

Village of Elmwood Park, Racine County, Wisconsin

PUBLIC NOTICE is given to all persons in the Village of Elmwood Park, that a PUBLIC HEARING will be held on August 14, 2014, at 6:00 p.m. at 3131 Taylor Avenue, Building 3, Racine, WI, to solicit comments on the proposed changes to Chapters II of the municipal codes.

These revisions update Chapters II by adding:

2.10 GOVERNING BODY DUTIES AND ACTION GUIDELINES

The presiding officer, Village President, shall appoint trustees to such duties and committees as may be necessary to afford the village a smooth running government entity. Terms of the appointments shall be dictated by completion of the task or re-appointment by the Village President. When performing task, the trustee assigned shall attend all meetings relevant to the task, meet with contractors, procure bids, and report all findings to the Governing Body for action. Reports to the body should be written and contain all findings and recommendations.

2.11 VILLAGE CLERK REQUEST GUIDELINES

The Village of Elmwood Park wishes to be transparent in regards to records retained by the custodian of the records, the clerk/treasurer. To process request as soon as practicable and without delay guidelines are hereby established.

(1) Open Records Request

The Wisconsin public records law authorizes requesters to inspect or obtain copies of "records" maintained by government "authorities." The identity of the requester or the reason why the requester wants particular records generally does not matter for purposes of the public records law. Records are presumed to be open to inspection and copying, but there are some exceptions. Requirements of the public records law apply to records that exist at the time a public records request is made. The public records law does not require authorities to provide requested information if no responsive record exists, and generally does not require authorities to create new records in order to fulfill public records requests.

(a) A written or oral request shall be made to the custodian of the records by:

Calling the Village Clerk/Treasurer	262-554-7818
Mailing a request to:	Clerk/Treasurer
Forms are available on the Village Website:	vil.ep.wi.us
E-mailing a request to:	Clerk/Treasurer

(b) Inspection of records shall be made to the Village Clerk/Treasurer and require a 48 hour notice. Records may be inspected at the Village Hall, 3131 Taylor Avenue, Racine, WI, Building 1.

(c) The record request shall be completed or denied as soon as practicable and without delay. The Village of Elmwood Park Clerk/Treasurer, the custodian of the records, is a part time position and may require up to 21 days to complete or deny the request.

(d) Fees:

.50 per sheet for copies (Only standard size copies 8.5 x 11 are available)
Actual and direct cost of mailing or shipping of a record which is mailed or shipped to the requester.
An additional fee may be imposed for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50.00 or more.

2.12 VILLAGE ATTORNEY

No individual, except for the president, shall meet with the village attorney without the consent of two-thirds of the members of the governing body.

Ordinance revisions are on file for review in the office of the village clerk.

All persons interested are invited to attend this hearing and be heard. Written comments may be submitted to:

Village of Elmwood Park
Thomas Mills, President
3131 Taylor Avenue, Unit 1
Racine, WI 53405

Barbara McNulty
Clerk/Treasurer
Village of Elmwood Park