

Title I – Chapter 6

Meetings and Records

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6.01 **Meetings.**

- (1) Regular. Regular meetings of the Village Board shall be held on the first and third Monday of each calendar month commencing at 6:00 pm, or at such other time as shall be determined by the Village Board. Any regular meeting falling on a legal or office holiday shall be cancelled or rescheduled by a majority vote of the Village Board to another date at the same time and place.

is hereby amended to provide as follows:

6.01 **Meetings.**

- (1) Regular. Regular meetings of the Village Board shall be held on the second and fourth Monday of each calendar month commencing at 6:00 pm, or at such other time as shall be determined by the Village Board. Regular meetings of the Committee of the Whole shall be held on the fourth Monday of each calendar month. Meetings of the Village Board may be held immediately after Committee of the Whole meetings in order to allow the Village Board to act on items discussed at the Committee of the Whole. Any regular meeting falling on a legal or office holiday shall be cancelled or rescheduled by a majority vote of the Village Board to another date at the same time and place.

(2) Special.

- (a) Special meetings of the Village Board may be called by any four trustees in writing, filed with the Village Clerk at least 48 hours prior to the time specified for such meeting. The Village Clerk shall immediately notify each trustee of the time and purpose of such meeting by causing a written notice thereof to be mailed or delivered to each trustee personally.

- (b) Special meetings may be held without such notice pursuant to § 19.84, Wis. Stats., when all members of the Village Board are present in person, or consent in writing to the holding of said meeting, such written consent to be filed with the Village Clerk prior to the beginning of the meeting. Special Board meetings should be avoided whenever possible.

(3) Closed Sessions.

- (a) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided by § 19.85, Wis. Stats. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for the following purposes:

1. Deliberating after any judicial or quasi-judicial trial or hearing (§ 19.85(1)(a)).
2. Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to a final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and paragraph 6., below, do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held (§ 19.85(1)(b)).
3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (§ 19.85(1)(c)).
4. Considering specific applications of probation or considering strategy for crime detection or prevention (§ 19.85(1)(d)).
5. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (§ 19.85(1)(e)).

6. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph 2., above, applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (§ 19.85(1)(f)).
 7. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (§ 19.85(1)(g)).
 8. Consideration of requests for confidential written advice from the ethics board under § 19.46(2), or from any local government ethics board (§ 19.85(1)(h)).
- (b) No governmental body may commence a meeting, subsequently convene in closed session, and thereafter reconvene again in open session within 12 hours after completion of the closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session (§ 19.85(2)).
- (4) Place. All meetings of the Board, including special and adjourned meetings, shall be held at the Village Hall unless, due to some emergency, a meeting cannot be held there or unless all trustees are reasonably notified of a change in place of meeting and a notice posted prior to said meeting on the Village Hall door informing the public as to when and where the meeting is being held.
 - (5) Quorum. Four trustees must be present to constitute a quorum for doing business. But the board may, in the absence of a quorum by a majority vote of those present, but by less than three affirmative votes, adjourn to a specific date and hour.
 - (6) Public. All meetings shall be open to the public, except as provided in (3), above.
 - (7) Meeting Days and Hours. Village Board, Commission and Committee Meetings shall not be in session between the hours of 10:00 p.m. and 8:00 a.m. or on Holidays, with the exception of Emergency Meetings. Public Hearings and Presentations may be scheduled for weekends.
 - (8) Discipline of Members. This Section shall apply to elected and appointed Board, Committee and Commission members, and shall govern the actions that may be taken by such Boards, Committees and Commissions to control and discipline their membership as required by circumstances in accordance with Wisconsin Statutes § 61.32, which states "The board has power to preserve order at its meetings, compel attendance of trustees and punish nonattendance and it shall be judge of the election and qualification of its members," and § 61.34. Control and Discipline may be maintained through five levels of sanctions. Although not specifically required,

sanctions taken against an individual will normally proceed from lowest to highest level in order.

- (a) This Ordinance is not intended to limit the exchange of ideas and information by trustees and committee/commission members that are necessary for the effective and efficient operation of Village government.
- (b) Actions covered. Interpretation of actions requiring sanction is subjective in nature and the need for sanctions under this Section is entirely dependant upon the will and judgment of the body.
 - 1. Disruptive behavior
 - 2. Offensive behavior
 - 3. Neglect of duty

Members initiating sanctions under this Section should use one of the terms listed above in identifying the justification for the sanction being considered under this section.

- (c) Minor Sanctions. Levels 1 through 3 may be taken by anybody that is a subset of, or appointed by, the Village Board. Levels and actions to be taken are:
 - 1. Level 1. A member of the body expresses the opinion that an action by another member is disruptive or offensive, or that the member has neglected specific responsibilities. No record is maintained of this sanction.
 - 2. Level 2. A member asks that the chair/president act to control behavior that is offensive or disruptive. No record is maintained of this sanction.
 - 3. Level 3. A member asks that the body vote to impose a verbal sanction by entering a motion for consideration stating that the body finds an activity disruptive, offensive or that the member has neglected assigned duties. A motion under this subsection shall be passed by a simple majority of a quorum present, and shall be recorded in the minutes of the body.
- (d) Major Sanctions. Sanction levels 4 and 5 shall only be taken by action of the Village Board, and shall require a two-thirds (5 votes in favor) majority of the entire Board, taken as a roll call vote. Subcommittees of the Village Board or citizen committees, board or commissions of the Village shall refer major sanctions to the Village Board for consideration.
 - 1. Level 4. The Village Board adopts a resolution for a sanction against an official for offensive or disruptive action, or for neglect of duty. The specific action or

actions being corrected will be clearly stated in the resolution. [a sample resolution is at 1.05(8)(g), but other resolution language may be used instead]

2. Level 5. The Village Board adopts a resolution imposing a fine of 1/6 of the official's Village salary for the quarter of the year in which the offense occurred or for the next quarter if that quarter's salary has already been paid to the official at the time the sanction is imposed. For citizen members of committees so corrected, a fine shall not be imposed. Instead, the Village Board will consider removal of the person from his/her official position(s) with the Village.

(e) Missed meetings.

1. Members present and absent shall be recorded by the secretary of the body at all Board, Committee and Commission meetings.
 - i. Members absent shall be noted as either excused or not excused.
 - ii. Absences by any member without prior notice to the Clerk, Administrator, or another member shall be recorded as unexcused, but may be reversed to an excused absence when minutes are approved, if extenuating circumstances warrant such change.
2. Sanctions go to level 4 for missing more than 50% of total meetings the official had been scheduled for in any calendar quarter. The specific number of meetings for which the official has been scheduled during the period, and the specific number for which unexcused absences were recorded shall be noted in the resolution.
3. Sanctions shall be at level 5 for a second quarter of missed meetings as described above. Citizen members shall be considered for removal at level 5.

(f) Sample Resolution. (follows on next page)

Village of Poynette

Resolution ___ - ___

Sanctioning a Village Official for Violation of Section 1.05(8) of Village Ordinances

WHEREAS, Wisconsin Statutes §61.32 states “The board has power to preserve order at its meetings, compel attendance of trustees and punish nonattendance and it shall be judge of the election and qualification of its members,” and;

WHEREAS, the Village Board feels strongly that irresponsible actions by elected or appointed officials of the Village impede good government and establish an unhealthy relationship between the governmental bodies of the Village and its citizens, and;

WHEREAS, it is therefore the stated desire of the Village Board that officials elected or appointed to positions on Village Boards, Commissions, Committees or Panels act responsibly in carrying out their duties to the public;

NOW, THEREFORE, BE IT RESOLVED that, _____, (name)

a member of the _____ of the Village of Poynette,

shall be sanctioned by the Village Board for the following actions:

(Always include specific mention of dates and actions that warrant sanction)

Let it be known that (s)he is hereby adjured to conform to the behavior expected of an official of the Village of Poynette or face the possibility of further sanction by this Body.

Dated this ____ day of _____, 2____.

(VILLAGE SEAL)

Village President

Village Clerk

- (g) This Section is not meant to limit or prevent the Village from imposing any other sanctions, penalties or punishments allowed under the laws of the State of Wisconsin or of the Village of Poynette, including the authority to seek removal of an elected or appointed officer pursuant to Wis. Stat. § 17.13.

6.02 **Order of Business.** The business of the Board shall be conducted in the following order:

- (1) Call to order by presiding officer;
- (2) Roll call;
- (3) Approval of minutes of the preceding meeting, if correct and complete, and rectifying mistakes and inserting omissions if any exist;
- (4) Comments from individuals present;
- (5) Reports from police, committees, and Administrator;
- (6) Approving vouchers for payment;
- (7) Business;
- (9) Communications and miscellaneous; and
- (10) Adjournment.

6.03 **Procedure on Business Before Board.**

- (1) **Presentation to Board.** No ordinance or resolution shall be considered by the Board unless it is in writing. All ordinances, resolutions, communications and other matters submitted to the Board shall be read by title by the Village Clerk. Any trustee may require the reading in full of any matter at any time it is before the Board.
- (2) **Committee Referral.** Any matter presented to the Board may be referred to one of the standing committees or to a special committee.
- (3) **Committee Actions and Reports.**
 - (a) Each committee shall, at a subsequent regular meeting (or at a special meeting if so directed by the Board), submit a report on all matters referred to it by the board, and such report shall be entered in the proceedings by the Village Clerk. Such report shall recommend a definite action by the Board on each item which has been concluded at committee level. Minority committee reports may also be made and entered by the Village Clerk in the proceedings.
 - (b) Prior to rendering its report, the committee shall hold a meeting to consider the matters referred to it. Such meetings shall be open to the public and previous notice of such meetings shall be filed with the Village Clerk. Any committee may require any Village officer to confer with it and to supply information needed and may request assistance and legal opinion from the Village Attorney.

6.04 **Method of Debating and Voting.**

- (1) **Getting Motion on Floor.** No trustee shall address the Board until he has been recognized by the presiding officer. He shall thereupon address himself to the President and confine his remarks to the question under discussion and avoid all personalities. When two or more trustees simultaneously seek recognition, the presiding officer shall name the trustee who is to speak first. No person other than a trustee shall address the Board except when requested to do so or under the order of business as provided in §6.02 (above). No motion shall be discussed or acted upon unless and until it has been seconded. No motion shall be withdrawn or amended without the consent of the person making the same and the person seconding it. Whenever the presiding officer shall make or second any motion, he shall vacate the chair and designate a trustee to preside temporarily.
- (2) **Priority of Motions.** When a question is under discussion, no action shall be in order, except the motions listed below, and these several motions have precedence in the order in which they stand:
 1. To adjourn;
 2. To lay on the table;
 3. The previous question;
 4. To postpone to a certain date;
 5. To refer to a standing or special committee;
 6. To amend;
 7. To postpone indefinitely.
- (3) **Closing Debate.** Any members desirous of terminating the debate may "move the previous question", in which event the presiding officer shall announce the question as "Shall the main question now be put?" If two-thirds of the members present vote in the affirmative, the main question shall be taken without further debate, its effect being to put an end to all debate and bring the Board to a direct vote, first upon any pending amendments, and then upon the main question.
- (4) **Voting.** Any trustee may demand a nay and aye vote (roll call vote) on any matter and such vote shall be entered in the proceedings
- (5) **Passage.** A majority vote of a quorum of the Board then present in favor of any proposed ordinance, resolution, or appointment shall be sufficient for passage or approval, unless a larger number is required by law or the Code of Ordinances. In the case of a tie vote on any issue, the outcome shall be a failure of the proposed motion for lack of a majority in favor of the motion.
- (6) **Motion to Reconsider.** It shall be in order for any member voting with the prevailing side to move for a reconsideration of the vote of any question at that meeting or at the succeeding regular meeting. A motion to reconsider being put and lost shall not be renewed. A trustee may not change his vote on any question after the result has been announced.

(7) **Motion to Adjourn.** A motion to adjourn shall always be in order, and a motion to adjourn, to lay on the table, and a call for the previous questions shall be decided without debate.

6.05 **Suspension of Rules.** Any or all of the provisions of this Chapter setting forth rules of order and procedure may be suspended for part or all of a meeting by a recorded vote of two-thirds of the members present.

6.06 **Filing Fees for Instituting Proceedings Before Village Bodies.**

(1) Any person who files a petition or application for the institution of any of the following proceedings shall pay a filing fee to the Village Treasurer in an amount as set forth in Title VI, Chapter 2, Administrative Fees, Charges and Deposits. Said fee shall be paid at the time of filing the petition or application. All fees listed in the fee schedule shall be considered to be base fees to which will be added reasonable fees incurred by the Village in considering the petition or application. Such fees may include but are not limited to: publishing of required notices; engineering reviews; legal reviews and staff administrative costs. The proceedings include:

- (a) Petition for rezoning
- (b) Application for zoning variance
- (c) Applications for conditional use permit
- (d) Petition to vacate street or alley
- (e) Petition for annexation
- (f) Application for Zoning & Occupancy Permit (only when site plan approval by Plan Commission is required)

6.07 **Public Notice of Meetings.**

(1) Public notice of all meetings of a governmental body shall be given in the following manner.

- (a) As required by any other statutes; and
- (b) By communication from the chief presiding officer of a governmental body or such person's designee to the public, to those news media who have filed a written request for such notice, and to the official newspaper designated (designated in 6.10, above) under § 985.05, WI Stats., and § 985.06, WI Stats.

(2) Every public notice of a meeting of a governmental body shall set forth the time, date, place, and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.

- (3) Public notice of every meeting of a governmental body shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given. In no case may the notice be provided less than two hours in advance of the meeting.
- (4) Separate public notice shall be given for each meeting of a governmental body at a time and date reasonably proximate to the time and date of the meeting.

6.08 Publication and Effect of Ordinances.

- (1) All ordinances, resolutions and regulations imposing any penalty shall be published in the official papers of the Village and shall be immediately recorded by the Village Clerk in a book kept for that purpose. A printed copy of such ordinance or regulation published in the Village's official newspaper by direction of the Village Board shall be prima facie proof of publication and recording thereof.
- (2) All ordinances shall take effect as identified in the ordinances unless publication is required, in which case they will be in force on the day following completion of both passage and publication. Published copies thereof shall have appended the date of first publication.
- (3) Unless publication of a full ordinance is required by statute, a notice containing a discussion of the effects of an ordinance or resolution and a statement that full-text versions are available from the Village Clerk shall be published, and such publication shall be considered sufficient notice.

6.09 Public Access to Village Records.

- (1) Definitions.
 - (a) "Authority" means any of the following Village entities having custody of a Village record: an office, elected official, agency, board, commission, committee, department, or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
 - (b) "Custodian" means those persons designated under sub. (3) or otherwise responsible by law to keep and preserve any Village records or file, deposit or keep such records in his or her office, or is lawfully in possession or entitled to possession of such public records, and who is required by this section to respond to requests for access to such records.

- (c) "Record" means any material on which written, drawn, printed, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

(2) Duty to Maintain Records.

- (a) Each officer and employee of the Village shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which are in the lawful possession or control of the officer or employee of his or her deputies, or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.
- (b) Upon the expiration of an officer's term of office or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall deliver to his or her successor all records then in his or her custody and the successor shall receipt thereof to the officer or employee, who shall file said receipt with the Village Administrator. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Village Administrator, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

(3) Legal Custodians.

- (a) The Village Clerk is hereby designated the legal custodian of all Village records, except records of the Village Police Department.
- (b) The Chief of Police is hereby designated the legal custodian of his records and the records of his office.
- (c) Each legal custodian shall name a person to act as legal custodian in his or her absence.
- (d) The legal custodian shall have full legal power to render decisions and to carry out the duties of an authority under Sub ch. 11 of Ch. 19, WI Stats., and this section. The designation of a legal custodian does not affect the powers and duties of an authority under this section.

(4) Public Access to Records.

- (a) Except as provided in sub. (6), any person has a right to inspect a record, and to make or receive a copy of any record, as provided in § 19.35, WI Stats.
- (b) Records will be available for inspection and copying during all regular office hours.
- (c) A requester shall be permitted to use facilities comparable to those available to Village employees to inspect, copy, or abstract a record.
- (d) The legal custodian may require supervision during inspection, or may impose other reasonable restrictions on the manner of access, to an original record if the record is irreplaceable or easily damaged.
- (e) A requester shall be charged a fee to defray the cost of locating and copying records as follows:
 - 1. The cost of photocopying shall be charged to the requestor for two or more pages. Said cost shall not exceed the actual, necessary and direct cost of reproduction. See Title VI, Chapter 2 Administrative Fees, Charges and Deposits.
 - 2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
 - 3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts, and audio- or videotapes, shall be charged.
 - 4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 - 5. There shall be no charge for locating each requested record unless the expected cost for locating all documents requested exceeds \$20.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester.
 - 6. The legal custodian shall estimate the cost of all applicable fees, and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
 - 7. Elected and appointed officials of the Village shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - 8. There shall be a charge as established in Title VI, Chapter 2 for conducting title searches, special assessment or similar searches and reporting the findings to the requesting person or organization. If the requesting person has deposited

sufficient funds as prepayment for such services the charge shall be reduced. If the total of charges for requests submitted at any one time by any person or organization exceeds \$100.00, payment in advance is mandatory.

- (f) Pursuant to § 19.34, WI Stats., The Clerk and Chief of Police shall prominently display notices containing a description of Village organization and the established times and places at which the public may obtain information and access to records in their custody, make requests for records, or obtain copies of records, and the costs thereof.

(5) Access Procedures.

- (a) A request to inspect or copy a record shall be made to the legal custodian. A request shall be 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 record does not constitute a sufficient request. A request may be made orally, but a request is commenced under § 19.37, WI Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under sub. (4)(e)6. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.
- (b) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part, and the reasons therefore. If the legal custodian, after conferring with the Village Attorney, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner in which would permit reasonable compliance.
- (c) A request for a record may be denied as provided in sub. (6), below. If a request is made orally, the request may be denied orally, unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under § 19.37(1), WI Stats., or upon application to the attorney general or district attorney.

(6) Limitations on Right to Access.

- (a) As provided by § 19.36, WI Stats., the following records are exempt from inspection under this section:
1. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law;
 2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure, or if exemption from disclosure is a condition to receipt of aids by the state;
 3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program, is subject to inspection; and
 4. A record or any portion of a record containing information qualifying as a common law trade secret.
- (b) As provided by § 43.30, WI Stats., public library circulation records are exempt from inspection under this section.
- (c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Village Attorney, may deny the request, in whole or in part, only if he or she determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:
1. Records obtained under official pledges of confidentiality, which were necessary, and given in order to obtain the information contained in them.
 2. Records of current deliberations after a quasi-judicial hearing.
 3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance, or discipline, of any village officer or employee, or the investigation of charges against a village officer or employee, unless such officer or employee consents to such disclosure.
 4. Records concerning current strategy for crime detection or prevention.
 5. Records of current deliberations or negotiations on the purchase of Village property, investing of Village funds, or other Village business whenever competitive or bargaining reasons require nondisclosure.

6. Financial, medical, social, or personal histories or disciplinary data of specific persons, which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person, referred to in such history or data.
 7. Communications between legal counsel for the Village and any officer, agency, or employee of the Village, when advice is being rendered concerning strategy with respect to current litigation in which the Village or any of its officers, agents or employees is, or is likely to become, involved, or communications which are privileged under § 905.03, WI Stats.
- (d) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete information that may not be made public from the record before release. The custodian shall confer with the Village Attorney prior to releasing any such record, and shall follow the guidance of the Village Attorney when separating out the exempt material. If in the judgment of the custodian and the Village Attorney there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

(7) Destruction of Records

- (a) Village of Poynette officers may destroy the following non-utility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the bureau of municipal audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, but not less than seven (7) years after payments or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to Sec. 16.61(3)(e), WI Stats., and then after such shorter period:
1. Bank statements, deposit books, slips, and stubs.
 2. Bonds and coupons after maturity.
 3. Canceled checks, duplicates and check stubs.
 4. License and permit applications, stubs and duplicates.
 5. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement fund.
 6. Receipt forms.
 7. Special Assessment records.
 8. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.
- (b) Village of Poynette officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the bureau of municipal audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, subject to State Public Service Commission regulations, but not less than seven (7) years after the record was effective unless a

shorter period has been fixed by the State Public Records Board pursuant to Sec. 16.61(3)(e), WI Stats., and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed not less than two (2) years after payment or receipt of the sum involved or the effective date of said record.

1. Contracts and papers relating thereto.
2. Excavation permits.
3. Inspection records.

(c) Village of Poynette officers may destroy the following records of which they are the legal custodians and which are considered obsolete, but not less than seven (7) years after record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the State Public Records Board pursuant to Sec. 16.61(3)(e), WI Stats., and then after such shorter period:

1. Contracts and papers relating thereto.
2. Correspondence and communications.
3. Financial reports other than annual financial reports.
4. Oaths of office.
5. Reports of boards, commissions, committees and officials duplicated in the Village Board proceeding.
6. Election notices and proofs of publication.
7. Canceled voter registration cards.
8. Official Bonds.
9. Police records other than investigative records.
10. Resolutions and petitions, providing the text of the same appear in the official Village minutes.

(d) Notwithstanding the above provisions appearing in this Section, it is intended hereby that election materials may be destroyed according to lesser time schedules as made and provided in Sec. 7.23, WI Stats.

(e) Unless notice is waived by the State Historical Society, at least sixty (60) days' notice shall be given the State Historical Society prior to destruction of any record as provided by Sec. 19.21(4)(a) WI Stats.

(f) Unless notice is waived by the Poynette Area Historical Society, at least sixty (60) days' notice shall be given the Poynette Area Historical Society, prior to destruction of any record or document.

(g) Any tape recordings of a governmental meeting of the Village may be destroyed, erased or reused no sooner than ninety (90) days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting.

(8) Preservation

- (a) Any Village officer or the director of any department or division of Village government may, subject to the approval of the Village Clerk-Treasurer, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in Sec. 16.61(7)(a) and (b), WI Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of Section 6.09(4) through 6.09(6) of this Chapter.

6.10 Official Newspaper. The Poynette Press shall be the official newspaper of the Village.