

TOWN OF MARTELL, PIERCE COUNTY, STATE OF WISCONSIN

Ordinance 2025 - 04

Custodian of Records Assignment and Duties

The Board of the Town of Martell, Pierce County Wisconsin, by this notice states that the clerk of the Town of Martell has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Martell, 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 does not maintain regular office hours at the location where records of the Town are kept. 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. The location of the records in the custody of the clerk is W5581 800th Ave, Spring Valley, WI.

As required under s. 19.34 (1), Wis. stats., the 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:

Robin Boles, Town Clerk
W5581 800th Ave
Spring Valley, WI 54767
clerk@tn.martell.wi.gov
715-317-1395

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

Actual copying costs at \$0.20/page plus labor in excess of 1 hour billed at the rate of \$16/hr for locating; reproduction and transcription; photographing and photographic processing; and mailing or shipping.

As required under Wis. Stat. § 19.35(4)(a), Records requests will be responded to "as soon as practicable and without delay," which is generally within 10 days, as per The Wisconsin Department of Justice (DOJ).

Adopted this 12 day of August 2025

The vote upon the Ordinance was recorded as follows:

Number of Supervisors in favor of the Ordinance: 3

Number of Supervisors opposing the Ordinance: 0

DATE: 8.12.25

Dale Braithol
Dale Braithol, Town Chair

Robin Boles
Robin Boles, Town Clerk

Posted at the following locations:

Martell Town Hall

Martell Town Shop

Martell Town Recycling Center

File Copy