

Title 3

REVENUE AND FINANCE

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- 3.17 Special Assessments for Current Services
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Chapter 3.04

TAX ROLL PREPARATION

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3.04.010 Aggregate Tax

3.04.020 Rates Stamped on Receipt

3.04.010 Aggregate Tax. Pursuant to Section 70.65(2) of the Wis. Stats., the City Clerk shall, in computing the tax roll, insert only the aggregate amount of State, county, school and local taxes in a single column in the roll opposite the parcel or tract of land against which the tax is levied, or, in the case of personal property, in a single column opposite the name of the person, firm or corporation against whom the tax is levied. (1960 Code, Sec. 14.01(1))

3.04.020 Rates Stamped on Receipt. Pursuant to Section 74.08(1) Wis. Stats., in lieu of entering on each tax receipt the several amounts paid respectively for State, county, school, local and other taxes, the aggregate amount of such taxes shall be combined in a single column on the tax receipt issued by the City Treasurer. The Treasurer shall cause to be printed or stamped on the tax receipt the separate proportion or rate of taxes levied for State, county, school, local or other purposes. (1960 Code, Sec. 14.01(2))

Chapter 3.08

TREASURER'S BOND

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3.08.010 Bond. The City of Whitehall elects not to give the bond on the City Treasurer provided for by Section 70.67(1), Wis. Stats. (1960 Code, Sec. 14.02(1))

3.08.020 Liability of City for Treasurer. Pursuant to Section 70.67(2) Wis. Stats., the City of Whitehall shall be obligated to pay, in case the City Treasurer shall fail to do so, all State and county taxes required by law to be paid by such Treasurer to the County Treasurer. (1960 Code, Sec. 14.02(2))

Chapter 3.12

CLAIMS AGAINST CITY

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3.12.010 Claims to be Certified. Prior to submission of any account, demand or claim to the Common Council for approval of payment, the City Clerk shall certify, or cause to be endorsed thereon or on attached papers, that the conditions of 3.12.020 to 3.12.040 both inclusive have been compiled with. (1960 Code, Sec. 14.03(1))

3.12.020 Funds Available. That the funds are available therefore pursuant to the budget. (1960 Code, Sec. 14.03(1) (a))

3.12.030 Item or Service Authorized. That the item or service was duly authorized by the proper official or agency and has been received or rendered in accordance with the purchasing agreement. (1960 Code, Sec. 14.03(1) (b))

3.12.040 Claim Accurate. That the claim is accurate in amount and a proper charge against the treasury. (1960 Code, Sec. 14.03(1) (c))

3.12.050 Audit by City Council. No account or demand against the City, except as provided in Section 3.12.070 of this Ordinance, shall be paid until it has been audited by the Common Council and an order drawn on the City Treasurer therefore. Every such account shall be itemized and certified as provided in 3.12.050. (1960 Code, Sec. 14.03(2))

3.12.060 Allowance or Disallowance. After auditing, the Common Council shall cause to be endorsed by the Clerk, on each account, the words “allowed” or “disallowed”, as the fact is, adding the amount allowed or specifying the items or parts of items disallowed. The minutes of the proceedings of the Council or a statement attached thereto shall show to whom and for what purpose every such account was allowed and the amount. (1960 Code, Sec. 14.03(2) 2nd par.)

3.12.070 Payment of Wages. Regular wages or salaries of City officers and employees shall be paid by payroll, verified by the proper City official, department head, board or commission and filed with the City Clerk in time for payment on the regular pay day. (1960 Code, Sec. 14.03(3))

3.12.080 Method of Incurring Claims. All actions of the Common Council appropriating money or creating a charge against the City, other than claims for purchases or work previously authorized by the Council, shall only be acted upon at the next regular meeting after introduction, provided that this rule may be suspended by affirmative vote of three-quarter (3/4) of all members of the Council. A roll call vote shall be taken and recorded on all appropriations. (1960 Code, Sec. 14.03(4))

Chapter 3.16

PREPARATION OF ANNUAL BUDGET

Sections:

- 3.16.010 Finance Committee to Prepare
- 3.16.020 Budget Form and Copies
- 3.16.030 Department Expenses
- 3.16.040 Itemized Anticipated Income
- 3.16.050 Existing Indebtedness
- 3.16.060 Estimate of General Property Taxes
- 3.16.070 Information Required by Law
- 3.16.080 Ordinance: Hearing
- 3.16.090 Changes in Final Budget
- 3.16.100 Limitation on Expenditures

3.16.010 Finance Committee to Prepare. On or before the 20th day of November each year, the Finance Committee, with the assistance of the Mayor and City Clerk, shall prepare and submit to the City Council a proposed budget presenting a financial plan for conduction of the affairs of the City for the ensuing year. Before preparing the proposed budget, the Committee shall consult with the heads of City departments and with City officials and shall then determine the total amount to be recommended in the budget for each City department or activity. (New Section)

3.16.020 Budget Form and Copies. The proposed budget shall include the information set forth in 3.16.030 to 3.16.070 both inclusive. The Common Council shall provide a reasonable number of copies of the budget thus prepared for distribution to citizens. (1960 Code, Sec. 14.04(2))

3.16.030 Department Expenses. The actual expenditures of each department and activity for the expired portion of the current year and last preceding fiscal year and the estimated expense of conduction for each department and activity of the City for the remainder of the current year and ensuing fiscal year, with reasons for any proposed increase or decrease as compared with actual and estimated expenditures for the current year. (1960 Code, Sec. 14.04(2) (a))

3.16.040 Itemized Anticipated Income. An Itemization of all anticipated income of the City from sources other that general property taxes and bond issues, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal years.
(1960 Code, Sec. 14.04(2) (b))

3.16.050 Existing Indebtedness. All existing indebtedness of the City, including the amount of interest payable and principal to redeem on any outstanding general

obligation bonds of the City and any estimated deficiency in the sinking fund of any such bonds during the ensuing fiscal year. (1960 Code, Sec. 14.04(2) (c))

3.16.060 Estimate of General Property Taxes. An estimate of the amount of money to be raised from general property taxes, which, with income from other sources, will be necessary to meet the proposed expenditures. (1960 Code, Sec. 14.04(2) (d))

3.16.070 Information Required by Law. Such other information as may be required by the Common Council and by State Law. (1960 Code, Sec. 14.04(2) (e))

3.16.080 Ordinance: Hearing. The Mayor, with the assistance of the City Clerk, shall submit to the Common Council with the annual budget a draft of an appropriation Ordinance providing for the expenditures proposed for the ensuing fiscal year. Before adoption of a final appropriation Ordinance, the Common Council shall hold a public hearing on the budget and the proposed appropriation Ordinance as required by law. (1960 Code, Sec. 14.04(3))

3.16.090 Changes in Final Budget. Upon written recommendation of the Finance Committee, the Common Council may at any time by a two-third (2/3) vote of the entire membership of the Council, transfer any portion of an unencumbered balance of an appropriation to any other purpose or object. Notice of such transfer shall be given by publication within eight (8) days thereafter in a newspaper in general circulation in the City. (1960 Code, Sec. 14.04(4))

3.16.100 Limitation on Expenditures. No money shall be drawn from the treasury of the City nor shall any obligation for the expenditure of money be incurred, except in pursuance of the annual appropriation Ordinance and changes therein authorized in accordance with 3.16.090 of this section. At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund and shall be subject to reappropriation; but appropriations may be made by the Common Council, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until accomplished or abandoned. (1960 Code, Sec. 14.04(5))

Chapter 3.17

SPECIAL ASSESSMENTS FOR CURRENT SERVICES

Sections:

- 3.17.010 Payment of Charges for Current Services
- 3.17.020 Notice of Delinquency
- 3.17.030 Hearing – Contents of Notice
- 3.17.040 Hearing – Date
- 3.17.050 Hearing – Procedures
- 3.17.060 Charges to Become Lien Against Property
- 3.17.070 Entering Charges as Lien in the Event of No Hearing
- 3.17.080 Right to Disconnect Services Retained
- 3.17.090 Severability

3.17.010 Payment of Charges for Current Services. Charges for the following current services rendered by the City of Whitehall shall be paid within 20 days of the date of billing: Snow and ice removal; Weed Elimination; Garbage and refuse disposal; Electric bills for electric energy; and Water and Sewage Usage bills.

3.17.020 Notice of Delinquency. If the amounts due the City of Whitehall for the current services listed in Section 3.17.010 are not paid when due, the City Clerk shall send a notice of delinquent bill to the customer and to the property owner by certified mail. (November 14, 1978)

3.17.030 Hearing – Contents of Notice. The notice referred in Section 3.17.020 shall contain the following Statement:

You are entitled to a hearing before the Common Council of the City of Whitehall to dispute the amount of this charge. You must request this hearing by notifying the City Clerk in writing within 10 days of the date this notice was mailed. Please refer to Ordinance No. 3.17 on file with the City Clerk of the City of Whitehall.

3.17.040 Hearing – Date. The City Clerk shall set the date and time for hearing upon receiving a written request under Section 3.17.030. This hearing shall be held before the Common Council of the City of Whitehall. (November 14, 1978)

3.17.050 Hearing – Procedures. At the time of the hearing referred to in Section 3.17.040, the Common Council shall hear all evidence brought before it concerning the correctness of the amount billed by the City of Whitehall in accordance with this Ordinance. At the conclusion of this hearing, the Common Council shall decide the amount due the City of Whitehall. All parties in attendance shall be notified of the Council's decision. (November 14, 1978)

3.17.060 Charges to Become Lien Against Property. If the amount determined to be due the City of Whitehall, after the hearing referred to in Section 3.17.050, is not paid within five (5) days from the date of the Council's decision, then this amount shall become a lien upon the real property served by the current service referred to in Section 3.17.010. This shall be accomplished pursuant to the power granted the City of Whitehall by Section 66.60(16) of the Wis. Stats. (November 14, 1978)

3.17.070 Entering charges as Lien in the Event of No Hearing. If a hearing is not requested in accordance with this Ordinance, then the amount due the City of Whitehall shall become a lien upon the real property served by the current service referred to in Section 3.17.010 upon the expiration of 12 days from the date the notice referred to in Section 3.17.030 was mailed. This shall be accomplished pursuant to the power granted the City of Whitehall by Section 66.60(16) of the Wis. Stats. (November 14, 1978)

3.17.080 Right to Disconnect Services Retained. This ordinance shall not prevent the City of Whitehall or its utilities from disconnecting service for non-payment of bills. (November 14, 1978)

3.17.090 Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be invalid, such decision shall not affect the validity of the remaining portions of this Ordinance. The Common Council hereby declares that it would have passed this Ordinance and each section, subsection, clause and phrase thereof, irrespective of the fact that any one (1) or more of the sections, subsections, sentences, clauses and phrases were declared invalid or unconstitutional. (November 14, 1978)

Chapter 3.18

SPECIAL ASSESSMENTS FOR PUBLIC WORKS OR IMPROVEMENTS

Sections:

- 3.18.010 Assessments to be Levied
- 3.18.020 State Statute Provisions
- 3.18.030 Public Hearing
- 3.18.040 Assessment – Lien Against Property
- 3.18.050 Right to Appeal Assessment

3.18.010 Assessments to be Levied. In addition to other methods provided by law, special assessments for any public work or improvement or any current service may be levied in accordance with the provisions of this Ordinance. Whenever the Common Council shall determine that any public work or improvement shall be financed in whole or in part by special assessments levied under this Ordinance, it shall adopt a resolution specifying this intention and the time either before or after completion of the work or improvement, when the amount of the assessments will be determined and levied, the number of annual installments, if any, in which assessments may be paid, the rate of interest to be charged on the unpaid balance and the terms on which any of the assessments may be deferred while no use of the improvement is made in connection with the property. (October 12, 1982)

3.18.020 State Statute Provisions. The provisions of Section 66.60 Wis. Stats., shall apply to special assessments levied under this Ordinance, except that, when the Common Council determines by resolution that the hearing on the assessments be held subsequent to the completion of the work or improvement or the rendering of the service, the report required by Section 66.60(3), Wis. Stats., shall contain a statement of final cost of the work, service or improvement in lieu of an estimate of the cost. (October 12, 1982)

3.18.030 Public Hearing. Notice of the time and place of the public hearing on any special assessment proposed to be levied and notice of the final assessment and terms of payment thereof shall be given in the manner prescribed by Section 66.60(7) and (8) (d), Wis. Stats. (October 12, 1982)

3.18.040 Assessment – Lien Against Property. Any special assessment levied under this Ordinance shall be a lien against the property assessed from the date of the final resolution of the Common Council determining the amount of the levy. (October 12, 1982)

3.18.050 Right to Appeal Assessment. Any person against whose property a special assessment is levied under this Ordinance may appeal therefrom in the manner

prescribed by Section 66.60(12), Wis. Stats., within 40 days of the date of the final determination of the Common Council. (October 12, 1982)

Chapter 3.20

PUBLIC RECORDS

Sections:

- 3.20.010 Definitions
- 3.20.020 Duty to Maintain Records
- 3.20.030 Legal Custodians
- 3.20.040 Public Access to Records
- 3.20.050 Access Procedures
- 3.20.060 Limits on Rights to Access
- 3.20.070 Destruction of Records
- 3.20.080 Preservation Through Microfilm
- 3.20.090 Severability

3.20.010 Definitions:

3.20.011 Authority. “Authority” means any of the following city entities having custody of a city record: An officer, elected official, agency, board, commission, committee, council, department, or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.

3.20.012 Custodian. “Custodian” means that officer, department head, division head, or employee of the City designated under Section 3.20.030 or otherwise responsible by law to keep and preserve any City 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.

3.20.013 Record. “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.

3.20.020 Duty to Maintain Records. Except as provided under Section 3.20.070, each officer and employee of the City 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 or 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. 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 therefore to the officer or employee, who shall file said receipt with the City Clerk. If a vacancy occurs before a successor is selected or qualifies, such records shall be delivered to and receipted for by the Clerk, on behalf of the successor, to be delivered to such successor upon the latter's receipt.

3.20.030 Legal Custodians:

3.20.031 Elected Officials. Each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

3.20.032 Custodians for Common Council, Committees and Commissions. Unless otherwise prohibited by law, the City Clerk or the Clerk's designee shall act as legal custodian for the Common Council, and for any committees, commissions, boards, or other authorities created by Ordinance or resolution of the Common Council.

3.20.033 Custodians for Unspecified Authorities. For every authority not specified in 3.20.031 and 3.20.032, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

3.20.034 Absence of Legal Custodians. Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee.

3.20.040 Public Access to Records. Except as provided in Section 3.20.060, any person has a right to inspect a record and to make or receive a copy of any record as provided in Section 19.35(1), Wis. Stats.

3.20.041 Inspection and Copying Records. Records will be available for inspection and copying during all regular office hours. If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours advance notice of intent to inspect or copy.

3.20.042 Requester Permitted to Use Facilities. A requester shall be permitted to use facilities comparable to those available to city employees to inspect, copy or abstract a record.

3.20.043 Legal Custodian May Require Supervision. 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 irreplaceably or easily damaged.

3.20.044 Fees Charged for Copying. A requester shall be charged a fee to defray the cost of locating and copying records as follows:

- a) The cost of photocopying shall be 25 cents per page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
- b) If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
- c) 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.
- d) If mailing or shipping is necessary, the actual cost thereof shall also be charged.
- e) There shall be no charge for locating a record unless the actual cost therefore exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester.
- f) 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.
- g) Elected and appointed officials of the City of Whitehall shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
- h) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of a fee is in the public interest.

3.20.045 Authorities to Display Description of Its Organization. Pursuant to Section 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also display at its offices, for the guidance of the public, a copy of Sections 19.31 to 19.39, Wis. Stats. And Section 3.20.040 through 3.20.060 of this Ordinance. This subsection does not apply to members of the Common Council.

3.20.050 Access Procedures:

3.20.051 Request Made to Legal Custodian. 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 must be in writing before an action to enforce the request is commenced under Section 19.37, Wis. 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 Section 3.20.044(f). 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. 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 city 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 which would permit reasonable compliance.

3.20.052 Denial of Request. A request for a record may be denied as provided in Section 3.20.060. 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 (5) 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 Section 19.37(1), Wis. Stats. or upon application to the attorney general or a district attorney.

3.20.060 Limitations on Right to Access. As provided by Section 19.36, Wis. Stats., the following records are exempt from inspection under this Section:

- a) Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law.
- b) 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.
- c) 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.
- d) A record or any portion of a record containing information qualifying as a common law trade secret.

3.20.061 Public Library Circulation Records Exempt. As provided by Section 43.30, Wis. Stats., public library circulation records are exempt from inspection under this Section.

3.20.062 Requests Denied Due to Public Interest. 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 city 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:

- a) Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
- b) Records of current deliberations after a quasi-judicial hearing.
- c) Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, or the investigation of charges against a city officer or employee, unless such officer or employee consents to such disclosure.
- d) Records concerning current strategy for crime detection or prevention.
- e) Records of current deliberations or negotiations on the purchase of city property, investing of city funds or other city business whenever competitive or bargaining reasons require nondisclosure.
- f) 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.
- g) Communications between legal counsel for the city and any officer, agent or employee of the city, when advice is being rendered concerning a strategy with respect to current litigation in which the city or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under Section 905.03, Wis. Stats.

3.20.063 Separation of Exempt Material From Nonexempt Material. 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 the information that may not be made public from the record before release. The custodian shall confer with the city attorney prior to releasing any such record and shall follow the guidance of the city attorney when separating out the exempt material. If in the judgment of the custodian and the city 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.

3.20.070 Destruction of Records:

3.20.071 Nonutility Financial Records. City officers may destroy the following nonutility financial records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by an auditor licensed under Chapter 422 of the Wis. Stats., but not less than seven (7) years after payment 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 Section 16.61(3)(e), Wis. Stats., and then after such shorter period:

- a) Bank Statements
- b) Canceled checks and check stubs
- c) Receipt forms
- d) Vouchers

3.20.072 Utility Records. City 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 an auditor licensed under Chapter 422 of the Wis. Stats., subject to State Public Service Commission regulations, but not less than seven (7) years after the record effective unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e), Wis. Stats., and then after such a shorter period, except that water, sewer and electric stubs, collection slips, receipts of current billings, customers' ledgers, and customers' meter sheets, may be destroyed after two (2) years:

- a) Contracts
- b) Excavation permits
- c) Inspection records

3.20.073 Other Records. City officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven (7) years after the 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 Section 16.61(3)(e), Wis. Stats., and then after such a shorter period:

- a) Old Insurance policies
- b) Election notices and records

3.20.074 Notice to State Historical Society. Unless notice is waived by the State Historical Society, at least 60 days notice shall be given to the State Historical Society prior to the destruction of any record as provided by Section 19.21(4)(a), Wis. Stats.

3.20.075 Destruction of Tape Recordings of Council Meetings. Any tape recordings of a governmental meeting of the City may be destroyed, erased or reused no sooner than 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.

3.20.080 Preservation Through Microfilm. Any city officer, or the director of any department or division of city government may, subject to the approval of the Common Council, 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 Section 16.61(7)(a) and (b), Wis. 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 Sections 3.20.040 through 3.20.060 of this Ordinance.

3.20.090 Severability. The provisions of this Ordinance are severable. If a section, subsection, paragraph, sentence, clause or phrase shall be adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of this Ordinance.