

**TOWN OF MARTELL, PIERCE COUNTY, STATE OF WISCONSIN**

Resolution 2025 - 03

Setting Public Records Access Fees

The Town Board of the Town of Martell, Pierce County, Wisconsin, by this resolution, 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, resolves and orders as follows:

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

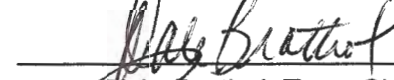
The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. stats.

Dated this 12 day of August, 2025


The vote upon the Resolution was recorded as follows:

Number of Supervisors in favor of the Resolution: 3

Number of Supervisors opposing the Resolution: 0

  
\_\_\_\_\_  
Dale Brathol, Town Chair

DATE: 8.12.25

  
\_\_\_\_\_  
Robyn Boles, Town Clerk

Posted at the following locations:

Martell Town Hall

Martell Town Shop

Martell Town Recycling Center

File Copy

**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

**TOWN OF MARTELL**  
**NOTICE FOR PUBLIC RECORDS ACCESS**

As required under Wisconsin Statutes, the Town of Martell provides access to public records in accordance with the law. The public may request access to, inspect, or obtain copies of records maintained by elected officials and chairpersons of committees of elected officials, who serve as custodians of their own office records.


Requests may be directed to the designated Custodian of Records as follows:

**Robin Boles, Town Clerk**

W5581 800th Ave

Spring Valley, WI 54767

 [clerk@tn.martell.wi.gov](mailto:clerk@tn.martell.wi.gov)

 715-317-1395

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.

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**FEES FOR PUBLIC RECORDS REQUESTS**

In accordance with s. 19.35, Wis. Stats.:

- **Copying Costs:** \$0.20 per page
- **Labor:** \$16.00/hour for locating, reproducing, transcribing, photographing, and processing records (only for time exceeding 1 hour)
- **Mailing or Shipping:** Actual cost of delivery

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For further information or to make a request, please contact the Town Clerk at the information provided above.

*This notice is posted in compliance with Wisconsin Public Records Law.*

**I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD IN POSSESSION OF THE TOWN OF MARTELL, PIERCE COUNTY, WISCONSIN.**

Description of the record(s) to be inspected or copied, or both:

**Please note:** A request "is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request." (s. 19.35 (1) (h), Wis. stats.) The request may be made orally, but a request must be in writing before an action to enforce the request is commenced under s. 19.37, Wis. stats.

Is the record or part of the record requested a personnel record of a town employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Please note:** A request may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." (s. 19.35 (1) (i), Wis. stats.)

**II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD.**

Municipal department, office receiving request (Include name of person receiving request):

Was the request acted upon within 10 days of the request? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Please note:** For a denial, attach a copy of any statement of the reasons denying access to, a copy of, or other information contained in any public record covered by this request. If the request for the record was in writing, the denial determination is subject to review by mandamus under s. 19.37 (1), Wis. stats., or upon application to the attorney general or a district attorney (s. 19.37 (4), Wis. stats.).

If the requested record was a personnel record, was the town employee notified of the request?

Yes \_\_\_\_\_ No \_\_\_\_\_\*

**Please note:** If a personal record request, the date and name and address of the town employee notified in writing as to the request and response, if any, received from the employee:

Reason for fee:

**\*Note:** See s. 19.356, Wis. stats.

**TOWN OF MARTELL, PIERCE COUNTY, STATE OF WISCONSIN**

Ordinance 2025 - 05

Notice of Records Requested Access

The Town Board of the Town of Martell, Pierce 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 attached Notice of Records Access, 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 requests for town records, or obtain copies of town records, and the costs thereof, and the attached to this ordinance is so adopted. [*Attach to the ordinance a copy of the completed form.*]

The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public.

This ordinance is effective on August 13th, 2025.


The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 12 day of August 2025

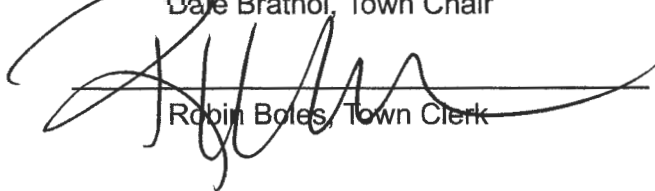
The vote upon the Ordinance was recorded as follows:

Number of Supervisors in favor of the Ordinance: 3

Number of Supervisors opposing the Ordinance: 0

  
\_\_\_\_\_  
Dale Brathol, Town Chair

DATE: 8.12.25

  
\_\_\_\_\_  
Robin Boles, Town Clerk

Posted at the following locations:

Martell Town Hall

Martell Town Shop

Martell Town Recycling Center

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