



Public Records Notice

City of Menomonie

The City Clerk's office is responsible for a variety of supervisory and administrative duties in maintaining official records, conducting elections, and duties set forth by state statute and city ordinances. The City Clerk shall act as legal custodian for the City Council and for any committees, commissions, boards or other authorities created by ordinance or resolution of the City Council.

"Local public office" positions include the Mayor, City Administrator, City Clerk, City Attorney, City Treasurer/Comptroller, City Weed Commissioner, City Street Superintendent, City Water Superintendent, City Wastewater Superintendent, City Public Works Director, City Park/Recreation Director, City Chief Building Inspector, City Health Officer, City Chief of the Police Department, City Chief of the Fire Department, Director Menomonie Public Library, and members of the City Council.

Dates and Places at Which Public Records May Be Obtained

The public may obtain information and access to records by making requests either in writing or in person to Kate Martin, City Clerk, 800 Wilson Avenue, Menomonie, WI 54751, during regular office hours. Regular office hours are between 8:30 a.m. to 4:30 p.m. Monday through Thursday, and 8:30 am to 12:00pm Friday, holidays excluded.

If the City Clerk is not present, information and access to records may be obtained from city staff, who are authorized to act as legal custodian in the City Clerk's absence.

Costs

A fee will be imposed upon the requester for the actual, necessary and direct cost of:

1. Reproducing and transcription of the record including digital to a physical record;
2. Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
3. Mailing or shipping of any record of photograph to the requester; and
4. Locating a record if the actual, necessary and direct cost of locating the record exceeds \$50.00.

Fees for photocopying shall be charged as outlined on the attached fee schedule when exceeding a minimum of \$1.00. Prepayment may be required for requests if the total exceeds \$5.00.

Fees for Voter Data - to be paid in advance:

The following pricing structure is set by the Wisconsin Election Commission

- Copy of voter data is \$25.00 plus \$5 per 1,000 voter names, rounded to the nearest thousand.
- The price for data includes mailing costs.
- Voter Data may also be obtained at <https://badgervoters.wi.gov/>.

Transcription fees: \$5.00/page

If the anticipated cost for items 1 - 3 exceed \$5.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

If the anticipated location cost exceeds \$50.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.



Wisconsin Department of Justice
Office of Open Government

“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule

Hard Copies	Includes any paper records provided by: <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	\$0.0135 per page (black and white) \$0.0632 per page (color) Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
Electronic Copies	Includes any electronic records provided by: <ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i>
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.	Cost of physical medium: DVD (each): \$0.13 (4.7 GB) Flash drive (each): \$5.02 (8 GB) \$6.53 (16 GB) \$10.08 (32 GB) \$18.52 (64 GB) \$32.21 (128 GB) \$53.81 (500 GB) \$60.14 (1 TB) \$74.83 (2 TB) Fee calculation: Cost of physical medium used
	Digital to Physical Includes copying records already in digital format onto physical medium for distribution.	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i>
	Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).	\$22.54 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i> State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to change, currently \$3.05 per box) Fee calculation: staff time; cost from the State Records Center
Location Fees	May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.	

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.



City of **MENOMONIE**

clerk@menomonie-wi.gov

(715) 232-2221 Ext 1006

800 Wilson Avenue

Menomonie, WI 54751

Date _____ Time _____

I _____,
(print name) (street address)

(city, state, and zip code)

Home phone _____

Work phone _____

Email _____

hereby request copies of the following City records:

I understand that I will be charged when exceeding a minimum of \$1.00 in accordance with the Department of Justice public records request fee schedule for any hard or electronic copies and that additional research charges may be incurred if requested records are of an antiquated nature.

I understand that copies will be provided to me as soon as practicable and without delay.

Signature of requester

Official Use Only Request Status Tracker:

Date Received at Clerk's Office

Paid [] Started [] Pending [] Complied [] Paid [] Sent []

If pending, why? : _____

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Deposit Receipt # _____