by e-mail - Free
Mailing electronic format data – Actual cost incurred by the Village
Mailing Electronic format data on labels – Actual cost incurred by the Village
Photocopy of 8 ½ x 11 or 8 ½ x 14 – Black & White (\$.25 each)
Photocopy of 11 x 17 – Black & White (\$.25 each)
Photocopy of 8 ½ x 11 or 8 ½ x 14 – Color (\$.25 each)
Photocopy of 11 x 17 – Color (\$.25 each)
<i>**Photocopies different than the specifications above, requestor shall pay the actual, necessary and direct cost to the Village, as determined by the Village Clerk/Treasurer. **</i>

**To be completed by Custodian of Records.**

Date & Time request received: \_\_\_\_\_ Date & Time action completed: \_\_\_\_\_

Action taken on request:    ( ) Approved            ( ) Approved in part & denied in part            ( ) Denied

Reason for denial: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Name & Title of Custodian/Deputy Acting on Request: \_\_\_\_\_