



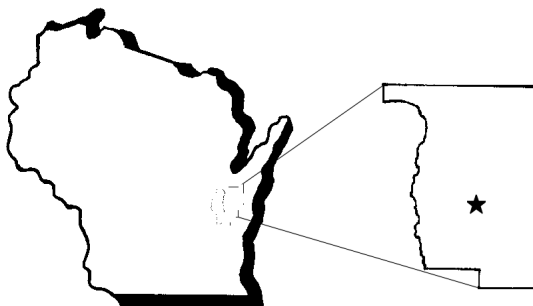
**OFFICIAL DIRECTORY**  
**2022-2023**

*Compiled By:*  
Beth A. Hauser, Calumet County Clerk  
Cheryl Heller, Deputy County Clerk  
August 2022

# CALUMET COUNTY COURTHOUSE

206 Court Street  
Chilton, WI 53014-1198

[www.calumetcounty.org](http://www.calumetcounty.org)



## OFFICE HOURS

Monday thru Friday  
8:00 a.m. - 4:30 p.m.

Alice M. Connors ..... County Board Chairperson  
Mary Schwalenberg..... Vice-Chairperson  
Ronald Dietrich.....2nd Vice-Chairperson  
Todd Romenesko..... County Administrator  
Beth A. Hauser..... County Clerk

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May 2022

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City of Appleton, City of Brillion,  
City of Kaukauna and City of Menasha ..... **Congressional District 8**  
**State Senate - District 1**  
**Assembly - District 3**

Town of Brothertown, Town of New Holstein  
and City of New Holstein ..... **Congressional District 6**  
**State Senate - District 20**  
**Assembly - District 59**

Town of Charlestown, and City of Chilton ..... **Congressional District 8**  
**State Senate - District 9**  
**Assembly - District 25**

Town of Chilton, Town of Stockbridge  
Village of Stockbridge ..... **Congressional District 8**  
**State Senate - District 20**  
**Assembly - District 59**

City of Kiel ..... **Congressional District 6**  
**State Senate - District 9**  
**Assembly - District 27**

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Jill J. Karofsky, Rebecca Frank Dallet, Patience D. Roggensack

## **COURT OF APPEALS JUDGE - DISTRICT II**

Chief Judge - Lisa S. Neubauer

Presiding Judge - Mark D. Gundrum

Judges - Lori S. Kornblum, Shelley A. Grogan

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Jerry Thiel, Daniel Schultz, Thomas Wroblewski

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<http://www.co.calumet.wi.us/620/Parks>

### Becker Lake

Located on County JJ in the northeast portion of Calumet County

### Brothertown Harbor

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### Calumet County Park

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Vacant, Park Maintenance Worker  
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### **Fox River State Recreational Trail**

From the Brown County line south to Ott Road

### **Friendship State Recreational Trail**

Located between Forest Junction and Brillion

### **Ledge View Nature Center**

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Brian Reedy, Patrol Deputy.....brian.reedy@calumetcounty.org  
Josh Krueger.....josh.krueger@calumetcounty.org

## **POLICE SCHOOL LIAISON**

Andrew Handrich, Police School Liaison Officer.. andrew.handrich@calumetcounty.org  
Leslie Lemieux, Police School Liaison Officer.....leslie.lemieux@calumetcounty.org  
Craig Wendling, Police School Liaison Officer/Court Security.....  
..... craig.wendling@calumetcounty.org

**UW-MADISON, DIVISION OF EXTENSION-CALUMET COUNTY**

Phone: 920-849-1450 Toll Free: 833-620-2730 Fax: 920-849-1614

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Carlea Liermann, 4-H Program Educator..... [carlea.liermann@wisc.edu](mailto:carlea.liermann@wisc.edu)

**VETERANS SERVICE OFFICE**

Phone: 920-849-1452 Toll Free: 833-620-2730 Fax: 920-849-1635

Greg Brittnacher, Service Officer..... [greg.brittnacher@calumetcounty.org](mailto:greg.brittnacher@calumetcounty.org)

Michelle Wynveen, Assistant Service Officer.....[michelle.wynveen@calumetcounty.org](mailto:michelle.wynveen@calumetcounty.org)



## CALUMET COUNTY SERVICES PROVIDED

**CALUMET COUNTY PARKS DEPARTMENT** provides many different outdoor recreational activities.

- *CALUMET COUNTY PARK* is located on the eastern shore of Lake Winnebago just north of Stockbridge on County Highway EE. Activities include: picnicking, hiking and mountain biking trails, 6 lane boat launch facility/safe harbor of refuge with ample boat and trailer parking, modern toilet facilities and a popular camping area that has 71 campsites, of which 59 are electric sites 4 with electric and water for the modern camping RV. We also have 8 basic tent camping sites. For the winter enthusiast we have a tube hill with a tow rope, an area for sledding and cross country ski trails.
- *LEDGE VIEW NATURE CENTER* is located on Short Road off County Highway G just south of Chilton and has the following activities: major events, cave tours, observation tower, interpretive center, leisure activities, nature activities, picnicking, snow-shoeing, cross country skiing and maple syruping.
- *STOCKBRIDGE HARBOR* is one of the best boat launch/safe harbor of refuge facilities on Lake Winnebago. It is located on the west end of County Highway E in the Village of Stockbridge. This recently constructed facility includes: 6 launch/landing lanes, ample parking for boats and trailers, modern toilet facilities and access for offshore fishing.

You may use the docking slips on the north bulkhead for overnight docking. There is self-registration available for usage with electricity.

- *BROTHERTOWN HARBOR*, is located on the east shore of Lake Winnebago in the Town of Brothertown. This launch was remodeled in 2009. The harbor has been dredged, three new wider launch lanes are now in place, and the entire parking area has been paved. Area lighting and a permanent pit toilet are additions to this boat launch facility/safe harbor of refuge.
- *BECKER LAKE PARK* is located in the northeast corner of Calumet County near Brillion. Calumet County owns the southwest corner of land adjoining Becker Lake. Wetlands have been developed and prairie planted to recreate wildlife habitat. A trail has also been added through this park and is groomed in the winter for cross country skiing.
- *FRIENDSHIP STATE TRAIL* is the trail that connects Brillion and Forest Junction along Highway 10, and was opened in late 2003. This trail was developed in partnership with the Wisconsin DNR, Calumet County and the Friends of the Friendship Trail.

This 6-mile trail passes through woods, scenic farmland and through the City of Brillion to Horn Park. The trail passes by Brillion High School and connects with the Fox River Trail in Forest Junction. The trail can be used for hiking and biking. No motorized vehicles are permitted during the hiking and biking season. Horseback riding is allowed during that permitted season.

In winter this trail is part of the Calumet County Snowmobile Trail System and snowmobiles are permitted.

- **FOX RIVER TRAIL** - This 4-mile trail, opened in the spring of 2007, runs from the Brown County line south to Ott Road, just north of Hilbert. The trail can be used for hiking and biking. No motorized vehicles are permitted during the hiking and biking season. Horseback riding is allowed during that permitted season.

In the winter this trail is part of the Calumet County Snowmobile Trail System and snowmobiles are permitted.

- **CALUMET COUNTY SNOWMOBILE TRAILS** - The Calumet County Parks Department is responsible for operating and maintaining the 152.5 state funded miles of snowmobile trails throughout Calumet County by participating in the State Snowmobile Program.

The Parks Department works with several snowmobile clubs throughout Calumet County. The clubs start working on the trail early in Fall and are finished long after the snow is melted and the crops are replanted in the Spring.

Snowmobilers can call our Parks Activity Line at 920-849-1494 to get the latest updated information on the trails and their condition. The line is updated daily or whenever it is needed during periods of natural snow.

**CLERK OF COURTS** performs the duties regarding civil cases, judgments, mechanic's liens, divorce records, paternity proceedings, passports, and registration of public deputy sheriffs and court commissioners. They also handle ordinance violations and other civil actions, small claims, criminal matters, and actions to collect forfeitures. Jury management is also handled through this office.

**CORPORATION COUNSEL** Wisconsin Statute 59.42(1)(c) states that "the duties of the corporation counsel shall be limited to civil matters and may include giving legal opinions to the board and its committees and interpreting the powers and duties of the board and county officers."

The Corporation Counsel's Office serves as the County's attorney. The Corporation Counsel reports to and works closely with the County Administrator, performing legal research and issues legal opinions, as needed.

The County Board and committees, as well as all departments, may utilize the Corporation Counsel in seeking legal advice as matters arise in the operation of County business. Contracts for every department are routed through the Corporation Counsel office to review legal propriety. The Corporation Counsel also assists in developing policies to be utilized by the County.

The Corporation Counsel represents the interests of the County in guardianships/protective placements, mental health, drug, and alcohol commitments, Children in Need of Protection and Services cases and Termination of Parental Rights cases, small claims, ordinance violations, in-rem tax foreclosure matters, Children in Need of Protection and Services (CHIPS) and Termination of Parental Rights (TPR) cases, and fee collections for departments.

The Corporation Counsel makes court appearances on behalf of the State of Wisconsin for the Child Support Agency at child support hearings, to establish child support and

paternity, as well as modification of child support orders, and contempt actions when child support is not being paid. Child support case workers rely on advice from the Corporation Counsel in interpreting the law as it applies to the cases they are working on.

The Corporation Counsel is present at County Board meetings to answer legal questions as they arise, is knowledgeable in how Robert's Rules apply to the County Board and ensures they are applied properly.

## **DEPARTMENT OF ADMINISTRATION**

- **COUNTY ADMINISTRATOR** is the chief administrative officer of the County and as such, directs, administers and coordinates activities of the County in support of policies, goals and objectives established by the County Board. The County Administrator appoints members of all Boards and Commissions, subject to the confirmation by the County Board. The County Administrator appoints the heads of all departments of the County except those elected by the people or appointed by elected officers, after concurrence with the Chair of the Home Committee and the County Board Chair. The County Administrator is responsible for submitting the annual budget to the County Board.
- **BUSINESS SYSTEMS AND COMMUNICATIONS** carries out major county initiatives, strategies, and projects as recommended by the County Administrator. This includes overseeing complex studies, programs, and projects, including the development and implementation of countywide initiatives. Collaborates with Department Heads, business stakeholders, and subject matter experts to bridge the gap among departments for improved technical efficiency, productivity, and system investments.

The division is responsible for the development and communication of strategic projects, initiatives, and general information that promote and sustain consistent messaging across Calumet County departments. Administers countywide brand standards and communication platforms including traditional print, media, websites, and social media. Also provides technical support for standard desktop publishing and print services to all County Departments.

- **ECONOMIC DEVELOPMENT** the Community Economic Development Program serves the needs of the businesses including business retention, business expansion, supporting start-ups and entrepreneurs, and helping with workforce development. This department also work with cities, villages, and towns on local economic development and quality of life priorities such as downtown revitalization and business attraction. This department support these efforts through direct assistance and by drawing on economic development resources from the state and region.
- **HUMAN RESOURCES** administers a comprehensive human resource program by administering effective and consistent programs, policies, and practices while ensuring countywide compliance with applicable human resource laws and regulations. Advises the county board, department heads, supervisors, and employees on issues of employee compensation, employee and labor relations, benefits administration training and education, recruitment and selection, and workers' compensation.

**COUNTY CLERK** serves as secretary to the County Board and several of its committees, is chief elections official and maintainer of County records. The Clerk is responsible for issuance of marriage licenses to residents and dog licenses to municipal treasurers. Payments to various associations are prepared through the office at specific times of the year. The office is also responsible for the telephone switchboard, incoming and outgoing mail and UPS.

**COUNTY TREASURER** is charged with the maintenance and administration of the following: property tax records (lottery & gaming, first dollar, and state school credits), special assessments, property valuation codes and amounts, receiving, accounting, and disbursing all monies belonging to the County, the settlement process with municipal treasurers for tax collection, collection of postponed and delinquent taxes, processing eligible foreclosure properties, receiving and paying for the State portion of the annual tax roll, taxation of (real estate, Circuit Court, Probate Court, Land Records, Vital Records, Marriage License) fees and costs, and maintaining bankruptcy status. The County Treasurer also provides customer service through person to person, telephone, mail and online correspondence.

**HEALTH AND HUMAN SERVICES** is a multi-purpose agency providing a wide range of services to adults, children, and families. The Calumet County Department of Health and Human Services provides all the services, and carries all the legal responsibilities of a County Social Services Department, 51.42/437 Board and Public Health under the authority of State Statute 251.

- The Human Services Divisions contains the divisions of Economic Support, Child Support, Children Youth and Family Services, Behavioral Health, Long Term Support and Aging and Disability Resource Center.
- The Economic Support division administers the Medicaid/BadgerCare program along with Food Share(SNAP), Child Care, Caretaker Supplement and Energy assistance.
- The Child Support Division is responsible for locating absent parents and their financial resources; scheduling genetic tests for the child and the potential father (s) of the child, preparing the papers and taking the case to court to legally identify the father and set up a support order, ensuring that one or both parents provide health insurance for the child(ren), using all available and appropriate enforcement tools to collect support owed, reviewing/changing support orders, and ending the support order, when necessary.
- The Children, Youth and Family division investigates child abuse and neglect, provides supports for families to ensure safety and provides services to juveniles referred by the Court.
- Long Term Support programs include the Birth to Three program, Children's Long Term Support, Adult Protective Services, case management, Elderly Benefit Specialists, nutrition programs, transportation along with other support services for children and adults with disabilities and the elderly.

- The Aging and Disability Resource Center provides information and assistance, preventative programs and other services to the residents of Calumet County. Dementia and Caregiver Support is also provided.
- The Behavioral Health Division provides mental health services to patients from Calumet County. This includes services for Substance Abuse, Community Support Program, Comprehensive Community Support, emergency mental health services and an outpatient and a mental health clinic.
- The Public Health Division provides preventive and health promotion services to individuals, families, schools and the community. The three major Public Health responsibilities are: protecting the health of the community; promoting the health of individuals and families; providing technical support for health promotion and protection activities. Some of the services provided are: Immunization Clinics, Health Check Clinics, WIC (Women, Infant, Children) Program, School Health, Community Health Education Services, Prenatal Education, Parenting Classes, Public Health Nurse home visitation, Communicable Disease investigation and epidemiology, Nuisance complaint follow-up, Injury Prevention Services, Nutrition Education, Prenatal Care Coordination, Wisconsin Well Woman Program and Perinatal Care Coordination Services. The Health Division Manager serves as the County Health Officer.

The Department also operates a Home Health Care and Hospice agency. The services are available to all citizens of the county regardless of age, sex, race, financial status or limiting factors.

**HOME HEALTH CARE** provides skilled nursing care in the home setting to individuals who may be acutely, chronically or terminally ill. The total needs of the patient are assessed and a plan of care is developed with the patient, patient representative (if applicable), physician and nurse. Home Health Aide care for bathing assistance is also provided as needed. In addition, the agency contracts with outside therapy vendors to provide physical, occupational and speech therapy. The agency meets all Federal and State regulations and is licensed to provide skilled care and to bill insurance carriers for services provided. The agency administers an equipment loan closet to assist families in providing care at home (i.e. hospital beds, wheelchairs, etc.).

**HOSPICE** is a specialized type of care for those facing a life-limiting illness and it includes support for the patient's family caregivers. The agency staff addresses the physical, emotional, and spiritual needs of the patient and family. Hospice care concentrates on managing a patient's pain and other symptoms so that the patient may live as comfortable as possible and make the most of the time that remains. The hospice agency meets all Federal and State regulations and is licensed to provide skilled care and to bill insurance carriers for services provided. Hospice is provided by an interdisciplinary team made up of a physician, social worker, registered nurses, volunteers, spiritual counselor, nurse's aides, and therapies. Hospice care takes place in the patient's home which can include an assisted living facility or skilled nursing facility.

**DISTRICT ATTORNEY** is the prosecutor in all cases of crime and ordinance violations committed in Calumet County. Adult criminal cases include felonies, misdemeanors and traffic offenses. Juvenile cases include delinquencies, children in need of protection and services, and termination of parental rights.

**FINANCE DEPARTMENT** is responsible for the financial management of the County. This includes assisting with the preparation of the County Budget, monitoring all financial information systems, and administrating purchasing functions. The Finance Department is also responsible for processing the employee payroll and performing the duties of County Auditor as prescribed by Wisconsin Statute.

**HIGHWAY DEPARTMENT** The Highway Department's mission statement is to provide a safe and quality transportation infrastructure within the county. This investment is done by constructing and maintaining our 220 miles of our state and county trunk highway system. The department helps serve twenty-one municipalities ranging from eight townships, five villages, and seven cities. In addition, our department maintains our satellite shop in Sherwood, and our main shop in Chilton.

**INFORMATION TECHNOLOGY** shall build a quality and comprehensive technology infrastructure, establish and maintain an effective operational environment, and deliver quality, prompt, cost effective and reliable technology services.

**MEDICAL EXAMINER** is an appointed position of the County Board. State Statute 979 defines the circumstances under which a death must be investigated by the Medical Examiner. The Examiner and deputies work in close cooperation with the District Attorney and law enforcement agencies in the County to determine cause and manner of death in all homicides, suicides, accidental, and any unusual or unexplained circumstances. In those cases referred to the office, a determination must be made and certified as to the cause and manner of the death of an individual. These determinations are made after interviews with witnesses and/or medical providers, review of medical records, review of available literature related to cause and manner of death, results of autopsy and toxicology examinations, law enforcement investigations and other expert opinions when needed. It is also the responsibility of the office to issue permits for cremations, autopsies, and exhumations. The Medical Examiner must also establish policies for the reporting of deaths by hospice agencies, nursing homes, hospitals, and residential care facilities within the County's jurisdiction. The Medical Examiner in cooperation with the District Attorney, may hold an inquest into the circumstances of a death.

#### **PLANNING, ZONING AND LAND INFORMATION**

- **PLANNING:** The County Planning Department provides assistance with subdivision development, farmland preservation initiatives, historic preservation, planning safe routes to school and other trail planning, and is responsible for the development of the county's land use related plans. The Department also assists with economic development efforts and promotes recreation and tourism in the county.

- **CODE ADMINISTRATION:** The code administration section of the office is responsible for administering the various land use related codes. Assistance is provided with zoning (i.e. building permits), floodplain and shore land zoning, sanitation (septic systems), land division, wetland regulation, wind energy standards, verifying farmland preservation zoning certificates, and limiting building height in communication paths (Fresnel zone management).
- **HAZARDOUS WASTE & RECYCLING PROGRAM:** The hazardous waste program within the office is responsible for providing educational information regarding hazardous waste and recycling to county residents. The program also coordinates multiple hazardous waste and recycling events throughout the year which provides residents of the county with a local option for disposal.
- **LAND INFORMATION OFFICE:** Administers the development and maintenance of the county-wide geographic information system (GIS) for use by the County departments, local municipalities, utilities, the private sector, and the general public. Other programs administered by the Land Information Department include rural house numbering, parcel mapping, and E911 data.

**LAND & WATER CONSERVATION** assists individuals, groups, and local units of government in natural resource management planning and in the installation of conservation practices. It conducts inventories to identify resource problems and provides technical expertise to solve the problems. It administers cost share grant programs for the installation of conservation practices and county ordinances related to animal waste storage and runoff management, well abandonment, construction site erosion control, post-construction storm water management and non-metallic mining reclamation. The department also has a comprehensive drinking water program, which includes a well water testing program for county residents.

**REAL PROPERTY LISTER** is charged with the following duties and responsibilities: records land transfers to the tax system; makes all land description and tax map changes; coordinates and maintains annual municipal assessment rolls; solidifies data for tax rolls; assists with the creation of individual tax bills; updates and modifies data processing procedures; creates and maintains real property ownership records; proofs property documents and information for accuracy, completeness, and legality; prepares and maintains tax parcel mapping using County Geographical Information System (GIS) software and methods; assembles assessment code and valuation data for the preparation of the work rolls, assessment rolls, notices, and special assessment rolls for municipal contracted assessors; and works with the State, other County Departments, and Municipal Clerks to maintain and determine land integrity and legal conforming title. The Real Property Lister also provides explanation and instruction of policy procedure in response to telephone, personal, and online inquiry from co-workers, abstractors, attorneys, real estate agents, surveyors and the general public as necessary. Performs as Deputy to the County Treasurer and fulfills all related County Treasurer duties in their absence.

**REGISTER OF DEEDS** does the recording of real estate and personal property documents. The office does not prepare documents for recording. Certified copies of vital records such as birth, death, marriage, and divorce decrees can be obtained from this office. Military Discharge documents are filed and certified copies are available to the Veterans.

**REGISTER IN PROBATE** is responsible for the maintenance of probate, guardianship, trust, conservatorship and mental commitment files. Also, the Probate Registrar is responsible for the administration of informal probate, as well as the maintenance of these records.

**JUVENILE CLERK** is responsible for the maintenance of delinquency, CHIPS, termination of parental rights and adoption files.

**The SHERIFF** is the chief law enforcement officer in the County pursuant to Ch. 59.27, Wis. Stats, The Sheriff personally, or through his deputies, is responsible for the protection of the citizens of county, including prevention, detection, apprehension, prosecution, and detention of those criminal or civil persons who violate state or local laws. The Sheriff takes charge and custody of the county jail personally, or through a deputy or correctional officer, of the persons therein and keeps records of all those committed to the county jail. The Sheriff is responsible to serve or execute all processes, writs, and orders issued or made by lawful authority and delivered to the Sheriff. The Sheriff is responsible to maintain peace on and along the highways of the County, to investigate all accidents occurring on the highways, and to detect and strictly enforce all traffic laws as to deter violations and; therefore, prevent accidents. The Sheriff is also responsible for the enforcement of the laws on our waterways and snowmobile trails.

**EMERGENCY MANAGEMENT** provides a local point of contact for citizens, local groups and organizations, community leaders and local units of government, to provide information and guidance on disaster preparedness, response, recovery and hazard mitigation activities. The Emergency Manager coordinates community disaster planning, administers grant programs, and assists with training and exercise functions to encourage an inclusive, proven partner based, and multi-disciplined approach to all types of potential hazardous events that may threaten the community. During a disaster the Emergency Manager assists local governments in an advisory role, and directly supports responding agency operations by coordinating information, obtaining resources, and initiating disaster relief/recovery programs.

**UW-MADISON DIVISION OF EXTENSION** positions are joint Calumet County-UW Madison appointments. Extension educators provide educational programs for all youth and adults regardless of race, creed, ethnic, or economic background. The expertise of UW specialists are integrated into local program needs.



**THE 4-H PROGRAM EDUCATOR** leads and manages the full range of the 4-H Youth Development programs including clubs, educational experiences, and camps. The Program Educator also designs, delivers, and evaluates research-based educational programming and services.

**VETERANS SERVICE OFFICE** counsels veterans and dependents on entitlement to benefits and assists in preparation of their claims. Provides emergency aid to eligible veterans and families. Administers all federal, state and local laws pertaining to veterans benefits. Assists veterans in obtaining treatment at VA Health Care Facilities.

# TOWNS, VILLAGES AND CITY OFFICIALS

## TOWN OF BRILLION

www.townofbrillion.com

Town Hall: 920-989-1602 N8892 Randolph St., PO Box 216, Forest Junction 54123  
CHAIRMAN - Kevin Fischer.....920-213-4889, N8591 Keuer Road, Brillion  
SUPERVISOR –Dale Maile..... 920-450-4343, W1536 Conservation Rd., Brillion  
SUPERVISOR - Gary Weins ..... 920-418-4029, N7706 Irish Rd., Hilbert  
CLERK - Karen Jannette ..... 920-756-5363, W1550 Dreier Rd., Hilbert  
..... Email: clerk@townofbrillion.com  
TREASURER - Sharon Ott..... 920-989-1367, N8329 Hwy 57, Hilbert  
ROAD SUPERVISOR - Darryl Parkin..... 920-875-0175, Municipal Building  
ASSESSOR - Associated Appraisal Consultants, Inc..... 920-749-1995  
.....W6237 Neubert Rd., Appleton 54914  
BUILDING INSPECTOR - Paul Hermes ..... 920-858-0102  
..... Email: paulhermes47@yahoo.com  
FIRE CHIEF - Carl Weber.....920-989-1301, N8761 Church St., Forest Junction

## TOWN OF BROTHERTOWN

Town Hall: 920-849-9008 W3880 St. Charles Rd., Chilton 53014

CHAIRMAN - Chuck Schneider .....920-849-4881, N2289 Co. Rd. C, Chilton  
SUPERVISOR - Larry Propson ..... 920-450-6018, W4688 W. Jefferson Rd., Chilton  
SUPERVISOR - Doug Marcelle ..... 920-418-5153, N2263 Lakeshore Dr., Chilton  
CLERK - LeAnne Karls ..... 920-418-0949, N2445 S. Tower Road, Chilton  
..... Email: townofbrothertown@gmail.com  
TREASURER - Lori Fhlug ..... 920-849-7073, W3916 St. Charles Road, Chilton  
HIGHWAY SUPERVISOR - Logan Schmitz ..... 920-849-9008  
ASSESSOR - Scott Tennessen .....920-432-3502, PO Box 282, Kaukauna  
BUILDING INSPECTOR - Brian Witkowski ..... 920-849-9274  
.....18 W. Main Street, Suite K, Chilton  
..... Email: witkoinspections@gmail.com

## TOWN OF CHARLESTOWN

www.townofcharlestown.com

Town Hall: 920-849-2885 N3685 Hwy. T, Chilton 53014

CHAIRMAN - Wilmer Geiser.....920-849-4339, N3576 Cty. T, Chilton  
SUPERVISOR - Donald E. Bonlander, Sr. .... 920-849-2898, N3742 N. Mill Road, Chilton  
SUPERVISOR - Shane L. Peik..... 920-849-4985, N4727 Irish Rd., Chilton  
..... Email: shane\_peik@townofcharlestown.com  
CLERK - Kim Mueller .....920-585-8791, W1011 Bruckner Rd., New Holstein  
TREASURER - Tim Mueller.....920-371-5439, W1011 Bruckner Rd , New Holstein  
ROAD SUPERVISOR - Dave Aebischer..... 920-849-2885  
ASSESSOR - Troy Zacharias, Action Appraisers..... 920-766-7323  
..... PO Box 557, Kaukauna  
BUILDING INSPECTOR - Brian Witkowski ..... 920-849-9274  
.....18 W. Main Street, Suite K, Chilton  
..... Email: witkoinspections@gmail.com

## TOWN OF CHILTON

www.townofchilton.com

Town Hall Office: 920-849-4720 N4695 Cty. BB, Chilton Fax: 920-849-7475

CHAIRMAN - John J. Schwarz ..... 920-378-6762, W3778 Hickory Hills Rd., Chilton  
SUPERVISOR - Randy Lisowe ..... 920-418-1953, W3576 Hwy 151, Chilton  
SUPERVISOR - Richard Buechel ..... 920-849-940, N5204 McHugh Rd., Chilton  
CLERK - Sheila Koehler-Oakley ..... 920-849-4720, sheilakoclerk@gmail.com  
TREASURER - Eric Plate ..... 920-849-4720, chiltontreasurer@gmail.com  
ROAD SUPERVISOR - Jeff Schwartz ..... 920-849-2605  
ASSESSOR - Associated Appraisal Consultants, Inc. .... 920-749-1995  
..... 1314 W. College Avenue, Appleton 54914  
BUILDING INSPECTOR, Brian Witkowski ..... 920-849-9274,  
..... 18 West Main Street, Suite K, Chilton  
..... Email: witkoinspections@gmail.com  
ZONING ADMINISTRATOR, Wally Sedlar: Martenson & Eisele Inc. .... 920-731-0381  
..... PO Box 449, Menasha

## TOWN OF NEW HOLSTEIN

www.townofnewholstein.com

Town Hall: 920-898-4606 W1465 Tecumseh Rd., New Holstein 53061

CHAIRMAN - Ben Henke ..... 920-418-3388, W371 Danes Rd., New Holstein  
..... Email: chairman.tnh@gmail.com  
SUPERVISOR - Dean Konen ..... 920-894-7452, N630 Seven Corners Rd., Kiel  
..... Email: deankte@frontier.com  
SUPERVISOR - Len Heimerman ..... 920-901-1270, W350 Charlesburg Rd., New Holstein  
..... Email: mlheimerman@icloud.com  
CLERK - Cheryl Heller ..... 920-898-5538, N1556 Seven Corners Rd., New Holstein  
..... Email: clerk@tn.newholstein.wi.gov  
TREASURER - Mary Jo Muellenbach ..... 920-898-5682, N1092 Dorn Rd., Chilton  
..... Email: treasurer.tnh@gmail.com  
ROAD SUPERVISOR - Bob Pendleton ..... 920-850-8365  
BUILDING INSPECTOR - Brian Witkowski ..... 920-849-9274  
..... 18 W. Main Street, Suite K, Chilton, WI  
..... Email: witkoinspections@gmail.com  
ASSESSOR - Scott Tennesen ..... 920-423-3502, PO Box 282, Kaukauna 54130  
St. Anna Fire Department ..... 920-894-2625  
New Holstein Fire Department ..... 920-898-4241

## TOWN OF RANTOUL

www.townofrantoul.com

Town Shop: 920-853-3100

Mailing address: 320 Central St., P.O. Box 44, Potter 54110-0044

Phone: 920-588-7013 Email: clerk@townofrantoul.com

CHAIRMAN - Eugene Mertz ..... 920-853-3398, N5634 Cty. Y, Hilbert  
SUPERVISOR - David Jannette ..... 901-3452, W1550 Dreier Rd., Hilbert  
SUPERVISOR - Gregg Eickert ..... 920-588-7575, W581 Hwy JJ, Brillion  
CLERK - Ashley Mink ..... 920-588-7013, Email: clerk@townofrantoul.com  
TREASURER - Connie Loose ..... 920-428-4648, W368 RiverView Rd., Chilton

ASSESSOR - Action Appraisers..... 920-766-7323 or 888-796-0603  
..... PO Box 557, Kaukauna  
ROAD SUPERVISOR - Mark Wunrow ..... 920-853-3100 or 851-1684  
FIRE CHIEF - Rob Schoen ..... 920-337-6440, PO Box 82, Potter  
ZONING ADMINISTRATOR - Eugene Mertz ..... 920-853-3398, N5634 Cty. Rd Y, Hilbert  
BUILDING INSPECTOR - Witkowski Inspections Agency, LLC ..... 920-849-9274  
18 W. Main Street, Suite K, Chilton.....Email: witkoinspections@gmail.com

## **TOWN OF STOCKBRIDGE**

[www.townofstockbridge.org](http://www.townofstockbridge.org)

Town Shop: 920-439-1688 N4331 Hwy. 55, Chilton 53014

CHAIRMAN - Ken Schaefer ..... 920-439-1740, W5180 County Rd. F, Chilton  
SUPERVISOR - Mark Ecker ..... 920-378-3068, N3270 Hwy 55, Chilton  
SUPERVISOR - Joe Kuhn ..... 920-378-1685, W4724 Hill Rd., Hilbert  
CLERK - Steven Phipps ..... 920-418-5709, N5024 Long Rd., Chilton  
.....Email: stockbridgeclerk@gmail.com  
TREASURER - Andrea Ortlieb ..... 920-419-9355 N4665 Hwy 55, Chilton  
ROAD SUPERVISOR - Mark Tasch ..... 920-439-1688  
ASSESSOR - Associated Appraisal Consultants ..... 920-749-1995  
.....PO Box 2111, 1314 W. College Ave., Appleton 54914  
Building Inspector – Brian Witkowski..... 920.849.9274  
18 W. Main St. Suite K Chilton, WI 53014..... Email: witkoinspections@gmail.com  
FIRE CHIEF - Mike Funk ..... 920-418-1130, 119 School St., Stockbridge

## **TOWN OF WOODVILLE**

Town Hall: 920-989-1459 W3350 County B, Hilbert 54129

Email: [townofwoodville@yahoo.com](mailto:townofwoodville@yahoo.com)

CHAIRMAN - Corey Schmidt..... 920-378-0676, N9255 Brant St. John Road, Brillion  
SUPERVISOR - Jeff Wisnet ..... 920-475-9054, N7230 County Rd BB, Hilbert  
SUPERVISOR - Mark VanderPas ..... 920-574-1386, W3255 Dundas Rd., Kaukauna  
CLERK - Ellen Pattermann ..... 920-507-0274, W4114 Cty Rd B, Hilbert  
TREASURER - Sarah Thiel ..... 920-989-1390, W3151 Cty. B, Hilbert  
ROAD SUPERVISOR - Nathan Beyer ..... 920-989-1459  
ASSESSOR - Action Appraisers & Consultants Inc. .... 920-766-7323  
.....PO Box 557, Kaukauna, WI

## **VILLAGE OF HARRISON**

[www.harrison-wi.org](http://www.harrison-wi.org)

Harrison Municipal Building: 920-989-1062

W5298 State Hwy. 114, Menasha 54952

Fax: 920-989-1077

VILLAGE PRESIDENT - Allison Blackmer ..... 920-808-1596  
..... W5940 Sweet Clover Dr., Harrison 54915

### **VILLAGE TRUSTEES**

Darlene Bartlein ..... 920-637-4400, W6753 Manitowoc Road, Menasha 54952  
Scott Handschke ..... 920-427-6344, N9608 Emerald Lane, Menasha 54915  
Mike Brantmeier ..... 920-716-4797, PO Box 146, Sherwood 54169  
Mark Van Hefty ..... 920-460-7976, W5925 Moonflower Dr., Menasha 54915  
Julene Baldwin ..... 920-915-7990, N9275 Harwood Rd., Harrison 54930

Matt Lancaster..... 920-915-5251, W5828 Sweet William Dr., Harrison 54915  
 VILLAGE MANAGER - Matt Heiser..... Email: mheiser@harrison-wi.org  
 CLERK/TREASURER - Vicki Tessen..... Email: clerk@harrison-wi.org  
 DEPUTY CLERK/TREASURER-Meghan Winkler .....Email: Deputyclerk@harrison-wi.org  
 ASSISTANT PLANNER Trish Nau.....Email: tnau@ harrison-wi.org  
 OPERATIONS MANAGER – Jeff Funk.....Shop/Garage - 989-1139 Ext 105  
 .....Email: jfunk@harrison-wi.org  
 BUILDING INSPECTOR - Paul Birschbach .....8 a.m.- 9:30 a.m.  
 Phone: 920-989-2924.....Email: pbirschbach@harrison-wi.org  
 ASSESSOR - Accurate Appraisal LLC .....920-749-8098  
 .....PO Box 415, 1428 Midway Rd., Menasha 54952  
 FIRE CHIEF – Jarred Gerl .....Email: Jgerl@harrison-wi.org

## VILLAGE OF HILBERT

www.villageofhilbert.com

Village Office: 920-853-3241 26 N. 6th Street, PO Box 266, Hilbert 54129

Fax: 920-853-3515

PRESIDENT - James Schmidt ..... 920-225-9484, 642 W Grove Ct , Hilbert

### VILLAGE TRUSTEES

James Schrubbe ..... 920-860-6182, 142 E. Fox Trail., Hilbert

Anita Loose ..... 920-850-7307, 113 E. Main St, Hilbert

Peggy Nolan ..... 920-475-2258, 147 N. 1st St., Hilbert

Tim Keuler ..... 920-418-0991, 47 S. 7th St., Hilbert

Natasha Kloehn.....920- 843-1189, 609 W. Greve Ct., Hilbert

Thomas Roehrig ..... 920-257-3633, 114 S. 7th St., Hilbert

CLERK/TREASURER/ADMINISTRATOR - Dennis DuPrey ..... Village Office

..... Email: hilbertclerk@villageofhilbert.com

DEPUTY CLERK-TREASURER - Marissa Kieso ..... Village Office

ASSESSOR - Troy Zacharias, Action Appraisers ... 920-766-7323 - PO Box 557, Kaukauna

FIRE CHIEF - Michael Loose .....920-853-3438, 45 N. 5th St., PO Box 266, Hilbert

..... Email: hilbertfire@villageofhilbert.com

BUILDING INSPECTOR - Paul Hermes..... 920-858-0102, 730 Windflower Way, Kimberly

## VILLAGE OF POTTER

Village Office: 920-810-2970 PO Box 162, Potter 54160

PRESIDENT - Ellen M. Gurholt..... 920-819-5333, 201 Main St., Potter

..... Email: ellen.matyas@gmail.com

TRUSTEE - Andrew Lawman .....(920)241-8998 132 Central Street, Potter

TRUSTEE - Jay Schoen..... 920-418-1100, 217 Central St., Potter

CLERK - Lisa Herrick ..... 920-810-2970, 612 Graves Street, Chilton

TREASURER - Dennis Gruett ..... 920-853-3323, W1374 Schneider Rd, Hilbert

ASSESSOR - Tennessen Appraisal, LLC ..... 920-841-9880, PO Box 282, Kaukauna

FIRE CHIEF - Rob Schoen..... 920-377-6440, PO Box 82, Potter

## VILLAGE OF SHERWOOD

Village Office: 920-989-1589 PO Box 279, Sherwood 54169 Fax - 920-989-4084

PRESIDENT - Joyce Laux .....920-989-1956, N412 Military Rd., Sherwood

VICE PRESIDENT - Kathy Salo.....920-740-2927, W4865 Forest Ln., Sherwood

### TRUSTEES

Tony Genisot ..... 475-0091, N583 Robinhood Way, Sherwood

Bob Benz..... 920-989-1760, N7639 Lower Cliff Rd., Sherwood

Tom Herrmann.....920-427-1062, N7782 Spurline Ct., Sherwood

Lisa Ott..... 920-989-2741, N7987 Mustang Dr., Sherwood

Jesse Troestler .....540-0888, W5031 Cherrywood Dr., Sherwood

CLERK-TREASURER - Nick Halbach ..... Village Office

..... Email: clerk-treasurer@villageofsherwood.org

VILLAGE ADMINISTRATOR - Randy Friday .....Village Office

..... Email: administrator@villageofsherwood.org

UTILITY & FINANCE CLERK - Kathy Mader .....Village Office

..... Email: utilities@villageofsherwood.org

OFFICE COORDINATOR/ DEPUTY CLERK Sadie Slotke.....Village Office

..... Email: officecoordinator@villageofsherwood.org

ASSESSOR - Associated Appraisal Consultants, Inc..... 920-749-1995

.....W6237 Neubert Rd., Appleton 54913

FIRE CHIEF-Jarred Gerl ..... Harrison Volunteer Fire Department

.....920-989-1062, W5298 Hwy. 114, Menasha

## VILLAGE OF STOCKBRIDGE

[www.villageofstockbridge.org](http://www.villageofstockbridge.org)

Village Office: 920-439-1700 116 S. Military St, Stockbridge 53088

PRESIDENT - Tim Lemke.....920-439-1143, 100 Mill Creek Ct., Stockbridge

TRUSTEES - Marilyn Behnke..... 920-439-1899, 502 James St., Stockbridge

Greg Zickuhr.....920-439-1186, N5397 St. Catherines Bay Rd., Hilbert

Keith Gainer .....414-526-2722, N5529 St. Catherines Bay Rd., Hilbert

Robert Behnke .....920-915-5981, N5367 St. Catherines Bay Rd., Hilbert

Paul T. Bruckner .....920-439-1728, PO Box 12, Stockbridge

Steven Jacobs..... 920-213-5619, 715 S Military Rd., Chilton

CLERK-TREASURER - Ted Parsons.....920-439-1700, PO Box 292, Stockbridge

..... Email: villageofstockbridge@tds.net

ASSESSOR - Grota Appraisals - Linda Baxter..... 920-322-3414

..... N88 W16573 Main Street, Menomonee Falls 53051

..... Email: lbaxter@wi-assessor.com

LAW ENFORCEMENT - Calumet County Sheriff's Dept. .... 920-849-2335

..... 206 Court St., Chilton

FIRE CHIEF - Mike Funk ..... 920-418-1130, 119 School St., Hilbert

## CITY OF APPLETON

www.appleton.org

City Hall: 920-832-6443 100 N. Appleton St., Appleton 54911 Fax: 920-832-5823  
MAYOR - Jake Woodford.....920-832-6400  
.....100 N. Appleton St., Appleton 54911-4799  
ALDERPERSON - 5th District - Katie Van Zeeland.....920-358-0501  
.....2301 S. Matthias St., Appleton 54915  
ALDERPERSON - 8th District - Joss Thyssen .....920-205-1963  
.....2115 S Fountain Ave., Appleton 54915  
ALDERPERSON - 15th District - Chad Doran .....920-419-1360  
.....3701 S. Johann Dr., Appleton, 54915  
CLERK - Kami Lynch .....920-832-6443, City Office  
..... Email: kami.lynch@appleton.org  
DEPUTY - Amy Molitor .....920-832-6445, City Office  
..... Email: amy.molitor@appleton.org  
DIRECTOR OF FINANCE - Jeri A. Ohman .....920-832-6442, City Office  
ATTORNEY - Christopher Behrens .....920-832-6423, City Office  
ASSESSOR - DeAnn Brosman .....920-832-5850, City Office  
POLICE CHIEF - Todd Thomas .....920-832-5512, 222 S. Walnut St., Appleton  
FIRE CHIEF - Jeremy Hansen.....920-832-5810, 700 N. Drew St., Appleton

## CITY OF BRILLION

www.ci.brillion.wi.us

Emergency Services Build: 920-756-2250 130 Calumet St., Brillion 54110 Fax: 920-756-2351  
City Hall: 920-756-2250 201 N. Main St., Brillion 54110 Fax: 920-756-2351  
MAYOR - Mike Smith.....217-653-1266, 633 Lee Ave., Brillion  
ALDERPERSON - At-Large:  
Joe Levash.....920-418-3840, 104 Bentwood Dr., Brillion  
Tim Hanson.....920-756-9729, 480 Hiawatha Dr., Brillion  
Shelly Lau.....920-858-7508, 334 Parkway Dr., Brillion  
Joe Behnke .....920-418-2381, 241 Bentwood Dr, Brillion  
TJ Moehr.....920-418-0788, 238 Macarthur Ave., Brillion  
Kory Davis.....920-277-2950, 928 Golfview Dr., Brillion  
Ruben Piepenburg .....920-418-3930, 347 S. Parkway Dr., Brillion  
CITY ADMINISTRATOR - Richard Johnston.....920-756-2250  
..... Email: admin@ci.brillion.wi.us  
CLERK-TREASURER - Patricia Schreiber.....920-756-2250  
..... Email: clerk@brillionwi.gov  
PUBLIC WORKS DIRECTOR - Austen Frederickson .....Email: pwd@brillionwi.gov  
LIBRARY DIRECTOR - Lydia Dill.....920-756-3215  
..... Email: ldill@mels.lib.wi.us  
ATTORNEY - Andy King .....920-849-9323, 50 E. Main St., Chilton  
ASSESSOR - Accurate Appraisal LLC.....800-770-3927  
..... PO Box 415, 1428 Midway Rd., Menasha 54952  
POLICE CHIEF - Kirk Schend .....920-756-2221, 130 Calumet St., Brillion  
..... Email: pdadm@brillionwi.gov

POLICE OFFICERS ..... Captain TJ Bastian, Matt Kluck,  
 Ben Bastian, Anthony Schweighl, Andrew Williams, Michael Parker,  
 Corey Schneider, Kurtis Stephany, Amanda Meeuwesen, Joey Tisler  
 FIRE CHIEF - Garrett Wenzel ..... 920-756-2424, 130 Calumet St., Brillion  
 ..... Email: fd@brillionwi.gov  
 BUILDING INSPECTOR - Birschbach Inspection Service Inc., Paul Birschbach .....  
 ..... 920-849-9274, 18 W. Mains St. Suite L, Chilton, 53014  
 ..... Email: binspect@frontier  
 MUNICIPAL COURT JUDGE - Vacant ..... 920-756-2727  
 ..... 610 Madison St., Brillion

## CITY OF CHILTON

<http://www.chiltonwi.gov>

City Hall: 920-849-2451 42 School St., Chilton 53014 Fax: 920-849-2025

MAYOR - Thomas Reintl ..... 920-849-9853, 109 Lehner St., Chilton  
 ..... Email: treintl@chiltonwi.gov

### ALDERMEN District 1, Ward 1

Ron Gruett ..... 920-849-2735, 1000 Wieting Ct., Chilton  
 ..... Email: rgruett@chiltonwi.gov

Jon Kragh ..... 920-418-0224, 617 S. State St., Chilton  
 ..... Email: jkragh@chiltonwi.gov

### ALDERMEN District 2, Wards 2 & 5

Rick Jaeckels ..... 920-254-8296, 220 Saratoga St., Chilton  
 ..... Email: rjaeckels@chiltonwi.gov

Peggy Loose ..... 920-418-4300, 503 Fulton St., Chilton  
 ..... Email: ploose@chiltonwi.gov

### ALDERMEN District 3, Ward 3

Robert Seipel ..... 920-203-5411, 723 Diane St., Chilton  
 ..... Email: rseipel@chiltonwi.gov

Kathy Schmitzer ..... 920-849-2584, 927 Park St., Chilton  
 ..... Email: kschmitzer@chiltonwi.gov

### ALDERMEN District 4, Ward 4

Vacant

Joe Schoenborn ..... 920-849-4134, 507 Donna St., Chilton  
 ..... Email: jschoenborn@chiltonwi.gov

ADMINISTRATOR/CLERK/TREASURER - David De Troye .....  
 ..... Email: ddetroye@chiltonwi.gov

DEPUTY CLERK/TREASURER - Lisa Meyer ..... Email: lmeyer@chiltonwi.gov

ASSESSOR - Accurate Appraisal LLC ..... 920-749-8098  
 ..... PO Box 415, 1428 Midway Rd., Menasha 54952

BUILDING/PLUMBING INSPECTOR - Witkowski Inspections Agency LLC ... 920-912-0832  
 ..... 18 West Main Street, Suite K, Chilton  
 ..... Email: witkoinspections@gmail.com

ATTORNEY - Derek McDermott ..... 920-849-9323, 50 E. Main St., Chilton

POLICE CHIEF - Craig Plehn ..... City Hall  
 ..... email: cplehn@chiltonwi.gov

POLICE CAPTAIN - Jason Kvalheim ..... City Hall  
 ..... jkvalheim@chiltonwi.gov



## PATROL OFFICERS

Officers - Joshua Harn, Michael Young, Steven Petrie, Alex Engman,  
Brad Kuch, Corey Thome, Heather Mielke

FIRE CHIEF - Ben Schoenborn

City Hall

Email: bschoenborn@chiltonwi.gov

DIRECTOR OF PUBLIC WORKS - Chris Marx

City Hall

Email: cmarx@chiltonwi.gov

STREET DEPARTMENT LEADMAN - Travis Boll

City Hall

Email: tboll@chiltonwi.gov

## CITY OF KAUKAUNA

www.cityofkaukauna.com

City Hall: 920-766-6300 Fax: 920-766-6339

201 W. Second St., PO Box 890, Kaukauna 54130

MAYOR - Anthony J. Penterman ..... 920-766-6310

ALDERMEN 4th District

Pennie Thiele..... 920-766-2702

..... Email: pennie.thiele@kaukauna-wi.org

Mike Coenen ..... 920-759-9776

..... Email: mike.coenen@kaukauna-wi.org

CLERK/TREASURER - Sally Kenney..... 920-766-6300

..... Email: Skenney@kaukauna-wi.org

FINANCE DIRECTOR - William VanRossum ..... 920-766-6372

..... Email: wvanrossum@kaukauna-wi.org

ATTORNEY - Kevin Davidson ..... 920-766-6318

..... Email: cityattorney@kaukauna-wi.org

ASSESSOR - Bowmar Appraisals, Inc. .... 920-733-5369

..... 3005 West Brewster St., Appleton, WI 54914

BUILDING INSPECTOR - Brett Jensen..... 920-766-6325

..... Email: bjensen@kaukauna-wi.org

MUNICIPAL JUDGE - Carley Windorff..... 920-766-6378

CHIEF OF POLICE - Jamie Graff ..... 920-766-6333

FIRE CHIEF - Jacob Carrel ..... 920-766-6351

PUBLIC WORKS - John Sundelius, Director of Public Works..... 920-766-6305

Jacob Van Gumpel, Street Foreman..... 920-766-6337

PLANNING & COMMUNITY DEV - Vacant..... 920-766-6315

## CITY OF KIEL

www.kielwi.gov

City Hall: 920-894-2909, 621 6th St., PO Box 98, Kiel 53042 Fax: 920-894-2585

MAYOR - Mike Steinhardt..... 920-894-3764, 502 River Ter., Kiel

ALDERPERSON - 6th Ward - Alice Achter ..... 920-894-7241, 512 11th St., Kiel,

CITY ADMINISTRATOR Jamie J. Aulik..... 920-894-2909 Ext 102

..... Email: Jamie.aulik@kielwi.gov

CLERK/TREASURER - Janelle Moritz ..... 920-894-2909 Ext. 104, City Hall

ATTORNEY - Gary Jahn..... 920-849-9323, PO Box 146, Chilton

ASSESSOR - Mike Denor - Fair Market Assessments LLC ..... 1-800-236-1638

..... 2555 Continental Ct., Suite 2, Green Bay 54311

MUNICIPAL JUDGE - Dean Dietrich ..... City Hall

POLICE CHIEF - David Funkhouser ..... 920-894-2211, 619 Paine St., Kiel  
FIRE CHIEF - Robert Hennings ..... 920-894-2212, 99 E. Fremont St, Kiel  
BUILDING INSPECTOR - Paul Birschbach ..... 920-378-2857  
..... 18 W Main St., Ste L, Chilton

## **CITY OF MENASHA**

[www.cityofmenasha-wi.gov](http://www.cityofmenasha-wi.gov)

City Hall: 920-967-3600 100 Main St., Menasha 54952 Fax: 920-967-5273  
MAYOR - Donald Merkes ..... City Hall 920-967-3600  
..... Email: [dmerkes@ci.menasha.wi.us](mailto:dmerkes@ci.menasha.wi.us)  
ALDERPERSON - 8th District - Randy Ropella ..... 920-830-2473  
..... 1128 Southfield Drive, Menasha  
CLERK - Haley KrautKramer ..... City Hall 920-967-3603  
..... Email: [hkrautkramer@ci.menasha.wi.us](mailto:hkrautkramer@ci.menasha.wi.us)  
FINANCE DIRECTOR - Jennifer Sassman ..... 920-967-3631  
..... Email: [jsassman@ci.menasha.wi.us](mailto:jsassman@ci.menasha.wi.us)  
ASSESSOR - Associated Appraisal Consultants Inc. .... 920-749-1995  
..... 1314 W. College Avenue, Appleton 54914  
ATTORNEY - Pamela A. Captain ..... City Hall 920-967-3600  
POLICE CHIEF - Tim Styka ..... 920-967-3501, 430 First St., Menasha  
FIRE CHIEF - Kevin Kloehn ..... 920-886-6200, 125 E. Columbian Ave., Neenah

## **CITY OF NEW HOLSTEIN**

<http://www.CityofNewHolstein.org>

City Hall: 920-898-5766 2110 Washington St., New Holstein 53061 Fax: 920-898-5879  
MAYOR - Richard Snelson ..... 920-898-5766, 2327 Park Ave., New Holstein  
..... Email: [rsnelson@cnhwi.org](mailto:rsnelson@cnhwi.org)  
ALDERMAN - 1st Aldermanic District:  
Francis Schmitz ..... 920-898-5539, 1501 Coolidge St., New Holstein  
Gene P. Woelfel ..... 920-898-4498, PO Box 21., New Holstein  
ALDERMAN - 2nd Aldermanic District:  
Norman Propson ..... 920-418-1493, 2309 Van Buren St., New Holstein  
Ranee Raether ..... 920-946-5336, 2028 Jackson St., New Holstein  
ALDERMAN - 3rd Aldermanic District:  
Bradley Hess ..... 920-286-2032, 1703 Calumet Dr., New Holstein  
Rebecca Mosier ..... 920-527-9480, 2310 Pleasant Ave., New Holstein  
ALDERMAN - 4th Aldermanic District:  
Eric Mayer ..... 920-464-0353, 1704 McKinley St., New Holstein  
Steven Abrams ..... 920-207-0281, 1726 Monroe St., New Holstein  
ADMINISTRATOR/CLERK-TREASURER - Cassandra Langenfeld .....  
..... Email: [caseyl@cnhwi.org](mailto:caseyl@cnhwi.org)  
DEPUTY CLERK/TREASURER - Lori Beck ..... Email: [lorib@cnhwi.org](mailto:lorib@cnhwi.org)  
ATTORNEY - Steven Sorenson ..... von Briesen & Roper, s.c.  
ASSESSOR - Michael Stutz ..... 920-898-5766  
..... Email: [mstutz@wppienergy.org](mailto:mstutz@wppienergy.org)  
POLICE CHIEF - Eric Fisher ..... 920-898-4241  
..... Email: [fischer.eric@ci.new-holstein.wi.us](mailto:fischer.eric@ci.new-holstein.wi.us)  
POLICE CAPTAIN - Charles Schroeder ..... 920-898-4241  
..... Email: [schroeder.chuck@ci.new-holstein.wi.us](mailto:schroeder.chuck@ci.new-holstein.wi.us)

**POLICE OFFICERS**

Robert A. Baldwin, Cory Thome, Carter Schallmo, Steven Toltzmann, Mike Golbach  
FIRE CHIEF - Denis Mayer ..... 920-898-4132, 2103 Pleasant Ave., New Holstein  
MUNICIPAL JUDGE - Kelly Sippel ..... Email: sippel.kelly@ci.new-holstein.wi.us  
EMERGENCY MANAGEMENT DIRECTOR - Craig Carey ..... 920-418-3910  
..... Email: cnhem@cnhwi.org  
BUILDING/PLUMBER INSPECTOR - Cary Nate ..... 920-901-0288  
..... Email: cary.nate@grandchute.net  
LIBRARY DIRECTOR - Danielle Hankins.....920-898-5165  
2115 Washington St., New Holstein - Email: d@newholsteinlibrary.org  
DIRECTOR OF PUBLIC WORKS - Jason Meyer .....City Hall 920-898-5766  
..... Email: jasonm@cnhwi-org  
GENERAL MANAGER N.H. UTILITIES - Randy Jaeckels.....City Hall 920-898-5776  
.....Email: rjaeckels@nhutilities.org  
CITY ENGINEERS - Robert E. Lee & Assoc..... 920-662-9641  
.....4664 Golden Pond Park Court, Oneida 54155  
RECREATION DIRECTOR April Lisch..... 920-898-5766 Ext 113  
..... Email alisch@cnhwi.org

# CALUMET COUNTY BOARD OF SUPERVISORS

**District 1** C. of Appleton (Ward 44)  
**ANDY CLEVELAND** *Appointed Into Office, 2022*  
Residence-920-639-6908, 2018 S Jackson St. Appleton 54915  
Email: andy.cleveland@calumetcounty.org

**District 2** C. of Appleton (Ward 25)  
**MERLIN GENTZ** *Elected Into Office, 1998-2008, 2012*  
Residence - 920-731-1670, 2611 S. Greenview St., Appleton 54915  
Email: merlin.gentz@calumetcounty.org

**District 3** C. of Appleton (Ward 13)  
**EMILY VOIGHT** *Elected Into Office, 2020*  
Residence - 920-540-4687, 29 Grace Court, Appleton 54915  
Email: emily.voight@calumetcounty.org

**District 4** V. of Harrison (Ward 4); C. of Appleton (Ward 45)  
C. of Menasha (Ward14)  
**MATTHEW BUDDE** *Elected Into Office, 2010*  
Residence - 920-907-0753, 45 Pheasant Ct., Appleton 54915  
Email: matthew.budde@calumetcounty.org

**District 5** V. of Harrison (Ward 5)  
C. of Appleton (Wards 14 & 46)  
**CHAD DORAN** *Elected Into Office, 2022*  
Residence - 920-419-1360, 3701 S Johann Drive, Appleton 54915  
Email: chad.doran@calumetcounty.org

**District 6** V. of Harrison (Ward 6)  
C. of Appleton (Ward15)  
**SCOTT HANDSCHKE** *Elected Into Office, 2020*  
Residence - 920-427-6344, N9608 Emerald Ln., Appleton 54915  
Email: scott.handschke@calumetcounty.org

**District 7** V. of Harrison (Wards 3 & 7)  
**PETER K. STIER** *Elected Into Office, 2010*  
Residence - 920-419-3050, W5962 Sweet Clover Dr., Appleton 54915  
Email: pete.stier@calumetcounty.org

**District 8** V. of Harrison (Ward 8)  
City of Menasha (Wards 15 & 16)  
**TOM STOFFEL** *Elected Into Office, 2018*  
Residence - 920-209-9815, 1041 Garda Court, Menasha 54952  
Email: tom.stoffel@calumetcounty.org

**District 9** V. Harrison (Wards 9 &13)  
C. of Appleton (Ward 47)

**ED KLECKNER** *Elected Into Office, 2012*

Residence - 920-738-0632, W6366 Firelane 8, Menasha 54952  
Email: ed.kleckner@calumetcounty.org

**District 10** V. of Harrison (Wards 10 & 11)

**JOSEPH W. MUELLER** *Elected Into Office, 2010*

Residence - 920-989-1068, W4991 State Hwy. 114, Sherwood 54169  
Email: joe.mueller@calumetcounty.org

**District 11** V. of Sherwood (Wards 3-5)

**JOEL CLARK** *Elected Into Office, 2022*

Residence - 715-577-4202, W5045 Birchwood Drive, Sherwood 54169  
Email: joel.clark@calumetcounty.org

**District 12** T. of Woodville; V. of Harrison (Ward 12);  
V. of Sherwood (Ward 1) C. of Kaukauna (Ward11)

**NICHOLAS KESLER** *Elected Into Office, 2020*

Residence - 920-989-1883, W3878 County Rd. B., Hilbert 54129  
Email: nicholas.kesler@calumetcounty.org

**District 13** T. of Brillion (Wards 1 & 2); City of Brillion (Ward 1)

**SIMEON JOHNSTON** *Elected Into Office, 2022*

Residence - 920-418-3295, N8396 Cty Road PP, Brillion 54110  
Email: Simeon.johnston@calumetcounty.org

**District 14** City of Brillion (Wards 2-4)

**JOAN PAGEL-HOLZSCHUH** *Elected into Office, 2022*

Residence - 920-450-5365, 429 Fairway Drive, Brillion 54129  
Email: joan.pagel-holzschuh@calumetcounty.org

**District 15** T. of Chilton (Ward 3); T. of Rantoul;  
V. of Hilbert (Wards 1 & 2); and V. of Potter

**MARY SCHWALENBERG** *Appointed into Office, 2011*

Residence - 920-853-3440, 215 Woodside Dr., PO Box 114, Potter 54160  
Email: mary.schwalenberg@calumetcounty.org

**District 16** T. of Chilton (Ward 2);T. of Stockbridge (Ward 1);  
V. of Harrison, (Ward 14); V. Sherwood, (Ward 2); V. of Stockbridge

**BRUCE LAUGHRIN** *Elected into Office 2022*

Residence - 920-418-2195, N7774 Sundown Court, Sherwood 54169  
Email: bruce.laughrin@calumetcounty.org

**District 17** T. of Brothertown (Wards 1 & 2); T. of Chilton (Ward 1);  
T. of Stockbridge (Ward 2)

**MIKE HOFBERGER** *Elected Into Office, 2016*

Residence - 920-418-5432, W4424 Schluchter Rd., Chilton 53014

Email: mike.hofberger@calumetcounty.org

**District 18** C. of Chilton (Wards 1, 2 & 5)

**ALICE M. CONNORS** *Appointed Into Office, 1981*

Residence - 920-849-4185, 211 W. Main St., Chilton 53014-1543

Email: alice.connors@calumetcounty.org

**District 19** T. of Charlestown;

C. of Chilton (Wards 3 & 4)

**RONALD DIETRICH** *Appointed into Office, 2011*

Residence 920-849-3211, W1879 Shady Ln., New Holstein 53061

Email: ronald.dietrich@calumetcounty.org

**District 20** C. of New Holstein (Wards 1, 2, 4 & 5)

**KENNETH IRWIN** *Elected Into Office, 2020*

Residence - 920-827-2109, 1925 Park Avenue, New Holstein 53061

Email: kenneth.irwin@calumetcounty.org

**District 21** T. of New Holstein (Wards 1 & 2); C. of Kiel (Ward 7)

C. of New Holstein (Ward 3)

**TY STUCKMANN** *Elected Into Office, 2022*

Residence - 920-980-9670, 400 Dorn Rd., St. Cloud WI 53079

Email: ty.stuckmann@calumetcounty.org

## **2022-2024 COMMITTEES**

*(All Terms Expire April 15, 2024 unless otherwise noted)*

### **ADMINISTRATIVE SERVICES COMMITTEE**

Merlin Gentz, Chair  
Tom Stoffel, Vice Chair  
Pete Stier  
Chad Doran

Ronald Dietrich  
Kenneth Irwin  
Mary Schwalenberg

### **AGING & DISABILITY RESOURCE CENTER SERVING CALUMET, OUTAGAMIE AND WAUPACA COUNTIES ADVISORY COMMITTEE**

Tom Jones  
Carole Luedeke

Bruce Laughrin  
Lisa Ott

### **AGING & DISABILITY RESOURCE CENTER/ LONG TERM SUPPORT ADVISORY COMMITTEE**

Emily Voight  
Cal. Co. Health & Humans Services Designee  
Cal. Co. Health Designee  
Ann Calnin  
Victoria Ramminger  
Bruce Laughrin

Ed Kleckner  
Joan Pagel-Holzschuh  
Gary Deiter  
Gerald Moehn  
Helen Scieszka  
Marjorie Thiel

### **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

Joe Mueller  
Joel Clark  
Tracy Wagner

Kathryne Jones  
Emma Wagner

### **BRILLION LIBRARY BOARD**

Tammy Koehler .....term expires 7-1-2021  
Joan Pagel-Holzschuh .....term expires 7-1-2024

### **CALUMET COUNTY TRAFFIC SAFETY COMMISSION**

Cal. Co. Corporation Counsel  
Kenneth Draheim  
Kent Katalinick  
3 DOT Representatives

Cal. Co. Highway Commissioner  
Joe Piraino  
Cal. Co. Sheriff designee

### **CHILTON LIBRARY BOARD**

Mike Hofberger .....term expires 7-1-2024  
Rosemary Schneider .....term expires 7-1-2024  
Ray Mueller .....term expires 7-1-2024  
Steven Phipps .....term expires 7-1-2024

**COMMITTEE ON THE RULES OF ORDER OF THE CALUMET  
COUNTY BOARD OF SUPERVISORS**

Tom Stoffel  
Emily Voight  
Ty Stuckmann

Chad Doran  
Andy Cleveland

**CHILDREN WITH DISABILITIES EDUCATION BOARD**

Kenneth Irwin  
Tom Jones  
Mary Schwalenberg

Simeon Johnston  
Sherlyn Kees

**COUNTY DEER ADVISORY COMMITTEE**

Larry Seipel

**COUNTY PARKS COMMISSION**

Mary Schwalenberg  
Judy Hartl  
Pete Stier  
Andy Cleveland

Kenneth Draheim  
Ed Kleckner  
Lyle Ott

**COUNTY SURVEYOR**

Bradley Buechel.....term expires 1-31-2024

**EAST CENTRAL WISCONSIN REGIONAL  
PLANNING COMMISSION (ECWRPC)**

Alice Connors  
Tom Reinl

Nick Kesler

**ETHICS INQUIRY COMMITTEE**

Ethics Inquiry Members have not yet been determined

**FOX VALLEY WORKFORCE DEVELOPMENT BOARD**

Laura Biehn ..... term expires 6-30-2024  
Brad Grant..... term expires 6-30-2023

**GLACIERLAND RESOURCE & CONSERVATION  
DEVELOPMENT COUNCIL**

Mike Hofberger

**HEALTH & HUMAN SERVICES BOARD**

Mary Schwalenberg, Chair  
Merlin Gentz  
Kenneth Irwin  
Sharon Rink, MD  
Bruce Laughrin

Ronald Dietrich  
Simeon Johnston  
Tom Jones  
Elroy Schreiner



## HEART OF THE VALLEY METROPOLITAN SEWERAGE DISTRICT (HVMSD)

Patrick Hennessey .....term expires 10-1-2024

### HIGHWAY COMMITTEE

Matthew Budde, Chair

Ron Deitrich

Scott Handschke, Vice Chair

Joe Mueller

Ty Stuckmann

### INTERNATIONAL TRADE, BUSINESS & ECONOMIC DEVELOPMENT COUNCIL (ITBEC)

Cal. Co. Planning Director Designee

Joel Clark

### LAND AND WATER CONSERVATION COMMITTEE

Mike Hofberger, Chair

Merlin Gentz, Vice Chair

Emily Voight

Joan Pagel-Holzschuh

Nick Kesler

Eugene Hansen

Consolidated Farm Service Agency Designee

### LAND INFORMATION COUNCIL

Cal County Administrator

Matthew Budde

Brad Buechel

Cal Co Conservationist

Cal Co Deputy Treasurer/Real Property Lister

Cal Co Finance Director

Cal Co Emergency Management Coordinator

James Mayer

Cal Co GIS Administrator

Cal Co Planning Director

Cal Co Information Technology Director

Cal Co Register of Deeds

Mark Mommaerts

Cal Co Systems Administrator

Jerry Thiel

Cal Co Treasurer

Mark Zuege

### LANDFILL STANDING COMMITTEE

Andy Cleveland

### LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Joel Clark

American Red Cross Designee

Cal. Co. Emergency Management Manager

Hope Everett

Randy Friday

Jarred Gerl

Katherine Goff

Cal. Co. Health Designee

Cal. Co. Highway Dept. Designee

Cal. Co. Land & Water Designee

Tim Lau

Carl Mohl

Joan Pagel-Holzschuh

Eric Plate

Mary Lou Schneider

Cal. Co. Sheriff Designee

Mark Sherry

## **MANITOWOC-CALUMET COUNTIES LIBRARY SYSTEMS BOARD**

Ron Dietrich ..... term expires 1-1-23  
Phil Vergowe ..... term expires 1-1-23  
Raymond Mueller ..... term expires 1-1-25  
Darcie Schwalenberg-Kesler..... term expires 1-1-24

## **NEW HOLSTEIN LIBRARY BOARD**

Ron Dietrich ..... term expires 7-1-23  
Phillip Vergowe ..... term expires 7-1-22

## **PLANNING, ZONING, AND FARMLAND PRESERVATION COMMITTEE**

Mike Hofberger, Chair  
Ed Kleckner, Vice Chair  
Wilmer Geiser  
Lyle Ott  
Matthew Budde  
Gary Deiter  
Nick Kesler

## **PUBLIC SAFETY COMMITTEE**

Pete Stier, Chair  
Alice Connors, Vice Chair  
Scott Handschke  
Tom Stoeffel  
Joe Mueller

## **VETERANS SERVICE COMMISSION**

Dave La Shay, Chair ..... (term expires 4-17-2023)  
William Grube, Vice Chair ..... (term expires 4-19-2024)  
Joe Mueller ..... (term expires 4-19-2025)

## **WINNEBAGO WATERWAYS COMMITTEE**

Cal Co Administrator  
Cal Co Land and Water Conservation Chair  
Alice Connors

## **ZONING BOARD OF ADJUSTMENTS**

Jon Cousins ..... term expires 6/30/2023  
Kevin Fischer..... term expires 6/30/2023  
David Jannette ..... term expires 6/30/2024  
Deb Reinhart..... term expires 6/30/2022  
Gary Winkler..... term expires 6/30/2024  
VACANT, Alternate 1..... term expires 6/30/2022  
VACANT, Alternate 2..... term expires 6/30/2024

# FEDERAL & STATE OFFICES

## CALUMET COUNTY FARM SERVICE AGENCY (FSA)

Phone: 920-849-3570 Ext.2 206 Court St., Chilton Fax: 855-758-0832

Vicky Mueller, Chief Program Technician .....	920-340-3094
.....Email:vicky.mueller@usda.gov	
Cheryl Hephner, Program Technician.....	920-340-3095
.....Email: cheryl.hephner@usda.gov	
Karen Propson, Program Technician .....	920-340-3096
.....Email: karen.propson@usda.gov	
Kristin Birschbach, Program Technician .....	920-340-3098
.....Email: kristin.birschbach@usda.gov	
Rhonda VandeHey, Farm Loan Officer Trainee.....	920-340-3097
.....Email: rhonda.vandehey@usda.gov	

## NATURAL RESOURCES CONSERVATION SERVICE (NRCS)

Phone: 920-849-3570 Ext.3 206 Court St., Chilton

Joe Smedberg, District Conservationist .....	920-340-3099
.....Email: joe.smedberg@usda.gov	
Benjamin Otte, Soil Conservation Technician.....	920-340-3100
.....Email: benjamin.otte@usda.gov	
Elizabeth Asendorf, Soil Conservationist.....	920-340-3108
.....Email: elizabeth.asendorf@usda.gov	
Glenda Alvarez, NRCS Contractor.....	920-340-3101
.....Email: glenda.alvarez@usda.gov	

## DEPARTMENT OF NATURAL RESOURCES

Phone: 920-424-3050 625 E County Rd Y #700, Oshkosh, WI 54901

Michael J. Disher, DNR Warden .....	920-362-1078
Tim James, County Forester .....	715-701-8018

## RURAL DEVELOPMENT

920-907-2976 Ext. 4 485 S Military Rd, Fond du Lac 54937

## FEDERAL SOCIAL SECURITY ADMINISTRATION

Nationwide: 1-800-772-1213

Sheboygan Office .....	1137 N 26th St. Sheboygan 53081
Appleton Office .....	607 W. Northland Ave., Appleton 54911-1929

## WISCONSIN DEPARTMENT OF REVENUE

Supervisor of Assessments.....	920-458-5179
..... 200 N. Jefferson St., Suite 140, Green Bay 54301	
District Audit Supervisor .....	920-832-2727, 265 W. Northland Ave., Appleton 54911

## WISCONSIN DEPARTMENT OF TRANSPORTATION

Craig Thompson, Secretary of Transportation.....	608-266-1114
Mark Kantola, Director of Transportation, Northeast Region .....	920-492-4153

## WISCONSIN EMERGENCY MANAGEMENT

Administrator.....	608-242-3000, 2400 Wright St., Madison 53707-7865
East Central Regional Director, Steve Fenske .....	920-929-3730
.....	851 S. Rolling Meadows Dr., Fond du Lac 54936



# SCHOOL DISTRICTS & TECHNICAL COLLEGES

## APPLETON AREA SCHOOL DISTRICT

131 E. Washington., Suite 1A, Appleton, WI 54911

Phone: 920-832-6161

<http://www.aasd.k12.wi.us>

SUPERINTENDENT - Greg Hartjes ..... 920-832-6126  
..... Email: [hartjesgreg@aasd.k12.wi.us](mailto:hartjesgreg@aasd.k12.wi.us)

### ASSISTANT SUPERINTENDENT SCHOOL

Michael Hernandez .....920-832-6301, Email: [hernandezmicha@aasd.k12.wi.us](mailto:hernandezmicha@aasd.k12.wi.us)

Matthew Zimmerman .....920-832-6142, Email: [zimmermanmatth@aasd.k12.wi.us](mailto:zimmermanmatth@aasd.k12.wi.us)

Nannette Bunnow .....920-832-6301, Email: [bunnownannette@aasd.k12.wi.us](mailto:bunnownannette@aasd.k12.wi.us)

### ASSISTANT SUPERINTENDENT OF PUPIL SERVICES

VACANT.....920-832-6114, Email:

### BOARD OF EDUCATION

PRESIDENT - Kay S. Eggert ..... 920-738-7517

VICE PRESIDENT - Kristin M. Sauter ..... 920-735-0891

TREASURER - James R. Bowman ..... 920-731-3754

CLERK - Deborah C. Truymen ..... 920-358-7212

MEMBER - Pheng Thao..... 612-217-0865

MEMBER - James K. Bacon ..... 920-278-9796

MEMBER - Edward A. Ruffolo ..... 920-738-6877

## BRILLION SCHOOL DISTRICT

315 South Main Street, Brillion, WI 54110

Phone: 920-756-2368 Fax: 920-756-3705

<http://www.brillion.k12.wi.us/district/>

PRINCIPAL (9-12g) - Elissa Hoffman .....920-756-9238 #2105

PRINCIPAL (6-8g) - Bonnie Olson .....920-756-2166 #4001

PRINCIPAL (4k-5g) - Carrie Deiter ..... 920-756-3624 #3002

### BOARD OF EDUCATION

PRESIDENT - Brian Horn..... 920-864-2735 (h)

..... Email: [bhorn@brillionsd.org](mailto:bhorn@brillionsd.org)

VICE PRESIDENT - Gordon Gasch .....920-419-1106 (c)

..... Email: [gegasch@brillionsd.org](mailto:gegasch@brillionsd.org)

TREASURER - Rhonda Vande Hey ..... 920-366-7523

..... Email: [vandehyr@brillionsd.org](mailto:vandehyr@brillionsd.org)

CLERK - Holly Thurow-Riahi ..... 920-756-3927 (h)

..... Email: [hthurow@brillionsd.org](mailto:hthurow@brillionsd.org)

MEMBER - Chris Hoyer ..... 920-540-9734

..... Email: [lchoyer@brillionsd.org](mailto:lchoyer@brillionsd.org)

MEMBER - Casey Vos..... 920-288-7152

..... Email: [cwitman@brillionsd.org](mailto:cwitman@brillionsd.org)

MEMBER - Cheryl Plitt .....920-645-9105

..... Email: [cplitt@brillionsd.org](mailto:cplitt@brillionsd.org)

## CHILTON SCHOOL DISTRICT

530 W. Main Street, Chilton, WI 53014

Phone: 920-849-8109 phone Fax: 920-849-2708

<http://www.chilton.k12.wi.us/>

SUPERINTENDENT - Susan Kaphingst ..... 920-849-8109  
..... Email: kaphingsts@chilton.k12.wi.us  
PRINCIPAL (High School) - Shawn Rude ..... 920-849-2358 ext. 4303  
..... Email: rudes@chilton.k12.wi.us  
PRINCIPAL (Middle) - Matt Kiel ..... 920-849-9152 ext. 6500  
..... Email: kielm@chilton.k12.wi.us  
PRINCIPAL (Elementary) - Pam Schuster ..... 920-849-9388 ext. 2555  
..... Email: schusterp@chilton.k12.wi.us

### BOARD OF EDUCATION

PRESIDENT - Randy Lisowe ..... 920-418-1953  
..... Email: lisower@chilton.k12.wi.us  
VICE PRESIDENT - Terry Criter ..... 920-849-2371  
..... Email: critert@chilton.k12.wi.us  
TREASURER - David Bailey ..... 920-851-1763  
..... Email: baileyd@chilton.k12.wi.us  
CLERK - Donna Koenigs ..... 920-849-2758  
..... Email: koenigsdo@chilton.k12.wi.us  
MEMBER - Anna Waldron ..... 573-489-8592  
..... Email: waldrona@chilton.k12.wi.us

## HILBERT SCHOOL DISTRICT

1139 W. Milwaukee Street, PO Box 390, Hilbert, WI 54129-0390

Phone: 920-853-3558 Fax: 920-853-7030

[www.hilbertK12.org](http://www.hilbertK12.org)

SUPERINTENDENT/MS/HS PRINCIPAL - Anthony Sweere .....  
..... 920-853-3558, Email: sweeret@hilbertK12.org  
PRINCIPAL (Elementary) - Amy Schmitz ..... 920-853-3558  
..... Email: schmitza@hilbertK12.org

### BOARD OF EDUCATION

PRESIDENT - Jerry Franczek ..... 920-989-1224  
..... Email: jfranczek@banta.com  
VICE PRESIDENT - Raymond Mueller ..... 920-841-2843  
..... Email: rmueller@invinciblefurniture.com  
TREASURER - Craig Kesler ..... 920-418-4269  
..... Email: craigkesler23@gmail.com  
CLERK - Erin Propson ..... 920-224-4589  
..... Email: epropson@charternex.com  
MEMBER - Jesse Jensen ..... 920-277-0208  
..... Email: jensenwx@gmail.com  
MEMBER - Scott J Bradley ..... 608-444-7549  
..... Email: scottjbradley1@gmail.com  
MEMBER - Holly Plate ..... 920-418-3513  
..... Email: hotrodplate@new.rr.com

## KAUKAUNA SCHOOL DISTRICT

1701 County Road CE, Kaukauna, WI 54130

Phone: 920-766-6100 Fax: 920-766-6104

DISTRICT ADMINISTRATOR - Mark Duerwaechter.....	920-766-6100
..... Email: duerwaechterm@kaukaunasd.org	
KAUKAUNA HIGH SCHOOL PRINCIPAL - Chris McDaniel.....	920-766-6113
DR. H.B. TANNER LEARNING CENTER PRINCIPAL - Elizabeth Thoreson .....	920-766-6150
VICTOR HAEN ELEMENTARY SCHOOL PRINCIPAL - Holly Magness .....	920-766-6134
PARK COMMUNITY CHARTER SCHOOL PRINCIPAL - Kenneth Kortens.....	920-766-6129
ELECTA QUINNEY ELEMENTARY SCHOOL PRINCIPAL - Stacy Knapp .....	920-766-6116
NEW DIRECTIONS LEARNING COMMUNITY PRINCIPAL - Abbey Frischmann.....	920-766-6116
RIVER VIEW SCHOOL PRINCIPAL - Lucas Cromell.....	920-766-6111

### BOARD OF EDUCATION

PRESIDENT - Christine Bouressa .....	920-540-1936
..... Email: bouressac@kaukaunasd.org	
VICE PRESIDENT - Chad Berken .....	920-277-0852
..... Email: berkenc@kaukaunasd.org	
TREASURER - Josh Karl .....	920-213-9617
..... Email: karlj@kaukaunasd.org	
CLERK - Joe Huss .....	920-858-2786
..... Email: hussj@kaukaunasd.org	
MEMBER - Sue Gertz .....	920-766-3907
..... Email: gertz@kaukaunasd.org	
MEMBER - Sally Jo Feistel.....	920-809-2242
..... Email: feistels@kaukaunasd.org	
MEMBER - Melissa Kurey .....	920-213-0878
..... Email: kureym@kaukaunasd.org	

## KIEL SCHOOL DISTRICT

416 Paine Street, Kiel, WI 53042

Phone: 920-894-2266 Fax: 920-894-5100

[www.kiel.k12.wi.us](http://www.kiel.k12.wi.us)

SUPERINTENDENT - Dr. Brad Ebert .....	920-894-2266
..... Email: bebert@kiel.k12.wi.us	
PRINCIPAL (High) - Michael Hendricks.....	920-894-2263
..... Email: .mhendricks@kiel.k12.wi.us	
PRINCIPAL (Middle) - Alex Ourada .....	920-894-2264
..... Email: aourada@kiel.k12.wi.us	
PRINCIPAL (Elementary) - Chad Ramminger.....	920-894-2265
..... Email: cramminger@kiel.k12.wi.us	

### BOARD OF EDUCATION

PRESIDENT-Randy Olm.....	920-894-2357
..... Email: rolm@kiel.k12.wi.us	
VICE PRESIDENT-Jamie Henschel.....	920-946-5247
..... Email: jhenschel@kiel.k12.wi.us	
CLERK - Stuart Long.....	920-894-1603
..... Email: slong@kiel.k12.wi.us	

TREASURER - Diana Schaefer ..... 920-286-3476  
 ..... Email: dschaefer@kiel.k12.wi.us  
 DEPUTY CLERK- Jim Bajczyk ..... 920-946-1329  
 ..... Email: jbajczyk@kiel.k12.wi.us  
 MEMBER - Mike Joas ..... 920-334-0286  
 ..... Email: mjoas@kiel.k12.wi.us  
 MEMBER- Dan Meyer ..... 920-980-9098  
 ..... Email: dmeyer@kiel.k12.wi.us

## KIMBERLY AREA SCHOOL DISTRICT

PO Box 159, 425 S. Washington St.  
 Combined Locks, WI 54113  
 Phone: 920-788-7900 Fax: 920-788-7919  
 www.kimberly.k12.wi.us

SUPERINTENDENT - Robert S. Mayfield, Ed.D ..... 920-788-7900  
 ..... Email: bmayfield@kimberly.k12.wi.us  
 PRINCIPAL (HIGH) - Jackie DePeau ..... 920-687-3024  
 ..... Email: jdepeau@kimberly.k12.wi.us  
 PRINCIPAL (JR Gerritts Middle) - Rob DeLain ..... 920-788-7905  
 PRINCIPAL (Mapleview Intermediate) - Jason Nate ..... 920-788-7910  
 PRINCIPAL (Woodland Intermediate) - Dave Lamers ..... 920-730-0924  
 PRINCIPAL (Janssen Elementary) - Hercules Nikolaou ..... 920-788-7915  
 PRINCIPAL (Sunrise Elementary) - Sean Fitzgerald ..... 920-954-1822  
 PRINCIPAL (Westside Elementary) - Jonathan Peterson ..... 920-739-3578  
 PRINCIPAL (Woodland Elementary) - Timothy Doleysh ..... 920-730-0924  
 PRINCIPAL (4K Center for Literacy) - Sean Fitzgerald ..... 920-423-4190

### BOARD OF EDUCATION

PRESIDENT - Dr. Montgomery Elmer ..... 920-788-5423  
 ..... Email: melmer@kimberly.k12.wi.us  
 VICE PRESIDENT - Brad Siebers ..... 920-284-6933  
 ..... Email: bsiebers@kimberly.k12.wi.us  
 TREASURER - Penny Hoh ..... 920-841-0601  
 ..... Email: phoh@kimberly.k12.wi.us  
 CLERK - Deb Roberts ..... 920-419-0702  
 ..... Email: droberts@kimberly.k12.wi.us  
 MEMBER - Ammie Ebben ..... 920-419-5084  
 ..... Email: aebben@kimberly.k12.wi.us  
 MEMBER - Mary Pribbenow ..... 920-428-2156  
 ..... Email: mpribbenow@kimberly.k12.wi.us  
 MEMBER - Tim Handrich ..... 920-540-5576  
 ..... Email: tghandrich@kimberly.k12.wi.us



## MENASHA JOINT SCHOOL DISTRICT

100 Main Street, STE 300, Menasha, WI 54952

Phone: 920-967-1400 Fax: 920-751-5038

www.mjsd.k12.wi.us

SUPERINTENDENT - Chris L. VanderHeyden..... 920-967-1401

..... Email: vanderheydenc@mjsd.k12.wi.us

PRINCIPAL (HIGH) - Adam Baier ..... 920-967-1800

PRINCIPAL (Banta ES) - Liz LaNou ..... 920-967-1880

PRINCIPAL (Butte des Morts ES) - Kristi Gonzalez..... 920-967-1900

PRINCIPAL (Clovis Grove ES) - Tammy Richter..... 920-967-1950

PRINCIPAL (Gegan ES) - Ellen Van Pay ..... 920-967-1360

PRINCIPAL (Jefferson ES) - Erin Cutler ..... 920-967-1660

PRINCIPAL (Maplewood MS) - Bill Schmolinske ..... 920-967-1600

### BOARD OF EDUCATION

PRESIDENT - Mark Mayer..... 920-722-2134

..... Email: mayerm@mjsd.k12.wi.us

VICE PRESIDENT - Steve Thompson..... 920-727-4668

..... Email: thompsons@mjsd.k12.wi.us

CLERK - Joe Gosz ..... 920-215-6252

..... Email: goszj@mjsd.k12.wi.us

TREASURER - Rob Konitzer..... 920-737-2561

..... Email: konitzerr@mjsd.k12.wi.us

MEMBER - Maria Vera ..... 920-475-3844

..... Email: veram@mjsd.k12.wi.us

MEMBER - Chad Lewis ..... 920-277-2533

..... Email: lewisc@mjsd.k12.wi.us

MEMBER - Carol Sturm ..... 920-457-7301

..... Email: sturmc@mjsd.k12.wi.us

## NEW HOLSTEIN SCHOOL DISTRICT

1715 Plymouth Street, New Holstein, WI 53061

Phone: 920-898-5115 Fax: 920-898-4112

www.nhsd.k12.wi.us

DISTRICT ADMINISTRATOR - Dan Nett ..... 920-898-5115 ext. 3005

..... Email: dnett@nhsd.k12.wi.us

PRINCIPAL (High) - Doug Olig ..... 920-898-4256 ext. 3001

..... Email: dolig@nhsd.k12.wi.us

PRINCIPAL (Middle) - Amanda Jacobson ..... 920-898-4769 ex 4001

..... Email: ajacobson@nhsd.k12.wi.us

PRINCIPAL (Elementary) - Jennifer Mohr-Whitman ..... 920-898-4208 ex 2064

..... Email: jmohrwhitman@nhsd.k12.wi.us

### BOARD OF EDUCATION

PRESIDENT - Craig Sesting ..... 608-213-1116

..... Email: csesing@nhsd.k12.wi.us

VICE PRESIDENT - Donald Turba..... 920-894-2130

..... Email: dturba@nhsd.k12.wi.us

CLERK - Jodie Goebel..... 920-795-4519  
 ..... Email: jgoebel@nhsd.k12.wi.us  
 DEPUTY CLERK - Julie Schneider..... 920-522-3521  
 ..... Email: jschneider@nhsd.k12.wi.us  
 TREASURER - Brian Grenzer ..... 920-207-6954  
 ..... Email: bgrenzer@nhsd.k12.wi.us  
 MEMBER - Lisa Jacobson..... 920-898-5484  
 ..... Email: ljacobson@nhsd.k12.wi.us  
 MEMBER - Heidi Brill..... 920-377-6194  
 ..... Email: hbrill@nhsd.k12.wi.us

## STOCKBRIDGE SCHOOL DISTRICT

110 School Street, PO Box 188, Stockbridge, WI 53088

Phone: 920-439-1158 Fax: 920-439-1150

www.stockbridge.k12.wi.us

DISTRICT ADMINISTRATOR - Chad Marx ..... 920-439-1782  
 ..... Email: chamarx@stockbridge.k12.wi.us  
 PRINCIPAL - Curt Meshak..... 920-439-1158  
 ..... Email: curmeshak@stockbridge.k12.wi.us

### BOARD OF EDUCATION

PRESIDENT - Bill Parsons ..... 920-470-3969  
 ..... Email: bilparsons@stockbridge.k12.wi.us  
 VICE PRESIDENT - Jennifer Funk..... 920-439-1524  
 ..... Email: jenfunk@stockbridge.k12.wi.us  
 CLERK - Ann Holzer ..... 920-439-1523  
 ..... Email: annholzer@stockbridge.k12.wi.us  
 TREASURER - Joanne Propson ..... 920-439-1487  
 ..... Email: joapropson@stockbridge.k12.wi.us  
 DIRECTOR - Amanda Cullen..... 920-522-2928  
 ..... Email: cullen2714@gmail.com  
 DIRECTOR - Rachel Parsons..... 904-687-5121  
 ..... Email: Rachel@burstmanagement.com  
 DIRECTOR-Julie Grebe..... 920-428-7050  
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# WISCONSIN Calumet County

**RULES OF ORDER  
OF THE  
CALUMET COUNTY BOARD  
OF SUPERVISORS**



**CALUMET COUNTY MISSION STATEMENT:**

- As a team of elected representatives, in partnership with staff, we are accountable to the citizens of Calumet County.
- We are responsible for the creation of public policy and the oversight of county services, so they are delivered in a courteous and effective manner to ensure that Calumet County remains a great place to live, work and play.

## **PART I: RULES**

### **RULE I: COUNTY BOARD OF SUPERVISORS**

The governing body shall be known as "Calumet County Board of Supervisors". The Board shall consist of twenty-one (21) Supervisors representing twenty-one (21) Districts.

### **RULE II: TERM OF OFFICE**

The Calumet County Board of Supervisors shall serve a two (2) year term expiring on the third (3<sup>rd</sup>) Tuesday in April in even-numbered years.

### **RULE III: ELECTION OF OFFICERS**

- A. The Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in even-numbered years, elect, by secret ballot according to Wisconsin State Statute 19.88(1), a Chair, a Vice Chair, and a Second Vice Chair who serve a two (2) year term. The manner in which the County Board Chair, Vice Chair, and Second Vice Chair are elected shall be as follows:
- B. Secret ballots shall be used to elect the Chair, Vice Chair, and a Second Vice Chair, with a nominating ballot followed by formal ballots until a majority vote of the members present elects such officers. Only persons named on a nominating ballot shall be considered during a formal ballot and any ballot cast in violation of this rule shall be considered void. Each position shall be voted by separate ballot. Each nominee may speak for three (3) minutes.

### **RULE IV: ABSENCE OF THE CHAIR, VICE CHAIR, VACANCIES, AND REMOVAL**

- A. In the absence of both the Chair and the Vice Chair, the Second Vice Chair shall take on the duties of the Chair during the meeting.
- B. If a vacancy occurs on the Board, the Chair, with the approval of the Board, shall appoint a person who is a qualified elector and resident of the Supervisory District to fill the vacancy for the unexpired portion of the term to which the person is appointed and until his successor is elected and qualified.
- C. The Chairperson shall have the authority to remove and reassign any member appointed to a committee with the approval of two-thirds (2/3) vote of the members of the County Board.
- D. The County Administrator may remove any member appointed to a board or commission with the approval of two-thirds (2/3) vote of the members of the County Board.
- E. Resignations of a County Supervisor must be given to the Sheriff and the Sheriff shall file such resignation with the County Clerk. All resignations

must be presented in writing. A resignation takes effect 72 hours after receipt.

## **RULE V: MEETINGS**

### **A. All Meetings**

1. The term “Committee” shall be used herein to refer to Committees, Boards, Commissions, Councils, Partnerships, and Groups unless otherwise specifically noted.
2. Meetings may be cancelled, postponed or Special Meetings set, except those expressly required by law. County Board meetings see below.
3. If a Board member cannot attend a regularly scheduled Board or Committee meeting for any reason, the Supervisor shall contact the Board Chair, the Committee Chair or County Clerk at least two (2) days before the meeting in question with an explanation of the anticipated absence. The Supervisor shall be entered in the Board minutes as excused. If circumstances render advance notice of absence impossible, the Supervisor shall contact the Chair within one (1) week of the absence. At the next Regular Board Meeting or Committee Meeting, the Chair shall enter the excused statement in the meeting minutes. For any unexcused absence, sanctions can be authorized by the Board Chair or Committee Chair, whichever is applicable, and approved by the majority of the County Board.
4. The Chair may cancel a meeting if the Chair determines there is a lack of items on the agenda requiring action by the Board, Commission, Committee, or Council, or if inclement weather makes travel too dangerous.
5. Sanctions may include: private reprimand, public reprimand, removal from committee assignment, payment of a forfeiture and/or a request for the resignation of the Board member.
6. The length of a session shall be the term of one meeting.
7. Agendas
  - a. The Home Committee Chair shall be responsible for preparing their meeting agendas and shall approve the Agenda before it is sent to the Committee Members.
  - b. Agenda items generally listed as: “Any other business”, “Any unfinished business”, “Any new business”, “Miscellaneous Reports” or “For the good of the Department” shall not be included. Items to be discussed shall identify the topic to be discussed with enough specificity so the members of the Committee and the public will know what will be discussed. If the item is not clearly identified, the Committee may not take any action on the issue.
  - c. Committee Agendas shall follow this format:

Date:  
Time:  
Place:  
Agenda:

- 1) Meeting Announcement and Posting
- 2) Roll Call
- 3) Pledge of Allegiance
- 4) Approval of Agenda
- 5) Approval of Minutes (list date(s) of meeting(s))
- 6) Public Participation (if requested by the Committee Chair)
- 7) Report of Committee Members (list items for action)
- 8) Communications
- 9) Items for Action or Discussion:
- 10) Report of Departments (list items for action)
- 11) Set Next Meeting Date
- 12) Closed Session, Pursuant to Wisconsin State Statute, Chapter 19 (This shall have the approval of the Corporation Counsel as to contents.)
- 13) Adjournment

So as not to disturb the meeting, all cell phones must be placed on vibrate and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.

8. Rescheduling committee meetings - when it is necessary to reschedule a committee meeting, the Chair of the committee shall direct the preparer of the agenda to contact all committee members to inform them of the need to reschedule. The preparer of the agenda will then choose the meeting date and time when a majority of the committee members can attend. The preparer of the agenda shall contact all committee members to inform them of the new meeting date and

time and proceed with preparing and distributing an amended agenda. shall direct the preparer of the agenda to contact all committee members to inform them of the need to reschedule. The preparer of the agenda will then choose the meeting date and time when a majority of the committee members can attend. The preparer of the agenda shall contact all committee members to inform them of the new meeting date and time and proceed with preparing and distributing an amended agenda.

9. Joint Committee Meetings

- a. The Chairs of the Committees that have requested a joint meeting(s) shall agree to the agenda items relating to the Joint Committee Meeting and relay that information to the appropriate Department Head. For all joint committee meetings, there shall be one agenda and one set of minutes for the joint meeting. The minutes shall be read and approved before the adjournment of the joint meeting, if another joint meeting is not scheduled. The Chairs of the Committees involved in a joint meeting(s) shall determine who shall chair the meeting(s). The members of all committees involved in a Joint Committee Meeting may make motions and vote on all agenda items.

10. Use of Technology During meetings

- a. Cellular Phones, Laptops, Tablets, iPads, and other computing devices.
  - 1) All technology devices must be placed on vibrate before the start of any meeting.
  - 2) If a Supervisor must take a call on an important matter during a Meeting, he shall mark himself absent, and immediately leave the meeting room before answering the call.
  - 3) In no instance shall any Supervisor answer a cellular call while present in the meeting room while the meeting is in session.
  - 4) Cell phones may be used to read and review meeting materials, and access information pertinent to the items being discussed at a meeting.
  - 5) Technology shall not be used during meetings to surf the web (except as stated" above), email, engage in instant or text messaging of any kind or to engage in non-county related business.
- b. Email, Instant or Text Messaging.
  1. All communication between Supervisors during a County Board or Committee Meeting shall be completed verbally



and shall not include texting, instant messaging or email. Exceptions to this rule may be made in the case of disability where the Supervisor is unable to communicate by using his voice due to illness, injury or disability.

2. A Supervisor shall not engage in any email, instant messaging or text messaging during any meeting with County Employees.

## B. County Board Meetings

1. The Board shall meet in Regular Session on the following dates:

- a. The third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational Meeting.
  - 1) For the Organizational Meeting, the order of business shall be:
    - a) Reading of Certificate of Membership
    - b) Administration of Oath of Office
    - c) Call of the Roll
    - d) Pledge of Allegiance
    - e) Adoption of Rules of Order of the Calumet County Board of Supervisors
    - f) Election of Chair (two (2) year term)
    - g) Approval of Agenda
    - h) Election of Vice-Chair (two (2) year term)
    - i) Election of a Second Vice-Chair (two (2) year term)
    - j) The order of business for all other meetings
- b. The Annual Meeting shall be held on the last Monday of October or the first (1<sup>st</sup>) Monday of November of each year.
  - 1) The purpose of the Annual Meeting is to establish the yearly budget.
- c. The third (3<sup>rd</sup>) Tuesday, December through September, unless otherwise designated by two-thirds (2/3rds) majority vote of the Board.
- d. All meetings shall begin at 8:30 a.m. from the Annual Meeting through April, and 7:00 p.m., May through September, unless a different hour shall be specified by two-thirds (2/3rds) majority vote of the Board. The place of the meetings shall be in the County Board Room of the Court-

house in the City of Chilton, Wisconsin, or some other place as designated by two-thirds (2/3rds) majority vote of the Board.

2. The order of business for County Board meetings may be as follows:
  - a. Roll Call
  - b. Pledge of Allegiance
  - c. Approval of Agenda
  - d. Approval of Minutes
  - e. Petitions
  - f. Communications
  - g. Public Participation
  - h. Special Business
  - i. Resolutions and Ordinances
  - j. Supervisors' Reports of Meetings and Seminars Attended
  - k. County Administrator Appointments and Reports
  - l. Notice Next Meeting Date
  - m. Closed Session, Pursuant to Wisconsin State Statute, Chapter 19
  - n. Adjournment

So as not to disturb the meeting, all cell phones must be placed on vibrate and all calls taken outside the meeting room.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the (name of Department and phone number where they may call) at least twenty-four (24) hours before the scheduled meeting time so appropriate arrangements can be made.

This is a public meeting. As such, all members or a majority of the members of the County Board may be in attendance. While a majority of the County Board members, or the majority of any given County Board Committee may be present, only the above committee will take official action based on the above agenda.

- C. In the case of an emergency, the County Board Chair and Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the time, date and place and be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail or telephone of the time and date of the meeting.

If a County Board meeting is canceled, the County Clerk shall notify each Supervisor of the cancellation.

- D. Agendas and minutes

1. All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the Board meeting or a shorter time period if approved by the Chair for good cause.
2. The County Clerk shall, at least four (4) days before each meeting of the Board, present to each Board Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the Board.
3. The Chair, in conjunction with the County Clerk, shall prepare the agenda. Copies of all Resolutions and Ordinances shall be submitted to the Board of Supervisors along with the agenda and written minutes of the previous meeting.
4. Minutes should be prepared by the County Clerk for each Board meeting.
5. At the beginning of the meeting, the Board shall review and approve the minutes of the previous meeting.

#### **RULE VI: QUORUM**

A majority of the Supervisors who are entitled to a seat on the Board shall constitute a quorum.

A majority of the members of any Committee shall constitute a quorum for the transaction of business.

If a quorum is not present for any called meeting, no meeting shall take place.

For joint meetings, a majority of each committee must be present to constitute a quorum. A joint meeting shall be defined as more than one committee called to attend the same meeting. Each Supervisor gets one (1) vote regardless of the number of committees the Supervisor is on at the joint meeting.

#### **RULE VII: PARLIAMENTARY PROCEDURE**

- A. To the extent applicable, the procedures set forth in this Rule shall also apply to all committees, boards and commissions established solely by the Calumet County Board of Supervisors.
- B. Except as modified by these Rules and in all matters not specifically provided for, the Rules of Parliamentary Procedure contained in the latest edition of Robert's Rules of Order shall govern the Board in all cases where applicable.
- C. Each member of the Board shall be issued a current edition of Robert's Rules of Order, or a condensed version, upon request to the County Clerk following the Organizational Meeting.
- D. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the whole Board, and shall vote on all questions taken by ayes and nays except an appeal from its own decisions.

- E. Every matter that comes before the Board, may without motion, be referred to its appropriate Committee by the Chair. Any Resolutions and Ordinances not presented by a Committee, which are referred by the Chair to a Committee of the Board must be returned to the County Board for action within 90 days after referral.
- F. When a motion is made and seconded, it shall be stated by the Chair prior to debate. If a majority of the Supervisors present require it, the motion (except to adjourn, postpone, table or commit), shall be reduced to writing and if a motion contains several points, any Supervisor may require it to be divided.
- G. On all questions, it shall be proper to call for a division or for the ayes and nays if made previous to the decision of the Chair. A motion, Resolution or Ordinances may be withdrawn at any time before an amendment or decision, but all motions, amendments, Resolutions or Ordinances shall be entered at large upon the minutes unless withdrawn.
- H. It is expected that every Supervisor shall vote when a question is put to vote, unless the Supervisor abstains from voting.
- I. Whenever any Supervisor is to speak in debate or deliver any remarks to the Board, he shall address the Chair, confine his remarks to the question under debate, and avoid personality. No Supervisor shall speak more than thrice on the same subject without leave of the Board except to answer questions from the Chair or the Board.
- J. In all cases, the Supervisor who shall first address the Chair shall speak first (1<sup>st</sup>); where two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1<sup>st</sup>).
- K. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- L. All questions shall be put in the order in which they were moved except privileged questions.
- M. Motions.

<b>Privileged Motions</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
13. Fix the Time to Which to Adjourn	Yes	No	Yes	Majority
12. Adjourn	Yes	No	No	Majority
11. Recess	Yes	No	Yes	Majority
10. Raise a Question of Privilege	No	No	No	Chair
9. Call for the Orders of the Day	No	No	No	Chair

<b>Subsidiary Motions</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
8. Lay on the Table	Yes	No	No	Majority
7. Close Debate	Yes	No	No	2/3
6. Limit or Extend Limits of Debate	Yes	No	Yes	2/3
5. Postpone to a Certain Time	Yes	Yes	Yes	Majority
4. Commit or Refer	Yes	Yes	Yes	Majority
3. Amend	Yes	Yes	Yes	Majority
2. Postpone Indefinitely	Yes	Yes	No	Majority
1. Main Motion	Yes	Yes	Yes	Majority

<b>Incidental Motions</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
Objection to Consideration of Question	No	No	No	2/3
Point of Order	No	No	No	Chair
Suspend the Rules	Yes	No	No	2/3

<b>Motions Bringing a Question Before Assembly Again</b>	<b>Require Second?</b>	<b>Can Debate?</b>	<b>Can be Amended?</b>	<b>Vote Required</b>
Reconsider	Yes	Yes	No	Majority
Rescind with Notice	Yes	Yes	Yes	Majority
Amend Something Previously Adopted with Notice	Yes	Yes	Yes	Majority
Take from the Table	Yes	No	No	Majority

### **ADJOURNING MOTIONS**

These motions are listed in order of rank. When any one of these motions is pending, those above are in order and those below are not in order.

- N. A motion to adjourn shall always be in order; a motion to lay on the table shall be decided without debate; but this rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- O. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the Board.
- P. The Chair may, without suspension of the rules, call upon any county employee for remarks on matters pertaining to their Office or Department.
- Q. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1<sup>st</sup>) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.

R. The public may address the Board at the portion of the agenda listed as Public Participation. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:

1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
2. Identify themselves and if representing a group, identify the group.
3. State clearly and concisely the issue, limiting comments to a maximum of THREE (3) MINUTES. Written material may be provided. It is not necessary to read an entire document.
4. Avoid speaking at length to a previously presented issue by briefly expressing support for that issue.
5. Plan group representation by appointing one (1) or two (2) members to present an issue.

#### **RULE VIII: VOTING**

It is expected that every Supervisor present at any meeting of the Board, express his opinion on a question by his vote, unless the Supervisor abstains from voting. Voting may be done by paper ballot with the Supervisor writing his name on the ballot and by marking the ballot indicating his vote. Electronic voting may also be used. A vote on any question shall be taken by roll call when called for by any member of the Board.

#### **RULE IX: RULE CHANGES**

- A. These Rules may be suspended by two-thirds (2/3rds) majority vote of the Supervisors present. The vote on any motion to suspend the Rules may be taken by paper ballots or electronic voting of ayes and nays.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by two-thirds (2/3rds) majority vote of all Supervisors of the Board then present.

#### **RULE X: BUDGETARY AND POLICY RESPONSIBILITIES**

- A. New positions or permanent increases in part-time allocations to full-time status shall be approved through budget process pursuant to law and shall be presented to the Board in the form of a resolution. However, when the County Administrator determines that an unbudgeted position is necessary, regardless of the need for additional appropriations, a resolution for the unbudgeted position shall be approved by a majority vote of the Administrative Services Committee, and two-thirds (2/3rds) vote of the full County Board.\* All position resolutions shall have an approved position description attached to it and shall contain the following information:
  1. Position title
  2. Proposed classification
  3. Effective date

4. Rationale for the position
5. Identification of the state or federal mandates that may have caused the need
6. Description of how the position fits into the long-range and strategic plans of the department and/or county
7. Salary, fringe benefit and other related costs
8. Other pertinent information such as tenure restrictions, revenue contingencies, or other limiting factors shall also be identified in the resolution.

\*The exception to this, as also provided in the Personnel and General Administrative Policy Manual, is: Home Healthcare/Hospice Positions. The County Administrator has the authority to increase/decrease full-time equivalents (FTEs) in the Table of Organization for Home Healthcare/Hospice with flexibility to meet the needs of patients (clients/consumers) provided there is no impact on the approved budget.

- B. Unless explicitly provided, the Board does not intend to create a committee for purposes of implementing any policy or action of the Board.
- C. Developing the yearly budget is an administrative responsibility and the Board's action does not start until the Administrator submits the budget.
- D. Capital Improvements Rule  
When there is a capital improvement project related to structures (excluding roadways) over one million dollars, the following expectations and roles will be applicable:

**Home Committee –**

Includes Parks Commission (all Park buildings and properties), Highway Committee (all Highway Department buildings), Protection of Persons and Property (for the Jail) and the Administrative Services Committee (for the Courts and Courthouse projects).

The home committee of the project will be responsible for recommending the project to the Board of Supervisors for consideration. Responsibilities also include:

*Design*

- If appropriate, solicit and review proposals for architect/engineering service and make recommendations to the Board.
- Recommend final design of interior (square feet and general layout), exterior (conceptual only based), site (if applicable-may need to be staff and experts only.)

*Construction Management*

- If appropriate, solicit and review proposals for construction management and make recommendations to the Board.



- If contracting for a Guaranteed Maximum Price is found to be in the best interest of the county the committee shall approve the Guaranteed Maximum Price (GMP). If the GMP exceeds the budget, the home committee would make a recommendation to the Administrative Services Committee, who then forwards a recommendation to the County Board.

*Environmental, Remediation, and Demolition*

- Makes recommendation to County Board if removal of hazardous substances exceeds the environmental, remediation, and demolition estimated costs for overall project.
- Recommend to County Board timing of Request for Proposals for environmental, remediation, and the demolition.

**Board of Supervisors –**

The Board of Supervisors will be responsible for approving consideration of a capital improvement project from the home committee. The Board of Supervisors shall approve the overall project budget amount. Responsibilities also include:

*Design*

- Approve final design of interior (square feet and general layout), exterior (conceptual only based), site (if applicable-may need to be staff and experts only.)

*Construction Management*

- If GMP exceeds the project budget, determine whether to exceed project budget or take other action.

**Administrator and Staff -**

Responsibilities include:

*Design*

- Select Architect
- In conjunction with the architect/engineer and/or construction manager will be responsible for working through the phases of design and preparation for recommendations to the home committee.

*Construction Management*

- If appropriate, review proposals for construction management and make recommendations to the home committee.
- In conjunction with the construction manager and/or architect/engineer will work through the phases of pre-construction, construction, and occupancy.
- Shall review and approve or deny any requested change orders.

*Environmental and Demolition (If applicable)*

- In conjunction with contractor, shall decide how to

undertake or arrange for the handling, removal, treatment, storage, transportation, and disposal of hazardous substances or constituents found or identified at the site.

**RULE XI: DUTIES OF THE CHAIR OF THE BOARD**

- A. The Chair preserves the order of the Board, and should decide all the questions of order, subject to an appeal of the Board.
- B. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the Board.
- C. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the Board except questions on appeal from his decisions and his vote shall be recorded with the rest.
- D. The Board Chair shall only be a member of the Protection of Persons and Property Committee, the East Central Wisconsin Regional Planning Commission (ECWRPC), and the Winnebago Waterways Committee.
- E. The Chair shall be an ex officio member of all Committees, Boards and Commissions, but may vote and count toward the quorum only in the absence of a member of the Committee.
- F. The Chair shall ensure the Board and individual Board members act consistently with the Board's own Rules and Policies.
- G. The Chair shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.
- H. The Chair shall ensure the other Board members are informed of current and pending Board issues and processes.
- I. The County Board Chair, or designee, shall represent the county at all ceremonial events or functions, when requested, and shall represent the county upon request of groups or organizations to present county positions or programs.
- J. The Chair of the Board is a member of the Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the assembly. If the Chair believes that a crucial factor relating to a question before the assembly has been overlooked, the Chair must relinquish his seat before addressing the Board. The Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.
- K. The Chair, in conjunction with the Vice Chair, Second Vice Chair and the

County Administrator, shall make recommendations for the initial appointments of committees, boards, and commissions.

**RULE XII: DUTIES OF THE VICE CHAIR**

- A. The Vice Chair shall assume the duties of the Chair and receive the Chair's monthly compensation, in addition to the meeting per diems in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that is for ninety (90) days or less.
- B. The Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the assembly. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the assembly, the Chair may resume his seat.
- C. The Vice Chair shall assume the duties of the Chair and receive the Chair's monthly compensation, in addition to the meeting per diems in the event of a permanent absence due to disability, incapacity, death, resignation or removal.
- D. The Vice Chair, in conjunction with the Chair, Second Vice Chair and the County Administrator, shall make recommendations for the initial appointments of committees, boards, and commissions.

**RULE XIII: DUTIES OF SECOND VICE CHAIR**

- A. The Second Vice Chair shall assume the duties of the Chair at a Board of Supervisor meeting in the event of the Chair and the Vice Chair's temporary absence during a Board meeting.
- B. The Second Vice Chair shall assume the duties of the Chair in the event the Chair and Vice Chair relinquish their seat to address the assembly. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the assembly the Chair shall resume their seat.
- C. If the Vice Chair assumes the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal, the Second Vice Chair shall assume the duties of the Vice Chair. An election as provided in Rule III shall be held to elect a new Second Vice Chair for the remaining term.
- D. The Second Vice Chair, in conjunction with the Chair, Vice Chair and the County Administrator, shall make recommendations for the initial appointments of committees, boards, and commissions.

**RULE XIV: ROLE OF THE COUNTY BOARD SUPERVISOR**

- A. Calumet County is a body corporate of the State of Wisconsin. The Coun-

ty Board of Supervisors is the governing body of Calumet County. Calumet County has 21 districts, and the voters in each district elect one Supervisor to serve on the County Board. The term of office is two years. To be elected as a Supervisor, a candidate must be 18 years of age or older and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. Once elected, the Supervisor must remain a resident of that district during the duration of their term in office to continue to serve as the representative of that district. The duties, powers and responsibilities of the County Board of Supervisors are defined by the laws of the State of Wisconsin and the Rules of Order of the Calumet County Board of Supervisors.

- B. County Supervisors are expected to individually contribute to a collaborative effort to set a vision and strategic mission goals and make broad policy decisions that support the strategic mission to advance the priorities of the county. Examples of such activities, include, but are not limited to:
  - 1. Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions enumerated in the Rules of Order;
  - 2. Participating in the process of debate and voting on proposed ordinances, resolutions and motions in County Board and Committee meetings;
  - 3. Providing policy and direction to the management of the county regarding delivery of county services while refraining from the delivery, management or administration of daily operations of the county;
  - 4. Being responsive to the needs of their constituency through effective communication;
  - 5. Establishing priorities for the delivery of county services through the annual budget and tax levy.
- C. Service as a County Supervisor is an honor and a trust, which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County.
- D. County Supervisors, being representatives drawn from society at large, are recognized to hold different views, values, and loyalties that may result in personal conflict. Personal integrity, courtesy and a willingness to work toward consensus on commonly accepted goals are essential traits as we acknowledge that the County Board of Supervisors' influence and authority comes from collective action and not from individual action.
- E. County Supervisors:

1. Are dedicated to the democratic ideals of honesty, openness and accountability in all matters involving county government;
2. Are willing to accept responsibility for decision-making that can affect many;
3. Understand the county's mission, priorities, challenges, needs and demographics;
4. Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
5. Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media, exert a good faith effort to communicate the full truth about county matters and avoid structuring information to achieve a personal advantage;
6. Are good listeners and will speak to issues, but also recognize when discussion must conclude and a decision must be made;
7. Are committed to building community partnerships;
8. Actively practice and support stewardship of the county's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
9. Perform the duties of their office with fairness and impartiality to build public confidence in government;
10. Support the principle of equal employment and oppose discrimination in all county operations;
11. Strive to seek and consider citizen input; and
12. Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

#### **RULE XV: EMAIL**

- A. Each supervisor will be provided with a county email account. While no supervisor is required to conduct county business by email, a supervisor who does so is required to use the county email account for all communications that pertain to county business.
- B. Meeting notices and other information shall be provided to each supervisor by email at the same time that meeting notices and other information are distributed to the news media.
- C. A supervisor shall be provided with a hard copy of email distributed information upon supervisor request.
- D. A supervisor may communicate with other supervisors by email for the

purpose of setting a meeting time, place, and agenda; but a supervisor should not engage in any substantive discussion of county business with any other supervisor by email.

- E. A supervisor may communicate with his or her constituents by email. These standards apply to all members of county governmental bodies.
- F. These standards apply to all members of county governmental bodies

#### **RULE XVI: COMPENSATION / REIMBURSEMENT FOR SERVICES**

Supervisors and Committee members shall receive compensation if any of the following apply:

- A. A Supervisor is a member of a Committee and has received an agenda and attends the meeting. This includes telephonic meetings.
- B. A Supervisor has been requested to attend a meeting by either the Board Chair or the Chair of the Committee. If possible, this request shall be included in the minutes of the meeting and the Supervisor shall indicate on their voucher that they were requested to attend said meeting.
- C. If the Chair of a Committee has been requested by the County Administrator or Department Head to meet, the Chair shall be entitled to compensation for the meeting.

Please note: If a Supervisor or Committee member inadvertently receives an agenda from another Committee they are not a member of, and they have not been requested to attend the meeting by either the Board Chair or the Chair of the Committee, they are not entitled to compensation.

The following items are reimbursable as Supervisors or Committee members:

- A. Mileage for each mile traveled in going to and returning from meetings of the Board or Committee meetings by the most usual and direct route.
- B. If travel has occurred to a meeting prior to the member becoming aware the meeting has been canceled, or travel to a meeting where a quorum is not present and the meeting cannot be held, the Supervisor or Committee member will be reimbursed for mileage by the most usual and direct route.
- C. Supervisors and Committee members are not entitled to compensation and mileage if they are reimbursed from another source for attending the meeting.

Approval Requirements:

- A. If not previously budgeted, a Supervisor or Committee member may seek

overnight lodging and other allowed expenses for meetings attended, if there is need to stay overnight, with the approval of the County Board Chair. All lodging arrangements shall be made through the Department Head in order to save paying the tax. If a Supervisor or Committee member charges a room to their personal credit card, the County will not reimburse for the unnecessary tax paid.

- B. Supervisors who attend programs when not a member of the related Committee, Board, or Commission, in order to gain knowledge of a subject pertaining to County Government, may be reimbursed for the program costs, compensation and mileage for the training, provided there is prior permission granted by the County Board Chair.
- C. All out-of-state travel shall be approved by the County Board.

Compensation Rates/Reimbursement Procedure:

- A. The compensation for all Board and Committee meetings shall be set by Resolution of the Board by not later than November 30<sup>th</sup> of each odd-numbered year. IF the Board fails to set the compensation by November 30<sup>th</sup> of each odd-numbered year, the compensation for all Board and Committee meetings shall remain the same as the prior term.
- B. All mileage shall be reimbursed at the rate set by the Internal Revenue Service.
- C. Reimbursement for meals and lodging must follow the same procedures as set forth for employees in the Calumet County Personnel and General Administrative Policy Manual.
- D. If expenses for meals, lodging, and conference registration have been incurred and the Supervisor or Committee member does not attend the meeting or conference, absent being excused from attending by the Chair, the Supervisor or Committee member shall be responsible for costs incurred by the County.
- E. For any meeting in which a quorum is not met due to an unexcused absence of a member, each absent member may be responsible to reimburse the county for any expenses incurred for attending members. If more than one member is absent, each absent member will equally share in the expenses incurred and reimburse the County those expenses.
- F. All claims for reimbursement for Committee meetings filed by the Supervisors shall be made on the "Meeting/Expense Voucher" form, and include only expenses incurred prior to the end of the preceding month and be submitted monthly.
- G. Pursuant to Wisconsin State Statute 59.70(21) reimbursement of up to \$250 will be provided to a member of the Conservation Congress to attend the Annual Conservation Congress Convention.

- H. All Supervisors, Board, Commission, and Committee members shall participate in direct deposit for all their pay through up to three (3) banking institutions of their choosing. Direct Deposit Authorization Forms are available in the Personnel Division of the Department of Administration.

**RULE XVII: RESOLUTIONS AND ORDINANCES**

- A. Resolutions and Ordinances presented by a Committee of the County Board may be acted on upon their first (1<sup>st</sup>) presentation at a County Board meeting. Resolutions and Ordinances not presented by a Committee, may be referred by the Chair to a Committee of the Board with a time limit of 90 days to be returned to County Board for action. Ordinances shall be submitted to the Corporation Counsel for drafting comments and opinions.
- B. Resolutions and Ordinances presented for consideration at any meeting must be in writing and bear the signature of at least two (2) Supervisors offering the same, or if by a Committee, the signatures of a majority of that Committee. The exception to this is the Budget Resolution, which shall be presented by the County Administrator.
- C. Beginning with the April meeting, Resolutions and Ordinances shall be designated by their number, which number shall be the year of the Organizational Meeting of the County Board then in session followed by the sequential number of the Resolution or Ordinance introduced in that Session. For example: Resolution 2004-1 or Ordinance 2004-1.
- D. When a Resolution or Ordinance is presented to the Board for action, the County Clerk shall read the title and the Board members who signed the document.

**RULE XVIII: HOME RULE**

To give the county the largest measure of self-government under the Administrative Home Rule authority granted to Counties in Section 59.03(1), these Rules shall be liberally construed in favor of the rights, powers and privileges of the county to exercise any organizational or administrative power not contrary to the Constitution or to any enactment of the Legislature that is of statewide concern and which uniformly affects every county

**RULE XIX: GENDER NEUTRALITY**

- A. Pronouns of masculine gender used herein refer to persons of either sex.

**RULE XX: CODE OF ETHICS**

- A. Declaration of Policy. To ensure that the public can have complete confidence in the integrity of Calumet County Government, County Board members, and appointed members of Committees, Boards and Commissions, hereinafter referred to as "Officials", shall respect and adhere to the funda-



mental principles of ethical service. The proper operation of County Government demands that:

1. Officials be independent, impartial and responsible to the people;
2. Decisions are made in the proper channels of the County Government structure;
3. County offices shall not be used for personal gain;
4. County business shall be conducted in such a way so as to re-enforce the public's confidence in its integrity.

In recognition of those fundamental principles, there is hereby created a Code of Ethics.

- B. Purpose. The purpose of this Code is to establish ethical standards of conduct for all Officials by identifying those acts or actions that are not compatible with the best interest of the county. Citizens who serve as Officials, retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for Officials must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts, which are substantial and material. The provisions of the Code, and such rules and regulations, which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.
- C. Responsibility of Public Office. Officials hold office to serve the public interest. They are bound to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out efficiently and impartially all laws of the United States and the State of Wisconsin and the Ordinances of Calumet County. Further, they are bound to the standards of ethics set forth in this Code and to faithfully discharge the duties of their office. The public interest must be their primary concern.
- D. Coverage. This Code governs all, County Board members and appointed members of Committees, Boards and Commissions.
- E. Exemptions. Political contributions, which are reported under Wisconsin Statutes, Chapter 11, are exempt from the provisions of this Code.
- F. Definitions.
  1. Person: Any individual, corporation, partnership, joint venture, association or organization.
  2. Financial Interest: Any interest which yields, directly or indirectly, a monetary or other material benefit to the Official or to any person employing or retaining services of the Official.
  3. Anything of Value: Any property, favor, service, payment, advance, forbearance, loan or promise of future employment. County offices shall not be used to obtain anything of value. This does not include door prizes, compensation and expenses paid by the county, fees and

expenses which are permitted by Wisconsin Statute 19.56, political contributions which are reported under Wisconsin Statutes, Chapter 11, or hospitality extended for a purpose unrelated to the county business.

4. **Anything of Insignificant Value:** Includes such things as unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of insignificant value, (an item from a vendor that costs less than \$25.00 on a one time basis, but not more than \$50.00 worth of items in a calendar year from a vendor), plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this Code.
5. **Privileged Information:** Any written or oral material related to county government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders, Ordinances or Resolutions as privileged.
6. **Officials:** All County Board members and appointed members of Committees, Boards and Commissions.
7. **Immediate Family:** An Official's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the Official or receives that level of support from the Official.

#### G. Fair and Equal Treatment.

1. **Use of Public Property:** An Official shall not knowingly permit the use of county services or county owned vehicles, equipment, materials for unauthorized non-governmental purposes or for unauthorized personal convenience or for profit, unless approved by the County Administrator.
2. **Obligations to Citizens:** An Official shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. This section does not affect the duty of County Supervisors to diligently represent their constituency.

#### H. Conflicts of Interest.

1. It is a conflict of interest to accept anything of value if it could reasonably be expected to influence their vote, governmental actions or judgments or is provided to such Official because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.
  - a. It is not a conflict of interest for an Official to receive an unsolicited item of insignificant value.

2. **Business Interest:** An Official shall not engage in any business or transaction or act in regard to any financial interest, direct or indirect, which:
  - a. Is incompatible with the proper discharge of their official duties for the benefit of the public;
  - b. Is contrary to the provisions of this Code; or
  - c. May impair their independence of judgment or action in the performance of their official duties.
3. **Employment:** An Official shall not engage in or accept any private employment or render any service for a private interest when such employment or service is incompatible with the proper discharge of their Official duties or which may impair their independence of judgment or action in the performance of their official duties unless otherwise permitted by law or unless disclosure is made as hereinafter provided.
4. **Contracting:** An Official or a business in which an Official holds a ten percent (10%) or greater interest, may not enter into a contract with the county involving a payment or payments of more than three thousand dollars (\$3,000) amount within a twelve (12) month period unless the Official has made a written disclosure of the nature and extent of such relationship or interest to the County Administrator and reported such interest to the County Board. Further, pursuant to Wisconsin Statutes 946.13, an Official is prohibited from participating in the formation of a contract or contracts with Calumet County involving the receipts or disbursements of more than fifteen thousand dollars (\$15,000) in any year.
  - I. **Financial Interest in Legislation.** A member of the County Board, who has a financial interest in any proposed action before the County Board, shall disclose the nature and extent of such interest to the County Board Chair prior to or during the initial discussion of such action and shall refrain from participating in the discussion of, and voting on, such action. A member of the County Board shall request to be excused by the Board or Committee Chair for the duration of any deliberations concerning such action in which the member has a financial interest. Any other Official who has a financial interest in any proposed action before the County Board, and who participates in discussion with or gives an official opinion or recommendation to the County Board, shall first disclose the nature and extent of such interest to the County Board.
  - J. **Disclosure of Privileged Information.** An Official shall not knowingly disclose or permit the disclosure of privileged information to any

person not lawfully authorized to receive such privileged information. An Official shall not use privileged information to advance their personal financial interest or that of their immediate family.

- K. Violation of County Board Rules and Calumet County Personnel and General Administrative Policy Manual. County Board Supervisors, and appointed members of Committees, Boards and Commissions shall not violate Rules or Policy.
- L. Investigations and Enforcement.
  - 1. Advisory Opinions: Any person governed by this Code of Ethics may apply in writing to the Corporation Counsel for an advisory opinion and shall be guided by any opinion rendered. The applicant shall present their interpretation of the facts at issue and of the applicable provisions of this Code before the advisory opinion is rendered. All requests for opinion and opinions rendered shall be in writing. Records of the Corporation Counsel's opinion requests and investigations of violations shall be closed to public inspection, as required by Wisconsin Statutes Chapter 19. However, such records may be made public with the consent of the applicant.
  - 2. Complaints: The Corporation Counsel shall accept a verified written Complaint (sworn to be true before a notary public) which states the name of the Official alleged to have committed a violation of the Code and sets forth the material facts involved in the allegation. The Corporation Counsel shall forward a copy of the Complaint to the accused Official and the Ethics Inquiry Committee within ten (10) days. However, no action may be taken on any Complaint that is filed more than one year after a violation of the Ethics Code is alleged to have occurred.
    - a. Preliminary Investigations:
      - 1) Following the receipt of a verified Complaint, the Ethics Inquiry Committee shall conduct a preliminary investigation with respect to alleged violation(s) of this Code.
      - 2) A preliminary investigation shall not be initiated unless the Corporation Counsel notifies the accused Official in writing. The notice shall state the exact nature and purpose of the investigation, the individual's specific action or activities to be investigated and a statement of such person's due process rights.
      - 3) If the Ethics Inquiry Committee finds probable cause to believe the allegations contained in the Complaint, the Complaint shall be referred to a hearing before the Ethics Inquiry Committee.
      - 4) If the Ethics Inquiry Committee does not find probable

cause to believe the allegations in the Complaint, it shall set forth in writing the reasons why and submit the report to the County Board at the next regularly scheduled meeting.

- 5) If the accused Official admits to probable cause, or does not contest the allegations in the Complaint, a hearing is not necessary and the Committee may forward its recommendations to the County Board for further action by the Board. The Committee may make the following recommendations:
    - a) Order the Official to conform his or her behavior to be in compliance with the Ethics Code;
    - b) Private or public censure;
    - c) Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes
- b. Hearing:
- 1) Burden of Proof: The burden of proving a violation alleged in the Complaint shall be on the complainant. Violations shall be proven by evidence that is clear, satisfactory and convincing.
  - 2) The Committee shall keep a record of the hearing.
  - 3) The Committee shall have the power to compel the attendance of witnesses and to issue subpoenas as granted to other Boards and Commissions under Wisconsin Statutes 885.01
  - 4) Within the ten (10) workdays of the conclusion of the hearing, the Committee shall file its written findings of fact and conclusions of law and recommendations with the County Board of Supervisors, which shall be signed by all participating Committee members.
  - 5) If the Ethics Inquiry Committee finds that clear, satisfactory and convincing evidence exists for believing the allegations of the Complaint, the Ethics Inquiry Committee shall refer its written findings of fact and conclusions of law and recommendation to the County Board. The Committee may choose any of the following recommendations:
    - a) Order the Official to conform their behavior to be in compliance with the Ethics Code;
    - b) Private or public censure;
    - c) Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes;

- 6) If after a hearing, the Ethics Inquiry Committee does not find clear, satisfactory and convincing evidence for believing the allegations of the Complaint, the Complaint shall be dismissed.

M. Ethics Inquiry Committee.

1. Membership: The Ethics Inquiry Committee shall consist of two permanent members whose terms shall be for two years to run concurrently with the term of the County Board Chair. One permanent member shall be the County Board Chair and one permanent member shall be the Family Court Commissioner of the county. There shall be a temporary third member who shall be a member of the County Board, appointed by the Chair of the County Board and approved by the County Board. This third member shall be appointed upon the Board receiving a written complaint of violation or injury and ruling as to the violation of these Rules or resolution. This third member appointment shall be made with due care to ensure impartiality.

If a complaint is filed against the County Board Chair, he or she shall be disqualified and the Vice-Chair of the County Board shall replace him or her and become temporary Chair of the Ethics Inquiry Committee, and as such temporary Chair, he or she shall appoint the third member to the County Board in lieu of such appointment by the Chair of the County Board.

2. Powers and Duties: The Ethics Inquiry Committee shall be responsible for investigating a complaint, conducting a fact finding hearing (unless the accused Official admits to probable cause, or does not contest the allegations in the Complaint) and reporting its findings to the County Board of Supervisors. The County Board of Supervisors has the final decision making power to determine the appropriate sanction for an accused Official.

By adoption of this Rule and in accordance with Wisconsin Statutes, 68.16, the Board specifically elects not to allow an appeal to Circuit Court under Chapter 68 for County Board Supervisors and appointed members of Committees, Boards and Commissions.

3. The Corporation Counsel shall provide legal advice, secretarial service and assistance to the Committee.

N. Wisconsin Statutes Incorporated.

1. Wisconsin Statutes Incorporated by Reference: The following Sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of the Code of Ethics:

- a. 19.01 Oaths and Bonds;
  - b. 19.21 Custody and Delivery of Official Property and Records;
  - c. 19.81-19.89 Open Meetings of Governmental Bodies, Officials, Employees and Candidates.
2. Violation of Incorporated Statutes: Officials shall comply with the Sections of Wisconsin Statutes incorporated in this Code and failure to do so shall constitute a violation of the Code of Ethics.

**RULE XXI: RECOGNITION OF COUNTY BOARD SUPERVISORS, AND CITIZEN MEMBERS OF COMMITTEES, BOARDS AND COMMISSIONS**

- A. All members of the Calumet County Board of Supervisors and all citizen members of the County Board's Committees, Boards and Commissions shall be recognized by the presentation of a certificate of appreciation, a resolution presenting the same and at the discretion of the Board of Supervisors, acknowledgement in the local news media for every five (5) consecutive years of service on the County Board or its Committees, Boards or Commissions.
- B. County Board Supervisors and citizen members will also be recognized for their service at the time of their resignation, recall, election defeat or death. The County Administrator's office shall be responsible for the administration of this rule.

**RULE XXII: MISCELLANEOUS**

Bereavement Recognition. Flowers or plants in the approximate value of fifty dollars (\$50.00) will be sent to families of all past and present Board members, upon notification that the past or present Board member has passed away. The County Clerk shall be responsible for the administration of this rule.

**PART II: COMMITTEES, COMMISSIONS, BOARDS AND COUNCILS**

**RULE XXIII: APPOINTMENTS AND SERVICE OF COMMITTEES, BOARDS AND COMMISSIONS**

- A. The County Board Chair shall appoint all members of Committees, subject to confirmation of the County Board. The County Administrator shall appoint all members of Boards and Commissions, subject to confirmation of the County Board. Initial appointments shall occur at the Organizational Meeting held in April of even numbered years. Recommendations for the initial appointments shall be made by the Chair, Vice Chair, Second Vice Chair, and County Administrator.
- B. After the initial appointment to the Committees, Boards and Commissions, all future appointments shall be made by the County Administrator or County Board Chair and confirmed by the Board.

- C. County Board Supervisors may serve as the chair of only two committees at one time.
- D. Opportunities may arise where County Board Supervisors may apply for appointments to committees, boards and commissions outside those identified in the Rules of Order of the Calumet County Board. If practical, these applications shall be submitted to the County Board for approval before the application deadline. If the timing is such that the Board will not meet before the application deadline, the County Board Chair will act on the application and submit the recommendation for appointment to the County Board at their next meeting for approval.
- E. Committees shall as its first Order of Business, elect a County Board Supervisor Chair and a Vice Chair. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The Secretary shall keep records and minutes of all Committee meetings. In the election of the Chair and Vice Chair by the Committee, the first (1st) ballot shall be a Nominating Ballot, to be followed by succeeding Formal Ballots until a majority vote of the members present elects such officer. Only persons named on a Nominating Ballot shall be considered during a Formal Ballot and any ballot cast in violation of this Rule shall be considered void. Each position shall be voted by separate ballot. Each nominee may speak for three (3) minutes.
- F. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall assume the Chair position and an election shall be held to elect a Vice Chair for the remaining term.
- G. Each Committee shall set policy for all programs and activities of the Departments it oversees.
- H. Shall act on all requests from Departments it oversees.
- I. Monitor the expenditure of county funds committed to the Department or agency in terms of its stated goals and objectives.
- J. Act on all Resolutions and Ordinances affecting any Department or agency that it oversees.
- K. The Chair of each Committee shall report Committee activities on a regular basis at Board meetings.

#### **RULE XXIV: COMMITTEES**

##### **A. ADMINISTRATIVE SERVICES COMMITTEE**

- 1. Membership. The Administrative Services Committee shall be comprised of seven (7) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair



- and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
- b. Review the annual budget and tax levy.
  - c. Monitor the operating and capital budgets and approve and recommend adjustments.
  - d. Administer the Contingency Fund pursuant to Wisconsin Statutes and in accordance with financial policies.
  - e. Review and establish financial and investment policies.
  - f. Discuss and review the TIF District activities with the Finance Director.
  - g. Recommend resolutions for appropriations to the Board for adoption.
  - h. Provide general oversight for all fiscal policies, and approve those fiscal policies not having a direct fiscal impact on the county.
  - i. Review and approve property and general liability insurance policies and review claims filed against the county, with the assistance of the Corporation Counsel.
  - j. Review and approve, as appropriate, medical expense claims and vehicle damage claims up to \$250 made by volunteers of the county.
  - k. Review the delinquent property taxes, tax foreclosures and the subsequent sale of foreclosed property.
  - l. Responsibility for the purchase and sale of all county land except for Highway right-of-way.
  - m. Review the use of technology within Departments.
  - n. Review grants and Department programs and projects.
  - o. Review procedures for maintenance of county records, use, archival, and storage.
  - p. Review Departments annual budgets and refer to the County Administrator for further action and review financial reports.
  - q. The Committee shall confer and have policy making responsibilities for Corporation Counsel, County Administrator, Economic Development, Finance, Human Resources, Information Services, Maintenance, and Real Property Lister. The Committee shall also confer and have policy making responsibilities, to the extent permitted by law, for the Offices of the County Clerk, Treasurer and Register of Deeds.
  - r. Provide leadership for setting policy pertaining to wages, benefits, hours, and other conditions of employment for all county employees.
  - s. Review and approve, as appropriate, the annual renewals for the employee benefits plans.
  - t. Administer the investigatory or disciplinary procedures in

- matters pertaining to the County Administrator.
- u. Review new position requests that have not been budgeted and make recommendations to the Board for final approval.
- v. Review all new and updated managerial or supervisory job descriptions.
- w. Review and approve, as appropriate, all employee reclassification requests.
- x. Establish parameters for the negotiation of wages, benefits, and other conditions of employment for the county's collective bargaining agreements.
- y. Review and administer employee grievances in accordance with statute and/or collective bargaining agreement.
- z. Responsible for periodic performance appraisals of the County Administrator with concurrence of the Board.

**B. AGING AND DISABILITY RESOURCE CENTER SERVING CALUMET, OUT-AGAMIE AND WAUPACA COUNTIES ADVISORY COMMITTEE** (The full by-laws for the Committee may be obtained from the ADRC.)

1. Membership.

- a. The Advisory Committee shall consist of twelve (12) members. Three (3) members, one from each county, shall be County Board Supervisors, or appointed members to the County Human or Health and Human Services Committee and/or Board. Six (6) members will be consumers of services, family members or guardians from one of the following target groups: Elderly (age 60 and above), people with physical disabilities, developmental disabilities and persistent or chronic mental illness; one member representative from a community agency; one member representative from an advocacy organization and one member representative from the Business Community. Composition of the membership shall strive to represent the ethnic, economic and geographic diversity of Calumet, Outagamie, and Waupaca Counties. An equal number of representatives from each county will be selected unless there are compelling reasons to vary from this practice. The membership does not include individuals with a real or potential conflict of interest.
- b. Each county shall have 4 representatives on the Advisory Committee. Appointment of the counties' four representatives will follow that county's policy on committee appointments.
- c. Initially, four (4) members will be appointed for three (3) year terms; four (4) members will be appointed for two (2) year terms, and four (4) members will be appointed for a one (1) year term. Each county will divide their representatives into the initial term categories.

- d. All members appointed from Outagamie and Waupaca counties shall serve for three (3) year terms following the initial term. Members appointed from Calumet County shall serve two (2) year terms following the initial term. No Advisory Committee member may serve more than six consecutive years on the Advisory Committee.
2. Duties and Responsibilities.
    - a. Develop a mission statement for the Aging and Disability Resource Center (ADRC) that is consistent with the goals of the statewide redesign long term care system;
    - b. Determine the structure, policies and procedures of the ADRC within the guidelines and local governance structures of the three collaborating partners;
    - c. Ensure that the ADRC collaborative has a viable plan for implementation and operation;
    - d. Oversee the operation of the ADRC collaborative;
    - e. Identify unmet needs and prepare plans to meet them;
    - f. Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
    - g. Provide financial oversight for the ADRC budget, including developing a budget and monitoring expenditures; and
    - h. Ensure that the terms of the State/County ADRC contract are fulfilled.

**C. AGING AND DISABILITY RESOURCE CENTER/LONG TERM SUPPORT ADVISORY COMMITTEE**

1. Membership. The ADRC/LTS Advisory Committee shall be comprised of twelve (12) members of whom at least fifty-one percent (51%) of the members shall be sixty (60) years of age or over, at least five (5) persons receiving long term community support services, each of whom represents one of the following groups; elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons, chemically dependent persons and four (4) members shall be County Board Supervisors, one (1) Health representative, one (1) representative of the Human Services Department as provided by Wisconsin Statutes 46.23. The County Board Chair shall appointment members to the Committee for two (2) year terms, subject to confirmation of the Board. Membership on this committee is subject to a term limit of 6 consecutive years or 3 consecutive two-year terms.
2. Duties & Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair,

- who shall be a County Board Supervisor, Vice Chair, and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
- b. Responsible for advising the Human Services Board on policy-making of the programs pursuant to Wisconsin Statutes 46.23 (3)(b) 2c and 46.23(5).
  - c. Compile and distribute information about older adults.
  - d. Review annual plan.
  - e. Advocate on behalf of older adults.
  - f. Serve as a point of contact for information, assistance, and referral.
  - g. Review proposals relating to matters affecting older adults.
  - h. Monitor the nutrition, transportation, and other programs provided by the Department.
  - i. Review Department annual budget and confer with the County Administrator for further action and review of financial reports.
  - j. The Committee shall confer and have advisory responsibility to the Human Services Board for the Aging and Disability Resource Center and Long Term Support within Human Services.
  - k. The Committee shall recommend a plan for participation in the Community Options Program provided by Wisconsin Statutes 46.27.
  - l. Review policies, practices and data to determine that the standards for equal opportunity in service delivery and employment are met and in compliance with all applicable State and Federal Statutes and regulations relating to nondiscrimination in employment, service delivery and language access.

#### **D. AGRICULTURAL AND EXTENSION EDUCATION COMMITTEE**

1. **Membership.** The Agricultural and Extension Education Committee shall be comprised of five (5) County Board Supervisors, who may be members of the Land and Water Conservation Committee. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. **Duties and Responsibilities.**
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Work with the University Extension and the U.S. Department of Agriculture.
  - c. Review county dog damage claims and establish fair market values.
  - d. Review Department annual budget and refer to the County

- Administrator for further action and review financial reports.
- e. The Committee shall confer and have policy making responsibilities for the Department.

**E. COMMITTEE ON THE RULES OF ORDER OF THE CALUMET COUNTY BOARD OF SUPERVISORS**

1. Membership. The Committee on Committees shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - b. Recommend changes to the Rules of Order of the Board to the Calumet County Board for adoption.

**F. HIGHWAY COMMITTEE**

1. Membership. The Highway Committee shall be comprised of five (5) County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Purchase and sell county road machinery as authorized by the Board.
  - c. Determine if county construction and maintenance should be done by the Highway Department or by private contract.
  - d. Direct the expenditure of highway maintenance funds received from the State and the County.
  - e. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - f. The Committee shall confer and have policy making responsibilities for the Department.

**G. LAND AND WATER CONSERVATION COMMITTEE**

1. Membership. The Land and Water Conservation Committee shall be

comprised of six (6) members of whom five (5) shall be County Board Supervisors, and at least two (2) shall be members of the Agriculture and Extension Education Committee pursuant to Wisconsin Stats. §59.56(3) (b), and one (1) member of the Consolidated Farm Service Agency Committee. The County Board Chair shall appoint members to the Committee for a two (2) year term or until a successor is appointed, whichever is longer, subject to confirmation by the County Board.

2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Shall have the powers and duties pursuant to Wis. Stats. §§92.07 through 92.17.
  - c. Review the Land and Water Conservation Department annual budget, according to the powers and duties of the Committee under Wis. Stat. §92 and the Calumet County Code of Ordinances, and make recommendations to the County Administrator for further action and review financial reports.
  - d. The Committee shall confer and have policy making responsibilities for the Land and Water Conservation Department according to the powers and duties of the Committee under Wis. Stat. §92.
  - e. Hold hearings under Wis. Stat. §281.65(7) upon a written request of an owner or operator of a designated critical site in a priority watershed or priority lake plan under Wis. Stat. §281.65 (5m) or a modification plan under §281.65(5s).
  - f. Perform all other duties prescribed by law.

#### **H. LANDFILL STANDING COMMITTEE**

1. Membership. The Landfill Siting Committee shall be comprised of five (5) members, of which, one shall be a County Board Supervisor appointed by the County Board Chair. The County Board Chair shall appoint the member to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. Establish fire department/explosion procedures.

- c. Review all communications.
- d. Discuss construction progress.
- e. Discuss issues or concerns concerning the landfill.

**I. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

1. Membership. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301 (c)) requires that the Committee consist of at least one (1) representative from each of the following groups; Elected State and Local Officials, Law Enforcement, Fire, Health, Local Environmental, Representatives of Facilities subject to the Emergency Planning requirements, Civil Defense, First-aid, Hospital and Transportation Personnel, Community Groups, and Broadcast and Print Media. In addition to the SARA membership requirements, one member shall also be a representative of Emergency Management. There shall be at least 13 regular members but not more than 19 members on the LEPC

Committee. The County Board Chair shall appoint members to the Committee for a one (1), two (2) or three (3) year terms, as applicable which shall be renewable subject to confirmation of the County Board.

2. Duties and Responsibilities.
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - c. The LEPC's primary responsibility is to develop and review annually an emergency response plan for hazardous and toxic spills. The LEPC plan must evaluate resources for preparing for and responding to a potential chemical accident.

**J. PLANNING, ZONING AND FARMLAND PRESERVATION COMMITTEE**

1. Membership. The Planning, Zoning and Farmland Preservation Committee shall be comprised of seven (7) members of which at least four (4) members are to be County Board Supervisors. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Committee. The Recording Secretary shall be

the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.

- b. Review the Planning, Zoning and Land Information Department annual budget according to the powers and duties of the Committee under Wisconsin Statutes and the Calumet County Code of Ordinances, and make recommendations to the County Administrator for further action, and review financial reports.
- c. Review and recommend approval to the Board of all Planning Documents formulated by the Planning, Zoning and Land Information Department including the Farmland Preservation Plans, Outdoor Recreation Plans, Comprehensive Plans, Land Use Plans, from Wis. Stats. §59.69.
- d. Responsible for matters relating to recreation, community facilities and utilities, transportation, natural resources, and housing.
- e. The Committee shall confer and have policy making responsibilities for the Planning, Zoning and Land Information Department according to the Committee's powers under Wisconsin Statutes and the Calumet County Code of Ordinances.

#### **K. PROTECTION OF PERSONS AND PROPERTY COMMITTEE**

1. Membership. The Protection of Persons and Property Committee shall be comprised of five (5) County Board Supervisors; one (1) shall be the County Board Chair. The County Board Chair shall appoint members to the Committee for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice from members of the Committee. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Review Departments' annual budgets and refer to the County Administrator for further action and review financial reports.
  - c. Except as provided by law, the Committee shall confer and have policy making responsibilities for the Clerk of Circuit Court, District Attorney, Emergency Management, Family Court Commissioner, Medical Examiner, Register in Probate and the Sheriff.
  - d. At least once per year, inspect and examine the Calumet County Jail as to health, cleanliness and discipline, and further inspect the Jail Register showing the names, ages and cause of committal of each prisoner. If the committee observes that any



laws have been violated, it shall immediately give notice of the violation to the Calumet County District Attorney. (See Wis. Stat. 59.54(15).)

**L. WINNEBAGO WATERWAYS COMMITTEE**

1. Membership. The Committee shall be comprised of three members from each participating County consisting of the County Executive or County Administrator of each of the Counties; the Chair of the County Board from each of the Counties; and the Chair of each County Board Land and Water Conservation Committee or designee.
2. Duties and Responsibilities
  - a. Effectuate the Winnebago System Program as developed by the Committee.
  - b. Policy-making entity with broad responsibility for the budgeting and appropriate funds and monitoring activities of any service provider or other entity charged with any responsibility in the Winnebago Waterways Program.

**RULE XXV: COMMISSIONS**

**A. CALUMET COUNTY TRAFFIC SAFETY COMMISSION**

1. Membership. The Calumet County Traffic Safety Commission shall be comprised of ten (10) members. The County Administrator shall appoint members from the following areas: County Law Enforcement, County Highway Commissioner, Education Profession Representative, two (2) Citizen Representatives, Medical Profession Representative, Legal Profession Representative. The Wisconsin Department of Transportation assigns the following three (3) appointments to the Commission; State Patrol Trooper, State Traffic Engineer, and State Traffic Safety Representative. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Commission is an advisory Commission and not a policy making Commission.
  - b. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Commission. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - c. Act as an advisory Commission to the County Highway Safety Coordinator.
  - d. Secure voluntary coordination and reinforcement of highway safety activities conducted by the political subdivisions of the county in matters pertaining to driver education, codes and laws,

traffic laws, alcohol in relation to highway safety, identification and surveillance of accident locations, traffic records, emergency medical services, highway design, construction and maintenance, traffic control devices, pedestrian safety, police traffic services, debris hazard control and clean up and school bus safety.

## **B. COUNTY PARKS COMMISSION**

1. Membership. The County Parks Commission shall be comprised of seven (7) members, of which at least four (4) members are to be County Board Supervisors. The County Administrator shall appoint members to the Commission for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Commission. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Have general policy making responsibility for parks and recreation property operated, maintained and developed by the county.
  - c. Set policies and recommend funding levels for establishing and implementing Park programs and activities in the Parks and recreation properties.
  - d. Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - e. The Commission shall confer and have policy making responsibilities for the Department.

## **C. EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION (ECWRPC)**

1. Membership. The East Central Wisconsin Regional Planning Commission shall be comprised of two (2) County Board Supervisors: the County Board Chair, and one (1) member of the Planning, Zoning, and Farmland Preservation Committee. The County Administrator shall appoint a member to the Commission for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. The ECWRPC was created to engage in activities within the

purposes for which Regional Planning Commissions were created under Wisconsin Statutes 66.0309. It brings together representatives from eight (8) Counties who besides serving as Commissioners who meet as a group on a bimonthly basis, also serve, individually, on various sub-committees. The primary purpose is to engage in regional planning. As such, its functions are to conduct all types of research studies, collect and analyze data, prepare maps, charts and tables. It has the function and duty of making and adopting a master plan for the eight (8) County Regions. The master plan, with its accompanying maps, plats, charts, programs and descriptive and explanatory matter, shall show the Commission's recommendations for the physical development of the region, including traffic arteries, bridges, public places, parks, recreational areas, airports, sewer and water lines as well as areas for industrial, commercial, residential, agricultural and recreational development. It is through the work of the Commission and its Committees that the planning is constantly being attended to. It is a dynamic process and it is solely advisory to the local governments.

#### **D. VETERANS SERVICE COMMISSION**

1. Membership. The Veterans Service Commission shall be comprised of three (3) Veterans who are Calumet County residents. The County Board Chair shall appoint members to the Commission for staggered three (3) year terms, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Commission. The County Veterans Service Officer shall serve as the executive secretary of the Commission.
  - b. Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent children of veterans, and the needy parents of veterans pursuant to Wisconsin Statutes Ch. 45.

#### **RULE XXVI: BOARDS**

##### **A. BRILLION LIBRARY BOARD**

1. Membership. The County Administrator shall appoint two (2) members, of which at least one (1) shall be a County Board Supervisor at the time of the appointment, to the Brillion Library Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.

- a. Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

**B. CHILTON LIBRARY BOARD**

1. Membership. The County Administrator shall appoint four (4) members, of which one (1) shall be a County Board Supervisor at the time of the appointment, to the Chilton Library Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

**C. COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**

1. Membership. The Children with Disabilities Education Board shall be comprised of five (5) members, of whom three (3) members are to be County Board Supervisors and shall be representatives of that part of the county participating in the program. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Board. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Provide the duties as provided in Wisconsin Statutes 115.817 (5).
  - c. Approve the annual budget and present it to the Board and review financial reports.

**D. FOX VALLEY WORKFORCE DEVELOPMENT BOARD**

1. Membership. The Fox Valley Workforce Development Board consists of members from Calumet, Fond du Lac, Green Lake, Waupaca, Waushara and Winnebago Counties and shall be comprised of twenty-eight to thirty-two (28-32) members, with two (2) members from

Calumet County. The Local Elected Official (County Board Chair) shall appoint members to the Board for a three (3) year term, subject to confirmation of the County Board.

2. Duties and Responsibilities.
  - a. Shall foster an environment of accessible, high quality, efficient and affordable training and employment opportunities to individuals, employees, and employers.

## **E. HEALTH AND HUMAN SERVICES BOARD**

1. Membership. The Health and Human Services Board shall be comprised of nine (9) members, of which at least three (3) shall be persons who are not elected officials or employees of the county, as referenced in WI State Statute 251.03 and who have demonstrated interest or competence in the field of public or community health. A good faith effort shall be made to appoint a physician and a registered nurse. The County Administrator shall appoint members to the Board for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair, who shall be a County Board Supervisor, and a Vice Chair from members of the Board. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The organizational meeting shall occur within 30 days of approval of the committee appointments.
  - b. Oversee the Departments and assure enforcement of the Public Health, Home Health and Hospice, Human Services and Veteran Services Statutes, Rules and Regulations.
  - c. Assess public health needs and advocate for the provision of reasonable and necessary public health services.
  - d. Develop policy and provide leadership that fosters local involvement and commitment.
  - e. Assure that measures are taken to provide an environment in which individuals can be healthy.
  - f. Assume full legal responsibility and authority for the operation of the Home Health Care and Hospice Program.
  - g. Responsible for the policy making of the programs pursuant to Wisconsin Statutes 46.23, 46.25, 46.27, 46.82, and 42 USC 651-658 and 45 CFR 300-399.
  - h. Review Departments' annual budgets and refer to the County Administrator for further action and review financial reports.

- i. The Board shall confer and have policy making responsibilities for the Department of Health and Human Services and Veterans Service Department.

**F. MANITOWOC-CALUMET COUNTIES LIBRARY SYSTEM BOARD**

1. Membership. The Manitowoc-Calumet Counties Library System Board shall be comprised of four (4) members, of which at least one (1) is to be a County Board Supervisor. The County Administrator shall appoint the members to the Board for three (3) year terms, staggered, beginning on January 1, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Committee is an advisory Committee and not a policy making Committee.
  - b. Duties of the Board include maintaining, operating a public library in conjunction with Manitowoc County. The Committee's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library system as provided in Wisconsin Statutes, Chapter 43.

**G. NEW HOLSTEIN LIBRARY BOARD**

1. Membership. The County Administrator shall appoint two (2) members, of which at least one (1) shall be a County Board Supervisor at the time of the appointment, to the New Holstein Library Board for a three (3) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. Duties of the Board include maintaining and operating a public library. The Board's role is policy making only as it relates to use, management, regulation, budgeting and preservation of the public library as provided in Wisconsin Statutes, Chapter 43.

**H. ZONING BOARD OF ADJUSTMENT**

1. Membership. The Zoning Board of Adjustment shall be comprised of five (5) members and two (2) alternates, and all must reside outside of the limits of incorporated cities and villages. No two (2) members may reside in the same town. Preference shall be given to members who reside in a town which has adopted county zoning. The County Administrator shall appoint members and alternates to the Zoning Board of Adjustment for three (3) year, staggered terms, subject to confirmation of the County Board. Terms shall be staggered such that no more than 2 member's terms of office are expired in any 1 year. Each term shall begin July 1.

2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Board. The Recording Secretary shall be the County Clerk or designee of the County Clerk. The first alternate shall act, with full power, only when a member of the Board of Adjustment refuses to vote because of a conflict of interest or when a member is absent. The second alternate shall act only when the first alternate refuses to vote because of a conflict of interest or is absent, or if more than one member of the Board of Adjustment refuses to vote because of a conflict of interest or is absent.
  - b. Hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by an administrative officer.
  - c. Hear and decide special exceptions to the terms of an Ordinance upon which the Board of Adjustment is required to pass.
  - d. Authorize, upon appeal in specific cases, such variance from the terms of an Ordinance, as will not be contrary to the public interest, where owing to special conditions, a literal enforcement will result in practical difficulty or unnecessary hardship, so that the spirit of the Ordinance shall be observed, public safety and welfare secured and substantial justice done.

## **RULE XXVII: COUNCILS**

### **A. GLACIERLAND RESOURCE AND CONSERVATION DEVELOPMENT COUNCIL**

1. Membership. The Glacierland Resource and Conservation Development Council is comprised of the Counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Oneida Indian Nation, Outagamie, Sheboygan and Winnebago. Each will appoint three (3) members and one (1) alternate. One (1) member shall be a County Board Supervisor and two (2) members will not be affiliated with County Government. The County Board Chair shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Council is an advisory Council and not a policy making Council.

- b. An independent, non-profit, non-partisan incorporated group having, as its primary concern the social, environmental and economic needs of the area. To address these concerns and needs, this Council will key on the development and conservation of all-natural resources to promote economic development and improve the quality of life. The Council is organized within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

**B. INTERNATIONAL TRADE, BUSINESS & ECONOMIC DEVELOPMENT COUNCIL (ITBEC)**

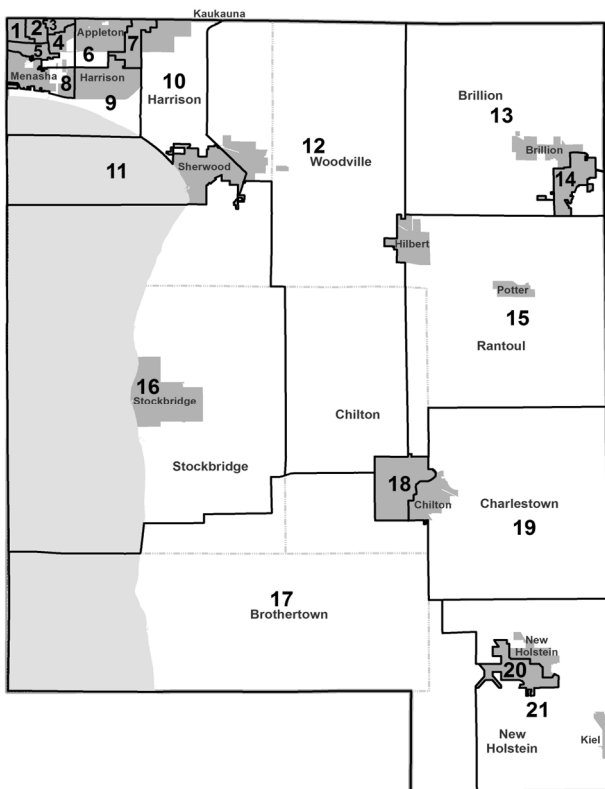
1. Membership. ITBEC is comprised of five (5) Regions in Wisconsin and Calumet County is in the East Central Region comprised of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Outagamie, Ozaukee, Sheboygan and Winnebago Counties. Each County shall appoint two (2) members to represent their county, one (1) shall be a County Board Supervisor, who shall be a member of Planning, Zoning, and Farmland Preservation Committee, and the other shall be the designee of the Director of Planning, Zoning and Land Information. The County Board Chair shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.
2. Duties and Responsibilities.
  - a. This Council is an advisory Council and not a policy making Council.
  - b. The purpose of the Council is to promote and seek grants for Economic and Tourism activity in the Region.

**C. LAND INFORMATION COUNCIL**

1. Membership. The Land Information Council shall be comprised of not less than 8 members. The council shall consist of the Register of Deeds, the Treasurer, and if one has been appointed, the Real Property Lister or their designees and the following members: one (1) County Board Supervisor, a representative of the Land Information office; a Realtor<sup>®</sup>, or a member of the Realtors Association employed within the county; a public safety or emergency communications representative employed within the county; the County Surveyor or a registered professional land surveyor employed within the county; and any other members of the board or public the board designates. The County Administrator shall appoint members to the Council for a two (2) year term, subject to confirmation of the County Board.



2. Duties and Responsibilities.
  - a. At the organizational meeting, the members shall elect a Chair and a Vice Chair from members of the Council. The Recording Secretary shall be the County Clerk or designee of the County Clerk.
  - b. The Land Information Council shall review the priorities, needs, policies, and expenditures of a land information



# CALUMET COUNTY HISTORICAL DATA

Calumet County was organized in 1836 under the laws of Wisconsin Territory. In 1840, Calumet County's territory was declared to be non-existent and it reverted back to Brown County. It was re-established on February 18, 1842 when the Act declaring Calumet County non-existent was rescinded. The boundaries of Calumet County were first set in the Revised Statutes of 1849, Chapter 20.

Originally spelled "Chalumet", Calumet County derived its name from a Menominee Indian Village lying on the east shore of Lake Winnebago. The name means 'peace' and signifies the Indian Pipe of Peace. "We Extend the Calumet to All Mankind" was first adopted as the County's official slogan by a county newspaper editor nearly a century ago. The Indians believed that the smoke from the Peace Pipes of the resident Menominees ascended to the Great Spirit from within the peaceful border of the County. Traces of prehistoric mound builders can be found today as evidence of their earlier occupation.

Calumet County is located between Lake Winnebago and Lake Michigan and boasts several parks on the shores of Lake Winnebago. It covers an area of 324 square miles or 207,360 acres. There are eight townships, five incorporated villages and seven cities.

The County Seat, originally located in Stockbridge, was moved to Chilton in 1856. The County's population at the time of incorporation was 275. By 1850, it had risen to 1,753. By 1860 census, it had grown to 7,895. Notwithstanding the Civil War, the population continued to grow. In 1870, it had risen to 12,335. Despite poor wheat yields due to disease and drought, the population increased to 16,631 in 1880 where it remained until the early 1960's. Explanations for this lack of growth include the outward migration of the wheat farmers, and the lack of urban centers. The County maintained a farming and manufacturing economy that was heavily reliant upon agriculture. After World War II, people began to migrate from the major city centers and the rural atmosphere became more appealing once more. This trend was a major reason why the population increased to 46,292 residents in 2008.

In 1839, Congress granted the Brothertown Indians rights of citizenship. In 1843, the Stockbridge Indians received similar recognition.

Earliest records available show that the first County Board meeting was held in 1851 in Stockbridge. The first courthouse and jail in the City of Chilton was a wooden structure built in about 1860 at the present site. It was destroyed by fire. The current front portion was rebuilt in 1912. During construction, the courts joined the other county officers located across the street. Once the Courthouse was completed in about January of 1914, the building across the street was used for the County Jail. The first County Board Session held in the new courthouse occurred on January 6, 1914. In 1976, a courthouse/jail addition was constructed to the east and north of the original structure. The second floor was added over the jail portion of the original structure in 1983 for Human Services. The most recent addition occurred in 1998.

The first newspaper was published in 1857, *The Chilton Times*, John P. Hume, Editor. Colonel Bean established the first bank in 1859 and named it the Shawano Bank of Chilton. The first steam boat to ply the waters of Lake Winnebago was built in Calumet County by the Brothertown Indians under the supervision of Peter Hoteling, a white man and later captain of the boat.

## Calumet County...Did You Know?

Until the early 1800's, Lake Winnebago was marshy and filled with acres of wild rice. In 1850, the milling industry began constructing temporary dams on the Fox River and used water power to turn saw mills and flour mills. These dams raised the water level in Lake Winnebago by two feet, flooding 50,000 acres of marshy land and rice beds on the south and southwest sides of the lake.

Pleasure boating on Lake Winnebago began in the early 1900's. For 10 cents a ticket, water enthusiasts could go on 'excursions' on large passenger boats. The boats picked up passengers in Pipe, Brothertown, and Stockbridge and took them to Appleton and Oshkosh for shopping and dining trips. Orchestras and bands serenaded passengers as they sipped soda or beer and enjoyed the ride. The last excursion left Stockbridge in August of 1917.

The state's 16th largest tree is located in Calumet County—a cottonwood in Stockbridge. Calumet County has ten trees on the DNR's Wisconsin Champion Tree list.

Wisconsin's first public school teacher, Electa Quinney, is buried in Stockbridge.

Harry Steenbock, a Calumet County native and bio-chemistry professor at UW-Madison, discovered the effects that Vitamin D has on humans. His science determined that lack of Vitamin D is what caused rickets.

The Niagara Escarpment runs through the county. This great feature spans the middle of the North American continent connecting countries, as it stretches from Wisconsin, through Canada, and to Niagara Falls in the State of New York.

Lake Winnebago has the largest lake sturgeon population in North America. Lake sturgeon, a prehistoric fish, can grow up to 6 feet in length and 200 pounds. Female lake sturgeon can grow to be 150 years old!

In 2012, the largest sturgeon ever harvested on Lake Winnebago (a female) was 125 years old, weighed 240 lbs. and measured 87.5 inches.

Lake Winnebago is the largest inland lake in Wisconsin; however it is very shallow. It covers 215 square miles and 137,000 acres, but with a maximum depth of 21 feet.

Bald eagles can be found nesting in the trees along the shores of the Manitowoc River; osprey in the Brillion Marsh.

Deer hunting in the county's state wildlife areas brings in almost \$4 million annually in revenue. Hunting is the oldest human sport; nationally more Americans hunt and shoot than play golf.

Tourism contributes \$24 million to the local economy, but agriculture contributes \$253 million.

What has more economic impact to this region than the Packers/Lambeau Field (\$144 million/year) and EAA (\$80 million/year) combined? Fishing on the Lake Winnebago System, which generates \$234 million and supports 4,300 jobs every year.

## POPULATION OF CALUMET COUNTY

	2010 Census	2021 Final Estimate
TOWN OF:		
Brillion.....	1,486	1,596
Brothertown .....	1,329	1,329
Charlestown.....	775	788
Chilton .....	1,143	1,167
Harrison .....	10,839	0
New Holstein.....	1,508	1,520
Rantoul .....	798	826
Stockbridge .....	1,456	1,527
Woodville.....	980	998
VILLAGE OF:		
Harrison .....	0	13,730
Hilbert .....	1,132	1,199
Potter .....	253	251
Sherwood.....	2,713	3,194
Stockbridge .....	636	659
CITY OF:		
Appleton .....	11,088	11,707
Brillion.....	3,148	3,385
Chilton .....	3,933	3,987
Kaukauna.....	0	0
Kiel .....	309	344
Menasha .....	2,209	2,999
New Holstein.....	3,236	3,214
COUNTY TOTAL .....	48,971	54,420

## FAX DIRECTORY

### CALUMET COUNTY GOVERNMENT:

Aging & Disability Resource Center.....	849-1635
Child Support .....	849-1484
Clerk of Courts .....	849-1483
Corporation Counsel .....	849-1617
County Administrator .....	849-1475
County Clerk (*used for County Departments, if not listed) .....	849-1469
District Attorney.....	849-1464
Emergency Management.....	849-1472
Economic Development .....	849-1475
Finance Department .....	849-1475
Health Division .....	849-1476
Highway Department.....	849-1405
Human Resources .....	849-1475
Human Services Division .....	849-1468
Ledge View Nature Center .....	849-2185
Land and Water Conservation.....	849-1481
Medical Examiner .....	849-1609
Parks Department.....	439-0970
Planning, Zoning and Land Information .....	849-1481
Register of Deeds.....	849-1616
Information Technology.....	849-1481
Sheriff's Department, Office.....	849-1431
Sheriff's Department, Jail .....	849-1489
Sheriff's Department, Dispatch .....	849-1613
Treasurer/Real Property Lister.....	849-1636
UW-Extension .....	849-1614
Veterans Service Office .....	849-1635

### MUNICIPALITIES:

City of Appleton .....	832-5823
City of Brillion .....	756-2351
City of Chilton .....	849-2025
City of Kiel .....	894-2585
City of Menasha .....	967-5273
City of New Holstein .....	898-5879
Town of Chilton.....	849-7475
Town of Rantoul.....	756-2570
Village of Harrison.....	989-1077
Village of Hilbert .....	853-3515
Village of Sherwood .....	989-4084

### OTHER:

Farm Service Agency (FSA).....	855-758-0832
Probation and Parole .....	849-9641

## TELEPHONE DIRECTORY

### CALUMET COUNTY GOVERNMENT OFFICES

206 Court St., Chilton

Area Code 920

Aging & Disability Resource Center .....	920-849-1451
Transportation.....	920-849-1440
Child Support.....	920-849-1454
Support Payments .....	1-800-991-5530
Circuit Judge.....	920-849-1465
Clerk of Courts.....	920-849-1414
Small Claims and Civil .....	920-849-1415
Traffic .....	920-849-1417
Corporation Counsel .....	920-849-1443
County Administrator.....	920-849-1448
County Clerk.....	920-849-1458
District Attorney .....	920-849-1438
Economic Development .....	920-849-1680
Family Court Commissioner .....	920-725-5305
Finance Department.....	920-849-1446
Health Division .....	920-849-1432
Highway Department, 241 E. Chestnut St., Chilton .....	920-849-1434
Highway Shop.....	920-849-1602
Home Health Care/Hospice.....	920-849-1424
Human Resources .....	920-849-1611
Human Services Division .....	920-849-1400
After Hours Crisis Line .....	920-849-9317
Information Technology.....	920-849-1456
Land and Water Conservation.....	920-849-1442
Medical Examiner.....	920-849-2335
Parks Department, County Park, N6150 Cty. EE, Hilbert .....	920-439-1008
Ledge View Nature Study Area, W2348 Short Rd., Chilton .....	920-849-7094
Stockbridge Harbor.....	920-439-1807
Planning, Zoning and Land Information.....	920-849-1442
Publishing and Records Management .....	920-849-1445
Register of Deeds .....	920-849-1441
Register in Probate.....	920-849-1455
Sheriff - EMERGENCY.....	911
Kaukauna Area Emergency.....	1-800-442-9878
Sheriff.....	920-849-2335
Captain .....	920-849-1437
Jail .....	920-849-1447
Records/Reports.....	920-849-1436
Treasurer.....	920-849-1457
University of Wisconsin - Extension	
Agriculture/Agribusiness .....	920-849-1450
4-H/Youth Development .....	920-849-1450
Veterans Service Office .....	920-849-1452

**COURTHOUSE - GENERAL INFORMATION**

Local..... 920-849-2361  
Toll Free ..... 833-620-2730

**OTHER OFFICES**

Farm Service Agency (FSA)..... 920-849-3570  
Natural Resources Conservation Service (NRCS)..... 920-849-3570

**ZIP CODES**

Appleton..... 54911, 54912, 54913, 54914, 54915  
Brillion ..... 54110  
Chilton ..... 53014  
Forest Junction ..... 54123  
Hilbert ..... 54129  
Kaukauna..... 54130  
Kiel..... 53042  
Menasha..... 54952  
New Holstein ..... 53061  
Potter ..... 54160  
Sherwood ..... 54169  
Stockbridge..... 53088