



REPORT TO APC

ITEM NAME:	Discussion and Possible Approval: Update Village of Kronenwetter Fee Schedule for Public Records Reproduction Fees
MEETING DATE:	August 15, 2023
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	
STAFF CONTACT:	Clerk Bobbi Birk-LaBarge
PREPARED BY:	Clerk Bobbi Birk-LaBarge

ISSUE: Updated Fee Schedule for Public Records Reproduction Fees

OBJECTIVES: To update compliance with Wisconsin Department of Justice under Wisconsin law Wis. Stat 19.35(3)(a)

ISSUE BACKGROUND/PREVIOUS ACTIONS: Updated fee schedule for the Village of Kronenwetter to come compliant with state statutes

PROPOSAL: Change the price charged for copies from \$.25 to \$.15, add the wording “black and white” to those charges. Adding colored copy pages and a price of \$.25 paper copy to cover the cost of our ink. Changing the wording of the header from “Public Records Reproduction Fees” to “Public Records Request Fee Schedule Estimates” because if an extraordinary expense is involved, that is still an actual, necessary, and direct cost. Some requests cost a lot more than others. Adding the lowest hourly rate of staff time at the rate of \$22.51 so it is written and defined. And adding additional language as proposed on the updates fee schedule versus the language under the fee schedule we currently have.

This is a guide to fees, but it is no guarantee of what they will be because that depends on the request.

ADVANTAGES: More defined rates and costs for the person seeking the open records request and will generate more revenue

DISADVANTAGES: N/A

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) N/A

RECOMMENDED ACTION: Accept the proposed fee schedule and forward to the village board for approval.

OTHER OPTIONS CONSIDERED: Keeping the one we have

TIMING REQUIREMENTS/CONSTRAINTS: ASAP

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly): VOK's current fee schedule, VOK's proposed fee schedule