

the new squad is expected within the next month.

PLAN COMMISSION: Mr. Frank reported the following:

- 1) Discussion of lot division for Earl Vogt. The Plan Commission did not approve the division at this time pending clarification of the validity of a deed restriction.
- 2) Oconomowoc Auto Parts requests approval for 2 signs on their building. A sketch of the building with dimensions of the signs and their location on the building must be submitted before permission is given.
- 3) Discussion on annexation of the Laluminiere area. The issue is pending.
- 4) Discussion on a possible maintenance ordinance. Mr. Lowry will draft a sample ordinance.
- 5) Discussion regarding having Architectural Control Board approval of new permanent signs in addition to Plan Commission approval.
- 6) A question about spring clean-up with no date set.

CLERK: The Clerk presented an application for a bartender's license for Sally Reich, age 46, employed at Classic Lanes. All requirements are fulfilled and the license will expire on June 30, 1983. Mr. Meyer moved for approval of issuance of the license, seconded by Mr. Frank and CARRIED.

ATTORNEY: Mr. Lowry stated he will not be able to attend the April Plan Commission meeting. He has been working on the Village maintenance ordinance and has done some research on the Earl Vogt property.

Mr. Lowry has reviewed requirements of the revised Wisconsin Public Records law. The law recommends that an officer be appointed to serve as official legal custodian of the municipality and suggests the government body designate those individuals who have ready access to records which might be requested. In addition to the written designation, the municipality must adopt a notice which includes a general description of the duties of the custodian and where, how and when the custodian may be contacted. The notice must be provided to the general public and to all employees of the government body. By statute, the cost of locating records is set at the actual time spent by the Village representative, if the cost exceeds \$50.00. Unless a resolution is adopted, no fee can be charged. Mr. Lowry stated anyone can request a public record but there is some question as to what does and does not constitute a public record. Mr. Lowry proposed a resolution be adopted and notice be posted on the bulletin boards to notify the public as follows:

Notice  
Public Records

The Board of Trustees for the Village of Oconomowoc Lake do hereby resolve:

The Village Administrator and the Village Clerk of the Village of Oconomowoc Lake have been designated by the Board of Trustees as the official legal custodians of the records of the municipality. The legal custodians are responsible for maintaining the official records of the municipality.

Your Village Administrator may be contacted at the Village Hall during normal daytime hours, or he may be contacted as follows:

Mr. Richard Riehle, Village Administrator  
35328 W. Pabst Road  
Oconomowoc, WI 53066  
Phone: 567-5301

Your Village Clerk may be contacted as follows:  
Mrs. Avis Miller, Village Clerk  
35328 W. Pabst Road  
Oconomowoc, WI 53066  
Phone: 567-2556

Records will be made available for inspection at the Village Hall during normal daytime hours. However, it is suggested that persons desiring to inspect Village records contact the Administrator or the Clerk and schedule an appointment. At least 48 hours written or oral notice is requested.

The following charges will be made at the time of the inspection:

Copies	\$0.25 per page
Postage	Actual costs incurred
Cost of Locating	Actual time spent by the Village representative, if the cost exceeds \$50.00

BOARD OF TRUSTEES, VILLAGE OF OCONOMOWOC LAKE

Mr. Frank moved the resolution be adopted, seconded by Mr. Johnson and CARRIED.

There followed further discussion regarding how to determine costs of locating records and whether an arbitrary figure per hour should be set. On motion by Mr. Johnson, seconded by Mr. Meyer and CARRIED, the following resolution was adopted:

The Board of Trustees for the Village of Oconomowoc Lake do hereby resolve:

No charge will be made for searching and locating records requested by the public unless the actual cost exceeds \$50.00. To determine actual cost of time spent by a Village representative, a fee of \$15.00 per hour will be used.

BOARD OF TRUSTEES, VILLAGE OF OCONOMOWOC LAKE

Mr. Lowry asked the Clerk to keep a copy of the resolutions in the minute book with certification showing when they were posted.

COMMUNICATIONS: Mr. Roberts reported the following:

1) A request from United Way seeking recommendations for members for the Board of Directors and the Allocations Panel. If anyone is interested in making a recommendation, Mr. Roberts will give them the paper work which must be filled out.

2) Notification from State of Wisconsin regarding a Governor's Conference on Disaster Preparedness.

3) If anyone is interested, President Roberts will circulate a news letter from Wisconsin Preservation and National Register of Historic Places.

MISCELLANEOUS: Mr. Johnson commented the 1982 inflation rate ended up at 3.8% so the 6% raise given to police officers in the 1983 budget is in line. A survey of surrounding municipalities regarding police salaries and evaluation of fringe benefits will be undertaken before work begins on next year's budget.