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October 12, 2009

John Robert Behling  
Weld, Riley, Prenz, & Ricci, S.C.  
3624 Oakwood Hills Pkwy  
P.O. Box 1030  
Eau Claire, WI 54702-1030

RE: Public Records Request Dated October 6, 2009

Dear Mr. Behling:

I represent the Town of Osceola and am responding to your public records request dated October 6, 2009. The Town received your public records request on October 7, 2009. The Town will not be able to provide the requested records within ten days of receipt. The Town Chair was on vacation from October 8 through October 11, 2009. The Town Clerk will be out of the office until October 14, 2009, due to attending a conference. In addition, locating and printing all e-mails and documents will be time consuming. As required by statute, the Town will provide public records as soon as practicable and without delay.

Pursuant to Wis. Stat. 19.35 (3) a location fee will be charged if the cost to locate exceeds fifty dollars (\$50.00). The location fee is based on a rate of approximately \$15.00 per hour. Duplicating fees for all responsive records are charged at a rate of \$.25 per page. Mailing and shipping costs are also charged when applicable. Please be aware that pursuant to Wis. Stat. 19.35 (3)(f), the Town will require prepayment for record requests if the total exceeds five dollars (\$5.00). The cost to provide requested records will likely exceed \$5.00.

Please be aware that a significant amount of public records relating to your request are available on the Town of Osceola website, [www.townofosceola.com](http://www.townofosceola.com). I suggest you review what is already publicly available and then call me to discuss what documents you are still requesting. At that time, the Town will make best efforts to give you an estimate of the cost of responding to your request. Upon your approval and payment of the associated fees, the Town will initiate a search for the records.

If you have any questions about this, please feel free to contact me. Otherwise, please contact me after you have reviewed what is already publicly available, so we can determine what records you are still requesting.

Respectfully,



CATHERINE R. MUNKITTRICK

cc: Town Chair, Steve Stroshane; Supervisors: Robert Wright, Gene Lindholm; Clerk: Lorraine Rugroden

CRM/sh