

VILLAGE OF NEWBURG

NOTICE OF PUBLIC RECORDS ACCESSIBILITY

(State Statute 19.34(1) Procedural Information)

Except as otherwise provided, any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.34, Wisconsin Statutes, and Chapter 34 of the Village of Newburg Code of Ordinances.

The following department heads are designated records custodians for their respective departments:

Rick Goeckner, Village Administrator/Clerk/Treasurer
Scott Yanke, Police Chief
Les Ahrens, Village Assessor - Grota Appraisal

As it is impractical to name every record, only the department and the official custodian for the records of that department of the Village are listed above. If you are interested in a specific record, please ask the office staff of the Village for information on which department has that record.

Requests to inspect public records may be made to the above listed departments at Newburg Village Hall, 614 Main St West Bend (Newburg), WI 53090

Public records may be requested, inspected and copies obtained during normal business hours Monday through Friday, 9:00 A.M. to 5:00 P.M. at 614 Main St. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Note: some assessment records may be kept offsite by Grota Appraisal at their central business office.

The cost of photocopying shall be twenty-five cents (\$.25) per page, which has been calculated to be the actual, necessary and direct cost of reproduction. Pursuant to *Osborn v. Bd. Of Regents*, 254 Wis.2d 266 (2002), a records custodian may charge for all the costs of complying with an open records request. In some cases, such response costs may go beyond simply copying a requested record.

All public records requests are subject to Chapter 34 of the Village of Newburg Code of Ordinances (Public Records). Questions regarding implementation of this ordinance or the Wisconsin Open Records law should be referred to the Village Attorney.

Pursuant to the requirements of 2003 ACT 47, the following is a list of the holders of any "local public office" as that term is defined and used therein:

Board President Mike Heili	Trustee Jeff Camlin
Trustee Amy Juech	Trustee Bill Cording
Trustee Ann Baumann	Trustee Al Wollner
Trustee Jenny Strohmeier	Scott Yanke, Police Chief
Rick J. Goeckner, Administrator/Clerk/Treasurer	Bill Waech, DPW Superintendent
Chrissie Brynwood, Accountant/Deputy Clerk	Paul Becker, Waste Water Superintendent
Walt Grotelueschen, Building Inspector/Zoning Administrator	