

# OFFICIAL DIRECTORY

## 2009-2010



Fall at High Cliff State Park  
(Photo courtesy of Pam Dercks)

## Calumet County, Wisconsin

*Compiled By*

*Beth A. Hauser, Calumet County Clerk*

*Jayette Marsicek, Deputy County Clerk*

*Updated 12/4/09*

# CALUMET COUNTY



# EMERGENCIES

- Medical
- Police
- Fire

# DIAL

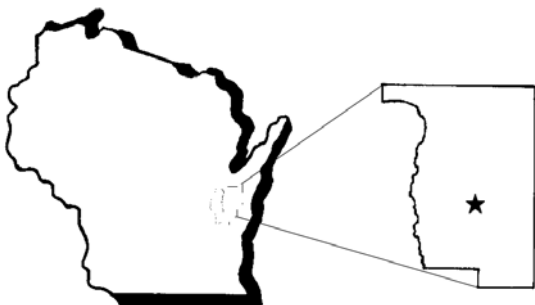
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# CALUMET COUNTY

## COURTHOUSE

206 Court Street  
Chilton WI 53014-1198

[www.co.calumet.wi.us](http://www.co.calumet.wi.us)



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

Bill Barribeau.....County Board Chairperson  
Alice M. Connors.....Vice-Chairperson  
Jay Shambeau .....County Administrator  
Beth A. Hauser.....County Clerk  
Chilton Times Journal....Official Paper

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Town of Stockbridge, Town of Woodville, Village of  
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**Assembly - District 3**

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New Holstein, City of New Holstein and City of Kiel ..... **State Senate - District 9**  
**Assembly - District 27**

Town of Rantoul, Village of Hilbert and Village of Potter ..... **State Senate - District 9**  
**Assembly - District 25**

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Kim Rietbrock

FAMILY COURT COMMISSIONER

Attorney Gordon E. Stillings

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James Burnett ..... Chilton  
Pamela Captain ..... Chilton  
Mark Des Rochers ..... Darboy  
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Gordon E. Stillings ..... Neenah  
George W. Twohig ..... Chilton  
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Kevin Davidson ..... Kaukauna

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William Tyson, Patrol Sergeant.....tyson.bill@co.calumet.wi.us  
Mark Wiegert, Investigator.....wiegert.mark@co.calumet.wi.us  
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Joyce Casper, Dispatcher  
Lori Hiroskey, Dispatcher  
Marie Oosterhouse, Dispatcher  
Scott Schwarz, Dispatcher  
Connie Paul-Oberg, Dispatcher  
Patti Krupp, Dispatcher  
Kim Retlich, Dispatcher (Casual)  
Jodi Schumacher, Dispatcher  
Wendy Schmitz, Dispatcher  
Terese Shaw, Dispatcher (P.T.)  
Gary Schultz, Patrol Deputy  
Mary Nicolais, Patrol Deputy  
Richard Riemer, Patrol Deputy  
Craig Wendling, Patrol Deputy  
Christopher Wendorf, Patrol Corporal  
Leslie Lemieux, Patrol Deputy  
Daniel Kucharski, Patrol Deputy  
Jeremy Hawkins, Patrol Deputy  
Joseph Tenor, Patrol Corporal  
David W. Richert, Patrol Deputy  
Nicholas Sablich, Patrol Deputy  
Kenneth Matuszak, Patrol Deputy  
Joshua Kilgas, Patrol Deputy  
James Rogers, Charles Meves, Walter Dudzinske, Transport Deputy (P.T.)  
Correctional Personnel.....jail@co.calumet.wi.us  
Gary Hemauer, Correctional Sergeant .....hemauer.gary@co.calumet.wi.us

Larry Schroeder, Correctional Officer  
 Todd Konen, Correctional Officer  
 Kurt Kohler, Correctional Corporal  
 Daniel Van Oss, Correctional Officer  
 Denise Juckem, Correctional Officer  
 Noel Hansel, Correctional Officer  
 Patricia Meyers, Correctional Officer  
 Brenda Lisowe, Correctional Officer  
 Kirk Moore, Correctional Corporal  
 Heather Zittlow, Correctional Officer  
 Daniel Karls, Correctional Officer  
 Robert Ausloos, Correctional Officer  
 Paula Schneider, Correctional Officer (P.T.)  
 Lori Fleming, Correctional Officer (P.T.)  
 Philip Koehler, Correctional Officer (P.T.)  
 Diane Schmitz, Secretary ..... schmitz.diane@co.calumet.wi.us  
 Sheryl Kiesner, Secretary..... kiesner.sheryl@co.calumet.wi.us  
 Brenda Guelig, Secretary ..... guelig.brenda@co.calumet.wi.us  
 Jeanne Krupp, Secretary (P.T.)..... krupp.jeanne@co.calumet.wi.us

**SHERIFF - FOXCOMM**

Anthony Lodel, FoxComm Application Technical Coordinator  
 Karen Carlson , FoxComm Management Information Coordinator

**DEPARTMENT OF NATURAL RESOURCES**

3369 W. Brewster St., Appleton 54914

Michael J. Disher, DNR Warden ..... 920/439-1027  
 Frank Kirschling, County Forester ..... 920/832-2746

**UNIVERSITY OF WISCONSIN - EXTENSION**

Chilton Office, 920-849-1450 Courthouse, 920-989-2700 Fax, 920-849-1614

Web - <http://calumet.uwex.edu>

Ellen Andrews, 4-H Youth Development Agent..... andrews.ellen@co.calumet.wi.us  
 Teri Zuege-Halvorsen, Family Living Educator ..... zuege-halvorsen.teri@co.calumet.wi.us  
 ..... zuege-halvorsen.teri@co.calumet.wi.us  
 Matthew Glewen, Agriculture Agent ..... glewen.matt@co.calumet.wi.us  
 Bryce Larson, Agriculture Educator..... larsen.bryce@co.calumet.wi.us  
 Mary Kohrell, Community Resource Development Educator ..... kohrell.mary@co.calumet.wi.us  
 ..... kohrell.mary@co.calumet.wi.us  
 Linda Schaffer, Program Assistant ..... schaffer.linda@co.calumet.wi.us  
 Connie Leonhard, Program Assistant ..... leonhard.connie@co.calumet.wi.us

**VETERANS SERVICE OFFICE**

Chilton Office, 920-849-1452 Courthouse, 920-989-2700 Fax, 920-849-1469

William "Bill" Krizek, Service Officer ..... krizek.william@co.calumet.wi.us

## ~SOME OF THE SERVICES PROVIDED BY CALUMET COUNTY~

**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 for the modern camping RV. We also have several basic tent camping sites. For the winter enthusiast we have a tube hill with a tow rope, an area for sledding and cross country trails.

*LEDGEVIEW 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*, the newest addition to the Calumet County Parks Department, is located on the east shore of Lake Winnebago in the southwest portion of the county. This boat launch facility is scheduled for remodeling in the near future. At this time the facility has 5 launch lanes and parking for up to 30 vehicles and boat trailers.

*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.

It is still in the early stages of development. A new access road and parking was constructed in 2003. In 2004 we planted prairie throughout the park. Over the next few years we hope to recreate wildlife habitat to promote the enjoyment of the outdoors.

*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 the new Brillion High School and will eventually connect with the Fox River Trail in Forest Junction.

The trail can be used for hiking, biking and horseback riding. No motorized vehicles are permitted during the hiking, biking and horseback riding 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, opening in the spring of 2007, runs from the Brown County line south to Ott Road, just north of Hilbert. This trail can be used for hiking, biking and horseback riding. No motorized vehicles are permitted during hiking, biking and horseback riding 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 131 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. Also handles 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** gives legal counsel to the County Board, elected County officials and Department personnel. Corporation Counsel represents the County in all civil matters, including municipal law, child support enforcement and Chapter 51 mental health cases.

**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.

**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 county residents, dog licenses to municipal treasurers, DNR sports licenses and temporary license plates to residents. Payments to various associations are prepared through the office at specific times of the year. The purchase and sale of supplies and some equipment is processed through the office. The office is also responsible for the telephone switchboard, incoming and outgoing mail and UPS.

**COUNTY TREASURER** is charged with receiving, disbursing and accounting for all monies belonging to the County; settlement with town and city treasurers for tax collections; collection of postponed and delinquent taxes and is responsible for receiving and remitting the state's portion of real estate and other taxation items as well and court fees and costs. This office also has all the tax records.

**DEPARTMENT OF HUMAN SERVICES** is a multi-purpose agency providing a wide range of services to adults, children, and families. The Calumet County Department of Human Services provides all the services, and carries all the legal responsibilities of a County Social Services Department and 51.42/437 Board.

The Department administers child welfare services, social work services for Juvenile Court, casework services with unmarried parents, social work services to families and adults, custody mediation and studies, foster home programs, W-2, Medical Assistance certification, Food Stamp Program, Fuel Assistance, General Relief and Child Support Services.

The Department also provides a complete range of services to citizens and their families who have alcohol and drug abuse, developmental disabilities (mental retardation, cerebral palsy, epilepsy, autism and similar neurological impairments) and mental health needs.

The Department can provide services directly through offices in Chilton or Appleton or through contract with other agencies. These services include sheltered and supported employment, day services, inpatient, outpatient, emergency services, protective services, intervention, prevention, supervised living arrangements and extended care. After hours crisis services are available at 832-4646 or 849-9317.

The Aging and Disability Resource Center (ADRC), as part of a Consortium with Outagamie and Waupaca Counties, provides Information and Assistance to persons over the age of 18 or who are disabled, and their family members. Each county branch is located within Human Services. Information about county resources and programs is offered as well as linkages to further assessment of needs and connection to appropriate programs to meet those needs. Services are designed to promote independence and a high quality of life for elders, persons with physical as well as developmental disabilities, and persons with mental health and drug or alcohol abuse. In addition to the Information and Assistance functions, the ADRCs also provide traditional Aging Unit programs such as nutrition, transportation, an elderly as well as a disability benefit specialist, prevention and wellness programs, and outreach services.

The Child Support Agency within Human Services provides services to the custodial parent in collection of child support and obtaining health insurance for the minor child(ren). The CSA locates absent partners, ascertains paternity, establishes child support orders, modifications, revisions, and enforces court orders. The CSA services are available to all parents who reside in Calumet County. There is a \$10.00 processing fee assessed to all non-AFDC parents.

**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.

**EMERGENCY MANAGEMENT** provides a local point of contact for citizens, departments and community leaders involved in, or needing information on, disaster preparedness, response, recovery and hazard mitigation activities.

The goal of emergency management is to provide an effective and efficient disaster program that supports community spirit, economic health and livability through any number of potential disaster circumstances - tornado, winter storm, flooding, chemical spill, public health emergency, prolonged utility outage to name a few types of events.

While many are familiar with the roles of responding agencies such as fire, law enforcement, utility or street departments, the emergency management agency is

specifically tasked to coordinate and partner with such agencies as well as local government officials, volunteer and citizen organizations, state, federal, and private entities to develop comprehensive community all-hazards disaster plans.

The Emergency Management Director coordinates community disaster planning, training and exercise functions to encourage an inclusive, partner based, multi-disciplined approach to all types of potential hazardous events that may threaten the community.

During a disaster the Emergency Management Director assists local governments in an advisory role, and directly supports responding agency operations by coordinating information, obtaining resources, and initiating disaster relief/recovery programs.

**FAMILY COURT COMMISSIONER** has all the powers of a court commissioner in legal actions affecting the family. He holds all temporary order hearings in any actions affecting marriage, establishes the amount of support, orders property division pending the actual divorce, sets visitation and temporary child custody. Advises the parties to divorce of counseling services available and implements the initial income assignment from the noncustodial parent. He grants default divorces, establishes paternity, and may also perform marriages.

**FINANCE DEPARTMENT** is responsible for financial management of the County. This includes assisting with preparation of the County budget and monitoring all financial information systems used within the County. Also performs the duties of County Auditor as prescribed by Wisconsin Statute.

**HEALTH DEPARTMENT** provides a wide range of preventive and health promotion services to individuals, families, schools and the community under the authority of State Statute 251. 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 (PNCC), Wisconsin Well Woman Program (WWWP) and Perinatal Care Coordination Services. The Director of the agency serves as the County Health Officer.

The services are available to all citizens of the county regardless of age, sex, race, financial status or limiting factors.

**HOME HEALTH CARE AGENCY** 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 treatment is developed with the patient, family, doctor and nurse. The agency staff addresses the physical, emotional, and spiritual needs of the patient and family. Home Health Aide and other special therapies are provided as needed. 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 AGENCY* is a special healthcare program to assist people suffering from an advanced disease and when a curative approach to care is no longer appropriate. Hospice's main goal is to provide pain control and comfort. Hospice is provided by an interdisciplinary team made up of a physician, social worker, registered nurses, volunteers, clergy, nurse's aides, and therapies.

**HIGHWAY** is in charge of all winter and summer maintenance of all highways maintained by the County, all construction, blacktopping, seal coating, marking and signing, engineering, purchasing of right-of-way, maintenance and purchase of highway equipment and specification of materials and supplies. Bridges and culverts on the county trunk system are also their responsibility along with maintenance and repair of the three County highway garages.

**INFORMATION SERVICES** shall develop, acquire, maintain and improve automated systems, electronic transfers, filings and communications which support the information needs of the county in a timely cost effective manner.

**LAND & WATER CONSERVATION** assists individuals, county departments, and other units of government in natural resource management planning and in the installation of conservation practices. The department carries out a variety of activities to educate residents on land and water resources and conservation practices. It conducts land and water resource inventories to identify resource problems and provides technical expertise to solve the problems. It administers several cost share grant programs for the installation of conservation practices and a county ordinance on animal waste storage facilities. The department also has a comprehensive drinking water program, which includes a well water testing program for county residents.

**MEDICAL EXAMINER** investigates the death of any person who has died under any of the following circumstances: a) All deaths in which there are unexplained, unusual or suspicious circumstances b) All homicides c) All suicides d) All deaths following an abortion e) All deaths due to poisoning, whether homicide, suicidal or accidental f) All deaths following accidents whether the injury is or is not the primary cause of death g) When a physician refuses to sign the death certificate. The Medical Examiner authorizes cremations and exhumations.

**PERSONNEL** is responsible for a comprehensive human resource program. This is accomplished by administering effective and consistent programs, policies, and practices while ensuring countywide compliance with applicable human resource laws and regulations. The Department 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 worker's compensation.

**PLANNING, ZONING & LAND INFORMATION** is responsible for the administration of the planning program, which includes land use management and the enforcement of its associated ordinances.

**PLANNING:** The county planner provides assistance with subdivision development, farmland preservation initiatives, historic preservation, planning safe routes to school and other trail planning, erosion and storm water control education, and is responsible for the development of the county's land use related plans. The economic development part of the planning function provides business assistance and promotes recreation and tourism in the county. There is a housing function in the department which helps qualified applicants secure home buyer financing. Lastly, the planning program also helps educate the public on the control of invasive species.

**ZONING:** The zoning part of the office is responsible for administering the various land use related codes. Assistance is given with zoning (i.e. building permits), floodplain zoning, sanitation issues, well abandonment and some private well testing, creating new lots, some road access matters, wetland regulation, mining reclamation, erosion control and storm water management, wind energy standards, issuing farmland preservation zoning certificates, and limiting building height in communication paths (Fresnel zone management).

**LAND INFORMATION:** 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 maintained by the Land Information Department includes rural house numbering, parcel mapping and E911 data.

**PUBLISHING AND RECORDS MANAGEMENT** is responsible for providing technical support for desktop publishing and forms design, printing and photocopy services, bindery and finishing, records management services including microfilming and document imaging. This office also coordinates the purchasing of all office equipment paper-related supplies, special printing requests, and equipment related to printing, photocopy, fax, and micrographics. This support is provided to the County offices, municipalities, and tax-funded and government affiliated associations for these services.

**REAL PROPERTY LISTER** records land transfers to the tax system, makes all land description and tax map changes, and coordinates the assessment rolls, tax rolls, tax bills and the data processing procedures for these offices.

**REGISTER OF DEEDS** records or files all real estate and personal property records. All vital statistic records such as births, deaths and marriages are filed and copies are made for the public as requested. Soldiers and sailors discharge records are also filed in this office.

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

**SHERIFF** is the chief law enforcement officer in the County and must protect all properties either by himself or through his deputies. The sheriff takes charge and custody of the jail and persons therein and keeps records of all prisoners committed, charged and/or convicted of any arrests. The sheriff is also responsible to maintain peace on and along the highways of the County. Is responsible to investigate all accidents occurring on the highways and other premises held open to the public for use of their motor vehicles. Has the responsibility to detect and strictly enforce all traffic laws as to deter violations and therefore, prevent accidents. Responds to emergency situations and makes investigations into many violations of criminal laws of the state. Also responsible for enforcing laws on our waterways and snowmobile trails.

**UW EXTENSION** positions are joint Calumet County-University of Wisconsin appointments. Extension agents 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 four county positions are:

a.) **AGRICULTURE AGENT/EDUCATOR** provides counseling to agricultural producers and agribusinesses in the areas of financial, human resource, and general business management. Develops and presents educational programs that update producers on research-based technologies relating to dairy and crop production.

b.) **4-H YOUTH DEVELOPMENT EDUCATOR** develops, coordinates, and implements positive youth development educational programs that build life skills such as decision making, teamwork, communication, and leadership. In addition, the program provides education and resources to volunteers and community partnerships supporting youth development.

c.) **FAMILY LIVING EDUCATOR** - Based on a local needs assessment, UWEX Family Living Programs provide the information, knowledge, and understanding people need to make wise choices. Issues addressed include families and youth at risk, consumer resource management, and food safety and human nutrition.

d.) **COMMUNITY RESOURCE DEVELOPMENT EDUCATOR** designs and presents educational programs to businesses, organizations, local governments, and communities in the areas of natural resource management, community development and economic development.

**VETERANS SERVICES 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.

## ~ TOWN, VILLAGES AND CITY OFFICIALS ~

### TOWN OF BRILLION

Town Hall, 920-989-1602, N8892 Randolph St. P.O. Box 216, Forest Junction  
CHAIRMAN - Wayne Maile..... 756-2367 - W1520 Conservation Road, Brillion  
SUPERVISORS - Kevin Fischer..... 989-5008 - N8591 Keuer Road, Brillion  
Mark Schnell..... 864-7736 - N9555 Winkler Road, Brillion  
CLERK - Karen Lamers ..... 756-5363 - W1076 Rusch Road, Brillion  
..... *Email* - lamers@ppcws.net  
TREASURER - Sharon Ott ..... 989-1367 - W2123 Center Rd., Brillion  
ASSESSOR - Associated Appraisal Consultants, Inc.....  
..... 749-1995 - 1314 W. College Avenue, Appleton 54914  
FIRE CHIEF - Carl Weber ..... 989-1301 - N8761 Church St., Forest Junction

### TOWN OF BROTHERTOWN

Town Hall, 920-849-9008, W3880 St. Charles Rd., Chilton  
CHAIRMAN - Chuck Schneider..... 849-4881 - N2289 Co. Rd. C., Chilton  
SUPERVISORS - Larry Propson ..... 849-7623 - W4688 W. Jefferson Rd., Chilton  
Delmar Buechel ..... 849-9842 - N2666 Townhall Rd., Chilton  
CLERK - Leanne Karls..... 849-3559 - N2445 S. Tower Road, Chilton  
TREASURER - Lori Fhlug ..... 849-7073 - W3916 St. Charles Road, Chilton  
ASSESSOR - David Dhein..... 989-1424 - N8162 Pigeon Rd., Sherwood 54169  
BUILDING INSPECTOR - Paul Birschbach .... c/o Birschbach Inspection Service LLC  
..... 849-9274 - 18 W. Main Street, Ste. L, Chilton, WI

### TOWN OF CHARLESTOWN

Town Hall, 920-849-2885, N3685 Hwy. T, Chilton  
CHAIRMAN - Wilmer Geiser..... 849-4339 - N3774 Weeks Rd., Chilton  
SUPERVISORS - Donald E. Bonlander, Sr... 849-2898 - N3742 N. Mill Road, Chilton  
Shane L. Peik ..... 849-7870 - N4727 Irish Rd., Chilton  
CLERK - Sharon Allen..... 849-9774 - N4503 Irish Rd., Chilton  
TREASURER - Barbara Miller ..... 849-9515 - N2698 Hwy. 57, New Holstein  
ASSESSOR - Troy Zacharias, Action Appraisers .....  
..... 766-7323 - P.O. Box 557, Kaukauna  
BUILDING INSPECTOR - Paul Birschbach .... c/o Birschbach Inspection Service LLC  
..... 849-9274 - 18 W. Main Street, Ste. L, Chilton, WI

### TOWN OF CHILTON

Town Hall, Office - 920-849-4720, N4695 Cty. BB, Chilton Fax - 920-849-7475  
CHAIRMAN - John J. Schwarz ..... 849-7727 - W3778 Hickory Hills Rd., Chilton  
SUPERVISORS - Andrew Pethan..... 849-4858 - N4280 Finnegan Rd., Chilton  
Tim Lau ..... 849-3614 - N4521 McHugh Rd., Chilton  
CLERK - Doug Koffarnus ..... 849-4715 - N5819 Cty. BB, Hilbert  
TREASURER - David A. Gasch.....  
..... 849-4395, dgasch@tds.net, N4962 McHugh Rd., Chilton  
ASSESSOR - Associated Appraisal Consultants, Inc.....  
..... 749-1995 - 1314 W. College Avenue, Appleton 54914



## TOWN OF STOCKBRIDGE

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

CHAIRMAN - James Mayer.....439-1761 - N5698 Lakeshore Dr., Hilbert  
SUPERVISORS - Bill Parsons .....439-1089 - N5570 Maple View Lane, Hilbert  
David Hoerth..... 849-4083 - W4655 Cty. F, Chilton  
CLERK - Mike Hofberger..... 849-2521 - W4424 Schluchter Road., Chilton  
TREASURER - Ralph F. Schmid .....849-9770 - N3551 Cty. C, Chilton  
ASSESSOR - Grota Appraisals - 262-253-1142 .....  
..... N88 W16573 Main St., Menomonee Falls 53051  
FIRE CHIEF - William Van Hoorn .....439-1385 - N4701 Moehrke Rd., Chilton

## TOWN OF WOODVILLE

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

Email - townofwoodville@yahoo.com

CHAIRMAN - Daniel Thiel..... 989-1813 - W2898 Cty. B, Hilbert  
SUPERVISORS - Corey Schmidt..... 378-0676 - N9255 Brant St. John Road, Brillion  
David Genslak..... 810-0592 - W3227 Dundas Rd., Kaukauna  
CLERK - Ellen Pattermann..... 853-3148 - W2590 Crosstown Rd., Hilbert  
TREASURER - Sarah Thiel..... 989-1390 - W3151 Cty. B, Hilbert  
ASSESSOR - Patrick Laughrin..... 989-2002 - W3752 Harrison Rd., Hilbert

## VILLAGE OF HILBERT

Village Office - 920-853-3241, 26 N. 6th Street, P. O. Box 266, Hilbert

Fax - 920-853-3515 Email - hilbertclerk@bugnet.net

PRESIDENT - Kenneth Stenklyft.....418-0871 - P.O. Box 130, Hilbert  
TRUSTEES - James T. Koffarnus..... 853-7184 - 114 N. Friendship Way, Hilbert  
Phyllis Schmitting .....853-3138 - P.O. Box 129, Hilbert  
Gary Boesch .....853-3845 - P.O. Box 85., Hilbert  
Mary Ann Plate .....853-3330 - P.O. Box 464, Hilbert  
Adam Eichmeier.....853-3249 - P.O. Box 152, Hilbert  
Harold Sippel.....853-3874 - P. O. Box 154, Hilbert  
CLERK-TREASURER/ADMINISTRATOR - Dennis DuPrey..... Village Office  
DEPUTY CLERK-TREASURER - Darlene Buechel..... Village Office  
ASSESSOR - Troy Zacharias, Action Appraisers..766-7323 - P.O. Box 557, Kaukauna  
FIRE CHIEF - William Koehler ..... 989-3170 - N6807 Elm Rd., Hilbert  
BUILDING INSPECTOR - Paul Hermes .....  
..... 920-858-0102 - 730 Windflower Way, Kimberly

## VILLAGE OF POTTER

Village Office - 920-853-7600

P.O. Box 162, Potter 54160

PRESIDENT - Douglas Lau .....853-7147 - P.O. Box 175, Potter  
TRUSTEE - Rob Schoen.....853-3245 - P.O. Box 82, Potter  
TRUSTEE - Amy Zweber.....853-3170 - P.O. Box 116, Potter  
CLERK/TREASURER - Dennis Gruett ..... 853-3323 - W1374 Schneider Rd., Hilbert  
ASSESSOR - Marshall Knutson ..... 766-7530 - P.O. Box 251, Kaukauna  
FIRE CHIEF - Rob Schoen .....853-3245 - P.O. Box 82, Potter

## VILLAGE OF SHERWOOD

Village Office 989-1589 P. O. Box 279, Sherwood Fax - 989-4084  
PRESIDENT - David C. Miller ..... 989-1955 - W4887 Spring Hill Dr., Sherwood  
TRUSTEES - Joe Hennlich ..... 989-2715 - N409 Military Rd., Sherwood  
Carl Thomson..... 989-3279 - W4811 Springhill Drive, Sherwood  
Bill Barribeau ..... 989-2676 - N7798 Lakeshore Lane, Sherwood  
Joyce Laux ..... 989-1956 - N412 Military Rd., Sherwood  
James F. Rath ..... 989-3629 - W4861 Escarpment Terrace, Sherwood  
Roger Kaas ..... 989-2106 - W4840 Escarpment Terrace, Sherwood  
CLERK-TREASURER - Ellen Maxymek..... Village Office  
.....*Email* - clerk.sherwood@newbc.rr.com  
VILLAGE ADMINISTRATOR - Randy Friday..... Village Office  
.....*Email* - administrator.sherwood@newbc.rr.com  
UTILITY & FINANCE CLERK - Kathy Mader ..... Village Office  
.....*Email* - finance.sherwood@newbc.rr.com  
OFFICE COORDINATOR - Beth Lautenschlager .....  
.....*Email* - receptionist.sherwood@newbc.rr.com  
ASSESSOR - Associated Appraisal Consultants, Inc. ....  
..... 749-1995 - 1314 W. College Ave., Appleton 54914  
CONSTABLE - Gerald J. Maynard..... 989-2570 - W4908 Spring Hill Dr., Sherwood  
FIRE CHIEF - Kevin Kloehn ..... Harrison Volunteer Fire Department  
..... 989-1062 - W5298 Hwy. 114, Menasha

## VILLAGE OF STOCKBRIDGE

Village Office - 920-439-1700 116 S. Military, Stockbridge  
PRESIDENT - Roman Kappus, Jr. .... 439-1392 - 318 Union St., Stockbridge  
TRUSTEES - Marilyn Behnke ..... 439-1899 - 319 Union St., Stockbridge  
Tim Lemke ..... 439-1143 - 100 Mill Creek Ct., Hilbert  
Dean Bornemann ..... 119 Church St., Stockbridge  
Chuck Schumacher ..... 439-1178 - 849 Paramount Dr., Stockbridge  
Amy Zahringer ..... 439-1066 - 129 New St., Stockbridge  
Bruce Rubin ..... 439-5327 - N5327 St. Catherine's Bay Rd., Hilbert  
CLERK-TREASURER - Karen Ott ..... 439-1700 - P. O. Box 292, Stockbridge  
ASSESSOR - Grota Appraisals .....  
..... 262-253-1142 - N88 W16573 Main Street, Menomonee Falls 53051  
LAW ENFORCEMENT - Calumet County Sheriff's Dept.....  
..... 849-2335 - 206 Court St., Chilton  
FIRE CHIEF - William Van Hoorn..... 439-1385 - N4701 Moehrke Road, Chilton

## CITY OF APPLETON

City Hall 832-6443 100 N. Appleton St., Appleton Fax - 832-5823  
MAYOR - Timothy M. Hanna .....  
..... 832-6400 - 100 N. Appleton St., Appleton 54911-4799  
ALDERPERSON - 5th District - Edward S. Baranowski .....  
..... 749-1713 - 1824 S. Sundown Lane, Appleton 54915

ALDERPERSON - 15th District - Jeffrey Jirschele.....  
 ..... 739-9532 - 3319 S. Scarlet Oak Lane, Appleton 54915  
 ALDERPERSON - 16th District - George W. Holzkecht.....  
 ..... 734-5438 - 2331 S. Meadowview Lane, Appleton 54915  
 CLERK - Cindi Hesse.....832-6443 - City Office, cindi.hesse@appleton.org  
 DIRECTOR OF FINANCE - Lisa Remiker..... 832-6442 - City Office  
 ATTORNEY - James P. Walsh ..... 832-6423 - City Office  
 ASSESSOR - DeAnn L. Brosman ..... 832-5850 - City Office  
 POLICE CHIEF - David Walsh..... 832-5512 - 222 S. Walnut St., Appleton  
 FIRE CHIEF - vacant

**CITY OF BRILLION**

City Hall 756-2250 130 Calumet St., Brillion Fax - 756-2351

Website: [www.ci.brillion.wi.us](http://www.ci.brillion.wi.us)

MAYOR - Gary Deiter ..... 756-2343 - 225 Apollo Ct., Brillion

ALDERPERSON - At-Large:

Cheryl Welch ..... 756-3608 - 228 S. Francis St., Brillion  
 Heather Gruett.....756-3063 - 635 Columbus Ave., Brillion  
 Robert J. Brick ..... 756-3582 - 230 Market Street, Brillion

ALDERPERSON - WARD 1:

Betty Nies.....756-3952 - 618 Columbus Ave., Brillion  
 Gilbert J. Schneider.....756-3345 - 314 Columbus Ave., Brillion

ALDERPERSON - WARD 2:

Mel Edinger ..... 756-3506 - 412 Fawn Dr., Brillion  
 Steve Schleis ..... 756-3275 - 530 Ridgeway Dr., Brillion

ALDERPERSON - WARD 3:

Deacon Bonick..... 756-3791 - 440 Kennedy Dr., Brillion  
 Garrett Zimpel ..... 756-3950 - 246 Horn St., Brillion

CITY ADMINISTRATOR - Lori Gosz .....City Office, [admin@ci.brillion.wi.us](mailto:admin@ci.brillion.wi.us)

CLERK-TREASURER - Lori Gosz .....City Office, [admin@ci.brillion.wi.us](mailto:admin@ci.brillion.wi.us)

COMMUNITY DEVELOPMENT DIRECTOR - Wayne Volkman.....City Hall

ATTORNEY - Andy King..... 849-9323 - 50 E. Main St., Chilton

ASSESSOR - Accurate Appraisal LLC.....

..... 749-8098 - P. O. Box 415, 1428 Midway Rd., Menasha 54952

POLICE CHIEF - Daniel Alloy ..... 756-2221 - 130 Calumet St., Brillion

POLICE OFFICERS.....Captain JoAnn Mignon, Kirk Schrend, Michael Alt,  
 .....Matt Kluck, James McGrath, Mark Beggs, PSLO Officer Ben Bastian

FIRE CHIEF - Rich Janke ..... 756-2250 - 130 Calumet St., Brillion

BUILDING INSPECTOR - Mike Angoli ..... 756-2250 - 130 Calumet St., Brillion

MUNICIPAL COURT JUDGE - Carol Hauser .... 756-3788 - 620 Madison St., Brillion

**CITY OF CHILTON**

City Hall 849-2451, 42 School St., Chilton 53014-1346, Fax - 849-2025

Web address: <http://www.chilton.govoffice.com>

MAYOR - Tom Reinl ..... 849-2451 - 42 School St., Chilton

ALDERMAN - Tom Hemauer ..... 849-9673 - 800 Quinney Rd., Chilton

Ward 1 Ron Gruett.....849-2735 - 1000 Wieting Ct., Chilton  
 ALDERMAN - Dan Holst ..... 849-9786 - 424 Water St., Chilton  
 Ward 2 Gerald Vanne ..... 849-9358 - 122 W. Grand St., Chilton  
 ALDERMAN - Rick Jaeckels..... 849-3071 - 220 Saratoga St., Chilton  
 Ward 3 Bruce Alten.....849-2473 - 25 E. Grand St., Chilton  
 ALDERMAN - Kevin Johnson..... 849-2639 - 310 Diane St., Chilton  
 Ward 4 Dan Hilton..... 722 Donna St., Chilton  
 CLERK/TREASURER - Helen Schmidlkofer .....City Hall, chiltonclk@charter.net  
 ASSESSOR - Accurate Appraisal LLC..... 749-8098  
 .....P. O. Box 415, 1428 Midway Rd., Menasha 54952  
 BUILDING/PLUMBING INSPECTOR - Paul Birschbach.....42 School St., Chilton  
 ATTORNEY - Derek McDermott ..... 849-9323 - 50 E. Main St., Chilton  
 POLICE CHIEF - Larry Seipel.....City Hall  
 POLICE OFFICERS..... Sgt. Mark Ott  
 ..... Officers Josh Harn, Jason Kvalheim, Lisa Winsted, Michael Young  
 FIRE CHIEF - Gary Halbach.....City Hall  
 DIRECTOR OF PUBLIC WORKS - Todd Schwarz.....City Hall  
 DEVELOPMENT DIRECTOR - Shawn Reilly.....City Hall  
 STREET SUPERINTENDENT - Mike Casper.....City Hall

### **CITY OF KIEL**

City Hall 894-2909, 621 6th St., P. O. Box 98, Kiel, Fax 894-2585

MAYOR - Robert Werdeo Jr.....City Hall  
 ALDERPERSON - 6th Ward - John Achter.....894-7241 - 512 - 11th St., Kiel  
 CITY ADMINISTRATOR/CLERK - Dennis Dederig.....  
 ..... City Hall, admin@ci.kiel.wi.us  
 TREASURER - Marilyn Jaschob .....City Hall  
 ATTORNEY - James Burnett.....849-9323 - PO Box 146, Chilton  
 ASSESSOR - Mike Denor - Fairmarket Assessments LLC.....  
 .....2555 Continental Ct., Suite 2, Green Bay 54311, 1-800-236-1638  
 MUNICIPAL JUDGE - Dean Dietrich.....City Hall  
 POLICE CHIEF - David Funkhouser.....City Hall  
 FIRE CHIEF - Robert Hennings, Sr .....City Hall  
 BUILDING INSPECTOR - Brian Bunke.....920-377-1744 - 1033A 7th Street, Kiel

### **CITY OF MENASHA**

City Hall 967-3600 140 Main St., Menasha 54952-3190 Fax 967-5273

MAYOR - Donald Merkes..... City Hall 967-3600  
 ALDERPERSON - 8th District - Kevin Benner ..997-1505 - 1190 Fieldview., Menasha  
 CLERK - Debbie Galeazzi..... City Hall 967-3600  
 ..... *Email - dgaleazz@ci.menasha.wi.us*  
 COMPTROLLER/TREASURER - Thomas Stoffel ..... City Hall 967-3631  
 ASSESSOR - Associated Appraisal Consultants Inc. ....  
 ..... 749-1995 - 1314 W. College Avenue, Appleton, WI 54914  
 ATTORNEY - vacant 5-1-09 ..... City Hall 967-3600  
 POLICE CHIEF - Robert Stanke..... 967-3501 - 430 First St., Menasha

OPERATIONS LT. - Michael Brunn ..... 967-3503 - 430 First St., Menasha  
FIRE CHIEF - Len Vander Wyst ..... 886-6200 - 125 E. Columbian Ave., Neenah

### CITY OF NEW HOLSTEIN

City Hall 898-5766      2110 Washington St., New Holstein      Fax - 898-5879

Website: <http://www.ci.new-holstein.wi.us>

MAYOR - Dianne K. Reese ..... 898-5847 - 2302 Cindy Ln., New Holstein  
.....*Email* - dreese@wppisys.org

ALDERMAN - 1st Aldermanic District:

Jerome R. Meyer ..... 898-5094 - 1700 Jackson St., New Holstein

Gene Woelfel ..... 898-4498 - 1703 Sunset Ln., New Holstein

ALDERMAN - 2nd Aldermanic District:

Wally Dudzinske ..... 898-5693 - 2412 Van Buren St., New Holstein

Kenneth E. Draheim ..... 898-4495 - 2024 Main St., New Holstein

ALDERMAN - 3rd Aldermanic District:

Ronald A. Karrels ..... 898-5183 - 1528 Puritan Rd., New Holstein

Jerry Hallstrom ..... 898-5746 - 1702 Mayflower St., New Holstein

ALDERMAN - 4th Aldermanic District:

Marvin Hoerth ..... 898-5566 - 2119 Prospect St., New Holstein

Rosalie Fromm ..... 898-5161 - 1729 Harrison St., New Holstein

CLERK-TREASURER - Michael Stutz ..... *Email* - mstutz@wppisys.org

DEPUTY CLERK/TREASURER - Cassandra Langenfeld

..... *Email* - clangenfeld@wppisys.org

ATTORNEY - James Burnett ..... 849-9323 - P. O. Box 146, Chilton

ASSESSOR - Michael Stutz ..... City Hall

POLICE CHIEF - Robert J. Niesen ..... 898-4241 - *Email* - rnieesen@wppisys.org

POLICE LIEUTENANT - Jeffrey R. Hebl ..... 898-4241

..... *Email* - jhebl@newholsteinpd.org

POLICE OFFICERS .....

..... Steven Lepisto, Robert A. Baldwin, Eric Voland, Steven Presto, Brian Reedy

FIRE CHIEF - Denis Mayer ..... 898-4132 - 2103 Pleasant Ave., New Holstein

MUNICIPAL JUDGE - David Ditter ..... 898-4681 - 1803 Madison Ave., New Holstein

EMERGENCY MANAGEMENT DIRECTOR - Jeffrey Hebl ..... 898-4241

..... *Email* - jhebl@newholsteinpd.org

BUILDING/PLUMBER INSPECTOR - Cary Nate ..... 920-901-0288

LIBRARY DIRECTOR - Barbara A. Weber ..... 898-5165

..... 2115 Washington St., New Holstein - *Email* - bweber@esls.lib.wi.us

DIRECTOR OF PUBLIC WORKS - Robert Depies ..... City Hall 898-5766

..... *Email* - rdepies@wppisys.org

GENERAL MANAGER N.H. UTILITIES - Randy Jaeckels ..... City Hall 898-5776

..... *Email* - rjaeckels@wppisys.org

CITY ENGINEERS - Robert E. Lee & Assoc ..... 920-662-9641

..... 4664 Golden Pond Park Court, Oneida 54155

RECREATION DIRECTOR - Sara Wipperman ..... 898-9109

~ CALUMET COUNTY BOARD OF SUPERVISORS ~

**District 1** C. of Appleton (Ward 40)

**JOEL TAYLOR** *Appointed Into Office, 2008*

Residence - 851-4374 407 E. Coolidge Ave., Appleton 54915

*Email - taylor.joel@co.calumet.wi.us*

**District 2** C. of Appleton (Ward 43)

**RONALD GREEN** *Appointed Into Office, 2008*

Residence - 734-4112 1114 E. Mitchell Ave., Appleton 54915

*Email - green.ronald@co.calumet.wi.us*

**District 3** C. of Appleton (Ward 44)

**RAYMOND BROCK** *Elected Into Office, 2000 and 2004*

Residence - 734-0021 1231 E. Hanson Drive, Appleton 54915-2542

*Email - brock.raymond@co.calumet.wi.us*

**District 4** C. of Appleton (Wards 13 and 45)

**BRIAN LEONHARDT** *Elected Into Office, 1992*

Residence - 735-0767 2601 S. Schaefer St., Appleton 54915

*Email - leonhardt.brian@co.calumet.wi.us*

**District 5** C. of Appleton (Ward 42)

**ERIN QUICK-LAUGHLIN** *Appointed Into Office, 2008*

Residence - 209-2921 3725 Coburg Ct., Appleton 54915

*Email - quick-laughlin.erin@co.calumet.wi.us*

**District 6** T. of Harrison (Wards 7 and 9) and C. of Appleton (Wards 12, 14,  
46 and 47)

**DUAINE STILLMAN** *Elected Into Office, 2006*

Residence - 733-2005 1216 Honey Bunch Court, Appleton 54915

*Email - stillman.duaine@co.calumet.wi.us*

**District 7** T. of Harrison (Wards 4 and 5)

**CHESTER J. DIETZEN** *Appointed Into Office, 2005*

Residence - 739-3549 W5909 Hearthstone Dr., Appleton 54915

*Email - dietzen.chester@co.calumet.wi.us*

**District 8** T. of Harrison (Wards 6 and 8), C. of Menasha (Wards 11, 15- 17, 19-21 and 23), C. of Appleton (Ward 48)

**MICHAEL A. HOPFENSBERGER** *Elected Into Office, 2008*

Residence - 830-2938 1207 Stillmeadow Ln., Menasha 54952  
Office - 967-3500, Email - hopfensperger.michael@co.calumet.wi.us  
Cell - 213-0195

**District 9** T. of Harrison (Wards 1 and 3), T. of Woodville (Ward 2),  
V. of Sherwood (Wards 3-8)

**JAMES LEHRER** *Elected Into Office, 1990*

Residence - 766-9777 N9302 Hwy. 55, Kaukauna 54130  
Email - lehrer.james@co.calumet.wi.us

**District 10** T. of Harrison (Ward 2), V. of Sherwood (Wards 1 and 2)

**BILL BARRIBEAU** *Elected Into Office, 1982-98, 2000*

Residence - 989-2676 N7798 Lakeshore Lane, Sherwood WI 54169-9688  
Email - barribeau.bill@co.calumet.wi.us

**District 11** T. of Brillion (Ward 2), T. of Woodville (Ward 1),  
T. of Chilton (Ward 2), V. of Hilbert (Ward 3)

**PATRICK J. LAUGHRIN** *Elected Into Office, 1992*

Residence - 989-2002 W3752 Harrison Rd., Hilbert 54129  
Email - laughrin.patrick@co.calumet.wi.us

**District 12** T. of Brillion (Ward 1), C. of Brillion (Wards 1, 4, 5 and 6)

**MARILYN SCHUH** *Elected Into Office, 2002*

Residence - 756-2861 W144 Rusch Rd., Brillion 54110-9404  
Email - schuh.marilyn@co.calumet.wi.us

**District 13** C. of Brillion (Wards 2 and 3)

**DONALD SOMMERS** *Elected Into Office, 1974-84, 1986*

Residence - 756-2715 105A Bentwood Drive, Brillion 54110  
Email - sommers.donald@co.calumet.wi.us

**District 14** T. of Rantoul (Ward 1), V. of Hilbert (Wards 1 and 2), V. of Potter

**KENNETH STENKLYFT** *Appointed Into Office, 2009*

Residence - 418-0871 238 N. 2nd Street, Hilbert 54129  
Email - stenklyft.ken@co.calumet.wi.us

**District 15** T. of Stockbridge (Wards 1 and 2), V. of Stockbridge  
**TOM LAUGHRIN** *Elected Into Office, 2008*  
Residence - 989-2004 N6325 Fairy Springs Road, Hilbert 54129  
*Email - laughrin.tom@co.calumet.wi.us*

**District 16** T. of Brothertown (Wards 1 and 2), T. of Chilton (Ward 1),  
T. of Stockbridge (Ward 3)  
**RALPH PRESCOTT** *Elected Into Office, 2008*  
Residence - 849-2589 N1889 Maple Hts. Beach, Chilton 53014  
*Email - prescott.ralph@co.calumet.wi.us*

**District 17** C. of Chilton (Wards 1 and 2)  
**ALICE M. CONNORS** *Appointed Into Office, 1981*  
Residence - 849-4185 211 W. Main St., Chilton 53014-1543  
*Email - connors.alice@co.calumet.wi.us*

**District 18** C. of Chilton (Wards 3 and 4), T. of Charlestown (Ward 2)  
**JERRY KOENIG** *Elected Into Office, 2004*  
Residence 849-2211 N3993 Riverview Heights Ct., Chilton 53014  
*Email - koenig.jerome@co.calumet.wi.us*

**District 19** T. of Charlestown (Ward 1), T. of New Holstein (Wards 1 and 2),  
T. of Rantoul (Ward 2), C. of Kiel (Ward 8),  
C. of New Holstein (Ward 7)  
**DONALD A. SCHWOBE** *Elected Into Office, 1986-2002; 2004*  
Residence - 849-2475 N2897 Hwy. 57, New Holstein 53061  
*Email - schwobe.donald@co.calumet.wi.us*

**District 20** C. of New Holstein (Wards 1, 4 and 5)  
**JAMES STECKER** *Appointed Into Office, 1997*  
Residence - 898-4761 2113 Illinois Ave., New Holstein 53061  
*Email - stecker.james@co.calumet.wi.us*

**District 21** T. of New Holstein (Ward 3), C. of Kiel (Ward 7),  
C. of New Holstein (Wards 2, 3 and 6)  
**KENNETH DRAHEIM** *Elected Into Office, 1986*  
Residence - 898-4495 2024 Main St., New Holstein 53061-1139  
*Email - draheim.kenneth@co.calumet.wi.us*

**~ 2008 - 2010 COMMITTEES ~**

*(All Terms Expire April 20, 2010 unless otherwise noted)*

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

Raymond Brock , Chair Duaine Stillman, Vice Chair Donald Schwobe  
Kate Ballering Rose Brunner Elroy Schreiner Don Glaeser  
Dan Witt Betty Weber Cyndi Di Matteo Health Dept. Representative  
Human Services Representative

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

Ridge Putnam (exp. 4-09) Mike Hopfensperger  
Mary Ann Gruber Dan Witt

**AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

Marilyn Schuh, Chair Duaine Stillman, Vice Chair  
Ronald Green Patrick Laughrin Don Schwobe

**BAY AREA AGENCY ON AGING ADVISORY COMMITTEE**

Kate Ballering

**BAY AREA AGENCY ON AGING BOARD OF DIRECTORS**

Kate Ballering

**BOARD OF HEALTH**

James Stecker, Chair Patrick Laughrin, Vice Chair Tom Laughrin  
Brian Leonhardt Denise Smith-Scharbarth Mary Schwalenberg  
Dr. Tricia Lorenz

**BRILLION LIBRARY BOARD**

Marilyn Schuh (term expires 7-1-2012)

**CALUMET COUNTY TRAFFIC SAFETY COMMISSION**

Dale Albers Captain Paul Rusch Mike Ottery Pamela Captain  
William Werbeckes Mark Des Rochers Paul Roberts  
Brian Brock Michael Panosh Sgt. Jeff Nelson

**CHILD CARE RESOURCE & REFERRAL INC. BOARD**

Teri Zuege-Halvorsen

**CHILTON LIBRARY BOARD** (terms expire 7-1-2012)

Ralph Prescott Donna Hanke Steven Phipps

**CIVIL RIGHTS COMPLIANCE COMMITTEE**

Don Schwobe Raymond Brock Jean Nelson  
Kate Ballering James Stecker Mike Hopfensperger  
Tom Laughrin Joel Taylor Ronald Green

**COMMITTEE ON APPOINTMENTS**

Bill Barribeau, Chair Alice Connors, Vice Chair  
Patrick Laughrin Kenneth Draheim

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

Chester Dietzen, Chair Brian Leonhardt  
James Lehrer, Vice Chair Raymond Brock Ralph Prescott

**COMMITTEE TO INSPECT THE JAIL AND JAIL REGISTER**

Joel Taylor, Chair Don Schwobe, Vice Chair Erin Quick-Laughlin

**COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**

James Stecker, Chair Jerry Koenig, Vice Chair  
Ralph Prescott Trudi Lavey Robert Wilberscheid

**COUNTY PARKS COMMISSION**

Alice Connors, Chair Kenneth Draheim, Vice Chair Ralph Prescott  
Jerry Koenig Robert Krupp Mary Schwalenberg Daniel Thiel

**CRIMINAL JUSTICE STAKEHOLDERS COMMITTEE**

Alice Connors.....Supervisor  
Erin Quick-Laughlin .....Supervisor  
Donald A. Poppy ..... Circuit Court Judge  
Kenneth Kratz ..... District Attorney  
Jeff Froehlich..... Assistant District Attorney  
Gordon Stillings ..... Family Court Commissioner  
Jerry Pagel..... Sheriff  
John Byrnes ..... Jail Administrator  
Donald Sommers .....Protection of Persons & Property Committee Chair  
Kenneth Draheim ..... Public Grounds and Property Committee Chair  
Barbara Van Akkeren.....Clerk of Circuit Court  
Pamela Captain.....Corporation Counsel  
Jay Shambeau.....County Administrator  
Janice Marose..... Register in Probate  
Larry Seipel ..... City of Chilton Police Chief  
Eric Loy.....Public Defender, Attorney  
James E. Miller.....Probation & Parole Supervisor

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

Bill Barribeau Patrick Laughrin

**FINANCE AND AUDIT/INFORMATION SERVICES COMMITTEE**

Brian Leonhardt, Chair James Stecker, Vice Chair  
Donald Schwobe Tom Laughrin Marilyn Schuh

**FOXCOMM FISCAL ADVISORY BOARD**

Brian Leonhardt, Chair Jay Shambeau or designee Sheriff Jerry Pagel or designee

**FOXCOMM USER TECHNICAL COMMITTEE**

Kelly Sippel Jeff Hebl Howard Mezera or designee Mark Evel

**GLACIERLAND RESOURCE & CONSERVATION  
DEVELOPMENT COUNCIL**

Patrick Laughrin Frederic Depies Gerald Moehn  
Ronald Green, *alternate*

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

Peter Wallace (term expires 10-1-2014)

**HIGHWAY COMMITTEE**

Kenneth Draheim, Chair James Lehrer, Vice Chair  
Marilyn Schuh Donald Sommers Mike Hopfensperger

**HUMAN SERVICES BOARD**

Alice Connors, Chair James Stecker, Vice Chair Kenneth Draheim  
Elroy Schreiner Marilyn Schuh Michael Hopfensperger  
Mary Schwalenberg Donald Sommers Jean Nelson

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

ITBEC Board -- Chester Dietzen and Kelly Nieforth  
ITBEC Economic Development Advisory Committee -- Kelly Nieforth  
ITBEC Tourism Advisory Committee -- Kelly Nieforth

**LAND & WATER CONSERVATION COMMITTEE**

Patrick Laughrin, Chair Donald Schwobe, Vice Chair  
Duaine Stillman Donald Sommers Don Ruhland Jerry Koenig

**LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

Kenneth Draheim, Chair Steve Zutz, Vice Chair Matthew Marmor  
Alice Connors Jerry Koenig Leonard Kopidlansky Travis Waack  
Paul Roberts Mary Lou Schneider Joseph Strauss Eric Hanson  
Randy Friday Paul Rusch, Captain Bonnie Kolbe

**LOSS CONTROL COMMITTEE**

Duaine Stillman Jay Shambeau Corporation Counsel Dan De Bonis  
Patrick Glynn Bonnie Kolbe Mike Ottery Matthew Marmor  
Dave Franz Frank Wasdovitch Todd Romenesko Jerry Pagel Mary Schlautman

**MANITOWOC-CALUMET COUNTIES LIBRARY SYSTEMS BOARD**

Leanne Buboltz ..... term expires 1-1-12  
Marilyn Schuh..... term expires 1-1-11  
Mary Muellenbach..... term expires 1-1-11  
Jerry Criter ..... term expires 1-1-10

**NEW HOLSTEIN LIBRARY BOARD**

Don Schwobe (term expires 7-1-2012)

**NORTHEAST WISCONSIN REGIONAL ECONOMIC  
PARTNERSHIP (NEWREP)**

Kelly Nieforth Julie Heuvelman, *alternate*

**PLANNING, ZONING AND FARMLAND  
PRESERVATION COMMITTEE**

Chester Dietzen, Chair Alice Connors, Vice Chair Duaine Stillman  
Peter Dorn James Lehrer Mike Hofberger Ronald Gruett

**PROTECTION OF PERSONS AND PROPERTY COMMITTEE**

Donald Sommers, Chair James Lehrer, Vice Chair Bill Barribeau  
Jerry Koenig Erin Quick-Laughlin

**PUBLIC GROUNDS AND PROPERTY COMMITTEE**

Kenneth Draheim, Chair James Lehrer, Vice Chair  
Joel Taylor Kenneth Stenklyft James Stecker

**REGIONAL AD-HOC COMMITTEE**

Jay Shambeau Bill Barribeau  
Kenneth Draheim Donald Sommers

**REVOLVING LOAN FUND COMMITTEE**

Raymond Brock, Chair Chester Dietzen, Vice Chair  
Ray Mueller Tom Schuereman Diane Thorson  
Kelly Nieforth, Revolving Loan Fund Administrator

**SALARY AND PERSONNEL COMMITTEE**

Brian Leonhardt, Chair Chester Dietzen, Vice Chair  
Alice Connors Donald Sommers Kenneth Stenklyft

**USDA LOCAL WORK GROUP**

Duaine Stillman

**VEOLIA HICKORY MEADOWS  
LANDFILL STANDING COMMITTEE**

Kenneth Stenklyft

**VETERANS SERVICE COMMISSION**

Winford Kasper, Chair    Todd Brehmer, Vice Chair

Oliver Greuel

**ZONING BOARD OF ADJUSTMENTS**

David Gasch, Chair    Deb Reinhart, Vice Chair

David Jannette    Dave LaShay    Steven Phipps

Jon Cousins, *alternate #1*

Corey Schmidt, *2nd alternate*

## ~ FEDERAL & STATE OFFICES ~

### **CALUMET COUNTY FARM SERVICE AGENCY (FSA)**

Courthouse, 920-849-1449, 206 Court St., Chilton, Fax, 920-849-9350

Kenneth Hedrich, Chairperson Douglas Frisch, Vice Chairperson

Don Ruhland, Member Carol Dieterich, Minority Advisory

Lynn Clausing, County Executive Director .....lynnann.clausing@wi.usda.gov

Sandra Mirsberger, Program Technician.....sandra.mirsberger@wi.usda.gov

Cheryl Hephner, Program Technician.....cheryl.hephner@wi.usda.gov

Amber Dobberpuhl, Program Technician .....amber.dobberpuhl@wi.usda.gov

Keith Schultz, Farm Loan Manager .....keith.schultz@wi.usda.gov

### **NATURAL RESOURCES CONSERVATION SERVICE (NRCS)**

Courthouse, 920-849-1444, 206 Court St., Chilton, Fax, 920-849-9350

Chris Miller, District Conservationist

Brian Schuh, Engineering Technician.....brian.schuh@wi.usda.gov

### **RURAL DEVELOPMENT**

Carolyn Wetuski, Area Director.....

.....920-907-2976 EXT 4, W6525 Forest Ave. ~ Suite 200, Fond du Lac 54937

### **FEDERAL SOCIAL SECURITY ADMINISTRATION**

Nationwide - 1-800-772-1213

Annette Galligan, Manager.....920-458-2133 - 606 N. 9th St., Sheboygan 53081

Tim Gierke, Manager .....920-739-7744 - 607 W. Northland Ave., Appleton 54911-1929

.....9:00 a.m. - 4:00 p.m., Monday thru Friday

### **WISCONSIN DEPARTMENT OF REVENUE**

Douglas L. Milius, Supervisor of Assessments.....

.....920-929-2970, 845 S. Main St., Ste. 140, Fond du Lac 54935-6155

Randy Lovell, District Audit Supervisor.....

.....920-832-2731, 265 W. Northland Ave., Appleton 54911

### **WISCONSIN DEPARTMENT OF TRANSPORTATION**

Frank Busalacchi, Secretary of Transportation ..... Madison 53707

Michael Berg, Director of Transportation, Northeast Region..... Green Bay 54304

### **WISCONSIN EMERGENCY MANAGEMENT**

Administrator.....608-242-3232, 2400 Wright St., Madison 53707-7865

East Central Region Director.....

.....920-929-3730, P. O. Box 984, Hwy. 41/151, Fond du Lac 54936-0984

### **COOPERATIVE EDUCATIONAL SERVICE AGENCY NO. 7**

Jeffrey Dickert, Admin.....920-492-5960, 595 Baeten Rd., Green Bay 54304

### **C. E. S. A. NO. 7 BOARD OF CONTROL**

Chuck Bretl, Chair, Southern Door Gene Borgwardt, Vice Chair, Valders

Emil Schleis, Treasurer, Mishicot Bob Stanelle, Brillion Mike Barry, Sturgeon Bay

Russell Rautmann, Chilton Miriam Erickson, Gibraltar Micki Swoboda, Algoma

Dave Delain, Luxemburg-Casco Karen Nienhaus, Reedsville Sue Today, Sevastopol

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

### **CALUMET COUNTY MISSION STATEMENT:**

The mission of Calumet County is to deliver courteous, effective, efficient, and responsive services to the citizens of Calumet County, while maintaining accountability to the taxpayers.

### **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 the even numbered years.

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

The Board shall, on the third (3<sup>rd</sup>) Tuesday of April, in the even numbered years, elect, by secret ballot according to Wisconsin State Statute 19.88(1), a Chair and a Vice Chair who serve a two (2) year term. The manner in which the County Board Chair and Vice Chair are elected shall be as follows:

Secret ballots shall be used to elect the Chair and 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. In the event a candidate does not obtain a majority vote, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continue until a majority vote is obtained.

### **RULE IV: DUTIES OF THE CHAIR OF THE BOARD**

The Chair preserves the order of the Board, and should decide all the questions of order, subject to an appeal of the Board. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the Board. 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. The Board Chair shall only be a member of the Protection of Persons and Property Committee, the Committee on Appointments Committee, and the Wisconsin East Central Regional Planning Commission (WECRPC). The Chair shall be an ex officio member of all Committees, Boards and Commissions, but may vote only in the absence of a member of the Committee. The Chair shall ensure the Board and individual Board members act consistently with the Board's own Rules and Policies. 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. The Chair shall ensure the other Board members are informed of current and pending Board issues and processes. 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.

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.

#### **RULE V: DUTIES OF THE VICE CHAIR**

The Vice Chair shall assume the duties of the Chair 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.

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.

The Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days. An election, as provided in Rule III, shall be held to elect a new Vice Chair for the remaining term.

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

In the absence of both the Chair and the Vice Chair, the County Clerk shall call the Board to order, and the Board shall then elect, as provided in Rule III, one of its Supervisors as temporary Chair.

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.

#### **RULE VII: TIME AND PLACE OF MEETINGS**

The Board shall meet in Regular Session on the following dates: (1) the third (3<sup>rd</sup>) Tuesday in April in the even numbered years shall be the Organizational Meeting, (2) 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, (3) the third (3<sup>rd</sup>) Tuesday in each month that the Board shall meet unless otherwise designated by a two thirds (2/3rds) majority vote of the Board.

All meetings shall begin at 8:30 a.m. October through April, and 7:00 p.m., May through September, unless a different hour shall be specified by a two-thirds (2/3rds) majority vote of the Board. The place of the meetings shall be in the County Board Room of the Courthouse in the City of Chilton, Wisconsin, or some other place as designated by a two-thirds (2/3rds) majority vote of the Board.

The Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email or telephone of the time and date of the meeting. A Special Meeting may be adjourned by a majority vote of all Supervisors.

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 Board member cannot attend a regularly scheduled meeting for any reason, the Supervisor shall contact the Board 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 Meeting, the Chair shall enter the excused statement in the Board minutes.

### **RULE VIII: QUORUM**

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

### **RULE IX: REIMBURSEMENT FOR SERVICES**

Supervisors and Committee members shall receive compensation as follows:

- a. They are members of a Committee and have received an agenda. This includes telephonic meetings.
- b. They have been requested to attend the 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 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.
- d. If the County Administrator or Department Head requests to meet with a Chair of a Committee, the Chair shall be entitled to compensation for the meeting.
- e. Supervisors shall receive reimbursement for 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.
- f. Committee members shall receive reimbursement for mileage for each mile traveled in going to and returning from Committee meetings by the most usual and direct route.
- g. 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 the Supervisor for the unnecessary tax paid.
- h. Supervisors and Committee members are not entitled to compensation and mileage if they are reimbursed from another source for attending the meeting.
- i. The compensation for all Board meetings shall be sixty dollars (\$60.00). Board members shall receive sixty dollars (\$60.00) per meeting plus mileage for all Committee meetings in excess of four (4) hours, excluding any luncheon break, and all meetings, seminars and conventions held outside of the County. The Committee Chair shall instruct the recording secretary to enter into the minutes indicating the meeting exceeded four (4) hours. All other Committee meetings (four (4) hours or less) shall receive compensation at the rate of fifty dollars (\$50.00) per meeting plus mileage.
- j. 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 only. Prior to attending the program, the Supervisor seeking reimbursement of the program costs shall seek the permission of the County Board Chair. After discussion with the County Administrator, the County Board Chair may grant approval. This reimbursement does not include compensation or mileage for the training.

- k. All mileage shall be reimbursed at the rate set by the Internal Revenue Service, as set forth in the Calumet County Personnel and General Administrative Policies.
- l. Reimbursement for meals and lodging must follow the same procedures as set forth in the Calumet County Policies and Procedures Manual.
- m. Expense vouchers for Committee meetings filed by the Supervisors shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.
- n. 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. If any part of the reimbursement is for mileage, the individual must provide proof of appropriate limits of insurance coverage to the Personnel Department, as set forth in the Calumet County Personnel and General Administrative Policies.
- o. All Supervisors, Board, Commission, and Committee members shall participate in direct deposit for all of their pay through up to three (3) banking institutions of their choosing. Direct Deposit Authorization Forms are available at the Personnel Department.

#### **RULE X: ORDER OF BUSINESS**

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 the Committee on Appointments
- j. The order of business for all other meetings

The order of business for all other meetings may be as follows:

- a. Roll Call
- b. Pledge of Allegiance
- c. Approval of agenda
- d. Approval of minutes
- e. Reception of petitions, memorials and communications
- f. Public participation
- g. Resolutions and Ordinances
- h. Supervisors' reports
- i. County Administrator appointments and report
- j. Special Business
- k. Reading of minutes if directed by the Board
- l. Set next meeting date
- m. Closed Session, pursuant to Wisconsin State Statute, Chapter 19
- n. Adjournment

## **RULE XI: COUNTY BOARD AND COMMITTEE AGENDAS AND MINUTES**

### **A. County Board Agenda**

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. 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. 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. At the beginning of the meeting, the Board shall review and approve the minutes of the previous meeting. On the last day of the Session, the minutes for that day shall be read by the Clerk and, before the final adjournment, corrected by the Board.

### **B. Committee Agenda**

The Home Committee Chair shall be responsible for preparing their meeting agendas and shall follow this format:

The Committee Chair shall approve the agenda before it is sent to the Committee Members. 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. At the last Committee meeting of the Session, the minutes of that day shall be read by the Recording Secretary and, before the final adjournment, corrected by the Committee.

Date:

Time:

Place:

Agenda:

1. Was the meeting properly announced?
2. Roll Call.
3. Pledge of Allegiance.
4. Approve the agenda.
5. Approve minutes (list date(s) of meeting(s)).
6. Public Participation (if requested by the Committee Chair).
7. Communications.
8. List items for action or discussion.
9. Report of Departments (List items for action).
  - a.
10. Report of Committee Members (List items for action).
  - a.
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.

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. 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.

#### **D. Agendas and Minutes for Joint Committee Meetings**

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. 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.

#### **E. Electronic Mail (E-Mail)**

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.

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.

A supervisor shall be provided with a hard copy of email distributed information upon supervisor request.

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.

A supervisor may communicate with his or her constituents by email.

These standards apply to all members of county governmental bodies.

#### **RULE XII: 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. A vote on any question shall be taken by roll call when called for by any member of the Board.

#### **RULE XIII: COMMITTEES, BOARDS AND COMMISSIONS**

A. Committee on Appointments shall make recommendations to the County Administrator and the County Board Chair for all Committees, Boards and Commissions. The County

Administrator shall appoint all members of Boards and Commissions, subject to confirmation of the County Board. The County Board Chair shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur at the first meeting of the County Board following the Organizational Meeting held in April of even numbered years.

- 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. 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.

### **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.

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

**ARTICLE I - NAME**

The name of this Committee shall be called the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties Advisory Committee. It will be referred to as the Advisory Committee henceforth in this document.

**ARTICLE II - PURPOSE**

The Advisory Committee shall be accountable for the oversight of the Aging and Disability Resource Center Serving Calumet, Outagamie and Waupaca Counties.

**ARTICLE III - DUTIES AND POWERS**

The powers and duties of the Advisory Committee shall be exercised and performed in conformity with the laws, ordinances and resolutions of Calumet, Outagamie, and Waupaca Counties. Duties of the Advisory Committee shall include the following:

- 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;
- Determine the structure, policies and procedures of the ADRC within the guidelines and local governance structures of the three collaborating partners;
- Ensure that the ADRC collaborative has a viable plan for implementation and operation;
- Oversee the operation of the ADRC collaborative;
- Identify unmet needs and prepare plans to meet them;
- Ensure input from consumers, service providers and local constituents in general in the policies, practice and goals of the ADRC;
- Provide financial oversight for the ADRC budget, including developing a budget and monitoring expenditures; and
- Ensure that the terms of the State/County ADRC contract are fulfilled.

**ARTICLE IV - MEMBERSHIP**

**Section I Appointing Authority**

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.

**Section II Membership**

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.

### **Section III Initial Terms**

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.

### **Section IV Tenures**

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.

### **Section V Absences**

Any member that has more than three (3) unexcused absences in a twelve (12) month period, from regular Advisory Committee meetings, shall resign his/her position on the Advisory Committee. An unexcused absence means that the absentee did not notify the Chairperson or the appointed agent that he/she would be unable to attend the meeting.

## **ARTICLE V - OFFICERS**

### **Section I Officers**

The Officers shall consist of a Chairperson, Vice-Chairperson and Secretary.

### **Section II Election**

The Officers shall be elected each year in May by a majority vote of the members present. If the election of Officers is not held at such meeting, the election shall be held as soon thereafter as possible. Each Officer shall hold his/her office until his/her successor has been duly elected.

### **Section III Term of Office**

The Officers shall be elected for a term of one (1) year. Officers shall assume duties at the next Advisory Committee meeting following their election at the Annual Meeting in May.

### **Section IV Vacancies**

A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled for the unexpired portion of the term by Chairperson appointment. The Chairperson's appointment shall maintain the membership balances as specified in Article IV, Section II, "Memberships".

### **Section V Chairperson**

The Chairperson shall be the principal Executive Officer of the Advisory Committee and shall preside over all Advisory Committee business. The Chairperson shall appoint all subcommittees.

### **Section VI Vice-Chairperson**

In the absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform other duties that may be assigned to him/her by the Chairperson of the Advisory Committee. If both Chairperson and Vice-Chairperson are absent, the Secretary will chair the meeting.

### **Section VII Training**

All Advisory Committee members must receive an orientation and other appropriate education and training.

## **ARTICLE VI - MEETINGS**

### **Section I Meeting Place**

The meeting place of the Advisory Committee shall rotate between Calumet, Outagamie and Waupaca Counties. The host County shall determine the location of meetings in its County and provide a recording secretary.

### **Section II Annual Meeting**

An Annual Meeting shall be held each year in May for the purpose of electing officers and transacting other business as may come before the Advisory Committee.

### **Section III Regular Meetings**

Regular meetings of the Advisory Committee shall be held at least bi-monthly or as needed by the Advisory Committee on a date selected by the Advisory Committee.

### **Section IV Special Meetings**

Special meetings of the Advisory Committee may be called by, or at the request of, the Chairperson. A request for a Special meeting by other Advisory Committee members should be placed in writing to the Chairperson.

### **Section V Notice**

Notice of any special meeting of the Advisory Committee shall be given at least three (3) days prior thereto by written notice sent by mail or oral notice to each member.

### **Section VI Quorum and Voting Rights**

1. A minimum of one-half (50%) of the appointed membership shall constitute a quorum for the transaction of business.
2. A member shall not be qualified to vote upon any issue directly affecting the interest of an organization or agency of which he/she is an employee or officer.
3. A majority (51%) of the Advisory Committee members present who are qualified to vote shall constitute a quorum sufficient to approve any motion.

### **Section VII Manner of Acting**

The act of a majority of the Advisory Committee members present at a meeting at which a quorum is present shall be the act of the Advisory Committee unless the act of a greater number is required by law or by these By-Laws.

### **Section VIII Payment of Per Diems to Advisory Committee Members**

The current policies on payment of per diems for attending meetings from each County shall be applied to representatives appointed by each County to serve on the Advisory Committee

### **Section XI Posting of Public Meetings**

Each County partner will ensure that public posting requirements are met within its County for Advisory Committee Meetings.

## **ARTICLE VII - FISCAL YEAR**

The fiscal year of the Advisory Committee shall begin on the first day of January and end on the last day of December.

## **ARTICLE VIII - AMENDMENTS TO BY-LAWS**

The Advisory Committee, if at least ten (10) days written notice is given to each member, may recommend that these or new By-Laws be altered, amended, repealed or created, by a 2/3 majority vote, at any regular or special meeting.

## **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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - 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.

## **BAY AREA AGENCY ON AGING ADVISORY COMMITTEE**

- 1) Membership. The Bay Area Agency on Aging Advisory Committee shall consist of nineteen (19) members, one from each of the nineteen (19) counties/tribes within their planning and service area. The County Board Chair shall appoint one (1) member to the Committee for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
  - a) Provides counsel to the AAA Board of Directors via reports, study summaries, and joint meetings.
  - b) Reviews the Area Agency's 3-Year Plan; gives input into the goals and objectives; and participates in activities as stated in the Plan.
  - c) Engages in studies of specific problems/tasks, concerns of the elderly; then provides information, advice, and focus to the Board of Directors with regard to the activities of the Area Agency and goals of the 3-Year Plan.
  - d) Members serve as liaisons for AAA by promoting awareness of Agency activities in their own communities, as well as collecting information related to concerns of the elderly.
  - e) Members report activities to their own county/tribal Commission on Aging.
  - f) Reviews the Aging Unit's 3-Year Plans.

## **BAY AREA AGENCY ON AGING BOARD OF DIRECTORS**

- 1) Membership. The Bay Area Agency on Aging Board of Directors shall consist of nineteen (19) members, one from each of the nineteen (19) counties/tribes within their planning and service area. The County Administrator shall appoint one (1) member, who shall be a member of the Aging and Disability Resource Center/Long Term Support Advisory Committee, to the Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
  - a) Attend monthly Board meetings, establish policy, and participate in discussions.
  - b) Attend annual Board Training.
  - c) Participate in annual review of Executive Director.
  - d) Serve as an active member of a Board sub-committee.

- e) Serve as a liaison for the Area Agency on Aging in their own county/tribe by promoting awareness of Area Agency on Aging activities in other committees and groups, as well as collecting information related to the concerns of older persons.
- f) Support Agency goals, staff and activities.
- g) Possess a willingness to participate in advocacy efforts as advocacy is an essential component of the Area Agency on Aging.

### **BOARD OF HEALTH**

- 1) Membership. The Board of Health shall be comprised of seven (7) members of which at least three (3) shall be persons who are not elected officials or employees of the County, 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, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary.
  - b) Oversee the Department and assure enforcement of the Public Health and Home Health and Hospice 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) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - h) The Board shall confer and have policy making responsibilities for the Department.

### **BRILLION LIBRARY BOARD**

- 1) Membership. The County Administrator shall appoint one (1) member, who is 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.

### **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, Vice Chair and a Secretary from members of the Commission. The Commission may also approve a Recording Secretary.
  - 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.

#### **CHILD CARE RESOURCE & REFERRAL, INC. BOARD**

- 1) Membership. The County Administrator shall appoint the Family Living Educator to the Child Care Resource & Referral, Inc., Board for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
  - a) A not-for-profit agency dedicated to linking parents, childcare providers, employers and communities in Calumet Outagamie and Waupaca Counties. Their mission is to provide services to increase community awareness and to enhance the quality and availability of childcare.
  - b) Determine agency policy in the following areas: Human Resources, Planning, Finance, Community Relations, and Organizational Operations.

#### **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.

#### **CIVIL RIGHTS COMPLIANCE COMMITTEE**

- 1) Membership. The Civil Rights Compliance Committee shall be comprised of nine (9) interested persons, including persons representing minorities, females and persons with disabilities. 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) This Committee is an advisory Committee and not a policy making Committee.

- b) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
- c) The Civil Rights Compliance Committee's responsibilities include an annual evaluation of the County's service delivery and employment practices according to the following procedures:
  - i) Review the Civil Rights Compliance Plan.
  - ii) Review the client service data to determine whether any person is excluded from participation, denied any benefits, or subjected to discrimination.
  - iii) Review the current agency workforce statistics in proportion to their representation in the local labor market.
- d) Review policies and practices 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 and service delivery.
  - i) Review the necessity to eliminate the effects of any discrimination or adverse impact that resulted from past policies or practices.
  - ii) Review reasonable accommodation procedures for qualified applicants with disabilities and existing employees with disabilities.
  - iii) Review the needs of members of protected group and measures the extent to which services are actually delivered to members of the protected classes in a culturally relevant and accessible manner.
  - iv) Review the need for improvements to physical facilities to provide accessibility to persons with disabilities.
  - v) Review representation by members of protected classes on boards, committees, and volunteers.

#### **COMMITTEE ON APPOINTMENTS**

- 1) Membership. The Committee on Appointments shall consist of the County Board Chair, Vice Chair, the County Administrator and three (3) County Board Supervisors who shall not serve more than one (1) consecutive term elected at the Organizational Meeting in the April of even numbered years.
- 2) Duties and Responsibilities.
  - a) The Committee shall make recommendations to the County Administrator and the County Board Chair for all Committees, Boards and Commissions.

#### **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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b) Recommend changes to the Rules of Order of the Board to the Calumet County Board for adoption.

## **COMMITTEE TO INSPECT THE JAIL AND JAIL REGISTER**

- 1) Membership. The Committee to Inspect the Jail and Jail Register shall be comprised of three (3) County Board Supervisors, one (1) from the Public Grounds and Property Committee and one (1) from the Protection of Persons and Property 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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b) Inspect the Jail and Jail Register and make recommendations to the Board and Sheriff.

## **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, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary.
  - 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.

## **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, Vice Chair and a Secretary from members of the Commission. The Commission may also approve a Recording Secretary.
  - 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.

## **CRIMINAL JUSTICE STAKEHOLDERS COMMITTEE**

- 1) Membership. The Criminal Justice Stakeholders Committee shall be comprised of seventeen (17) members. The County Board Chair shall appoint the following Calumet County officials to serve on the Committee: County Administrator, Corporation Counsel, Circuit Court Judge, District Attorney, Assistant District Attorney, Family Court

Commissioner, Sheriff, Jail Administrator, Clerk of Courts, Register in Probate, Chairman of the Protection of Persons & Property Committee, Chairman of the Public Grounds & Property Committee, two (2) County Board Supervisors, a Chief of Police, a Public Defender, and the Probation and Parole Supervisor. The appointment is 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) Study the possibility of building a joint Huber facility with Outagamie and Winnebago Counties.
  - c) Study alternatives to incarceration (e.g., GPS Monitoring System, Day Reporting Center).
  - d) Study programs for rehabilitation and ways to reduce recidivism.

#### **ETHICS INQUIRY COMMITTEE**

- 1) Membership. The Ethics Committee shall be comprised of five (5) most junior members of the County Board Supervisors excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances. Junior members are defined as those having the least number of years of service on the Calumet County Board of Supervisors. Confirmation of the Ethics Inquiry Committee selection will be dictated by a majority vote of the member serving on the County Board.
- 2) Duties and Responsibilities.
  - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b) Responsible for investigation of complaints and conducting a fact finding hearing pursuant to the Ethics Code.

#### **FINANCE AND AUDIT / INFORMATION SERVICES COMMITTEE**

- 1) Membership. The Finance and Audit / Information Services 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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b) Review the annual budget and tax levy.
  - c) Monitor the operating and capital budgets and approve and recommend adjustments.
  - d) Review and establish financial and investment policies.
  - e) Discuss and review the TIF District activities with the Finance Director.
  - f) Recommend resolutions for appropriations to the Board for adoption.
  - g) Have general supervision of all fiscal policies.
  - h) Review and approve property and general liability insurance policies and review claims filed against the County, with the assistance of the Corporation Counsel.
  - i) Review the delinquent property taxes, tax foreclosures and the subsequent sale of foreclosed property.
  - j) Review the use of technology within Departments.
  - k) Review Department goals and objectives.

- l) Review grants and Department programs and projects.
- m) Review procedures for maintenance of county records, use, archive, and storage.
- n) Share information presented at other committee meetings that is pertinent to Department operations.
- o) Review Departments annual budgets and refer to the County Administrator for further action and review financial reports.
- p) The Committee shall confer and have policy making responsibilities for the County Clerk, Finance Director, Treasurer, Real Property Lister, Register of Deeds, and Information Services.

#### **FOXCOMM FISCAL ADVISORY BOARD**

- 1) Membership. The FoxComm Fiscal Advisory Board shall be comprised of three (3) Calumet County members, including the County Administrator or designee, the Sheriff or designee, and one (1) County Board Supervisor. 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) Shall establish the cost-sharing formula and the proportionate share of each County based on percentage of population when compared to the aggregate population of all four participating counties. Population shall be based upon the most recent United States census data.
  - b) Shall be responsible for resolution of any questions, disputes, controls, or cooperative agreements that may arise regarding the operation of the FoxComm system. It shall also be charged with making all on-going policy decisions of the use of the FoxComm system, and shall be the final arbiter of all disputes regarding FoxComm.
  - c) Shall establish a policy and procedure manual for operation of the FoxComm system.
  - d) Shall establish a training program including minimum standards.
  - e) Shall establish a listing of appropriate equipment and upgrades that each County must purchase including compatible network equipment, and system connections.
  - f) Shall establish a listing of all required licensure and maintenance agreements with vendors for the FoxComm Group.
  - g) Shall approve all ongoing shared costs including new versions of software and new equipment, when needed and shall make all recommendations for approved shared expenses on an annual basis to the Counties not later than June 30th of each year for the following year's budget.

#### **FOX COMM USER TECHNICAL COMMITTEE**

- 1) Membership. The Fox Comm User Technical Committee shall be comprised of three (3) Calumet County members, including the Sheriff, or designee, the IS director or designee; and, one representative on behalf of local law enforcement, fire protection and emergency medical. 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) Shall serve as the technical advisory body to the Fiscal/Advisory Board.
  - b) Shall be responsible for establishing guidelines for data entry and retrieval.
  - c) Shall be responsible for establishing guidelines to maintain GIS mapping, CAD and RMS necessary for the operation of the Fox Comm system.

## **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.

## **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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - 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.

## **HUMAN SERVICES BOARD**

- 1) **Membership.** The Human Services Board shall be comprised of nine (9) members, of which at least six (6) members are to be County Board Supervisors. 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, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary.
  - b) 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.
  - c) Review Department annual budget and refer to the County Administrator for further action and review financial reports.

- d) The Board shall confer and have policy making responsibilities for the Human Services and Veterans Service Departments.

### **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, and the other shall be the Economic Development Specialist. 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.

### **ITBEC ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

- 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 one (1) member to represent their County. The County Board Chair shall appoint the Economic Development Specialist 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) Promote economic development within the region.

### **ITBEC TOURISM ADVISORY COMMITTEE**

- 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 one (1) member to represent their County. The County Board Chair shall appoint the Economic Development Specialist 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) Promote tourism within the region.

### **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 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, 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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
- b) Shall have the powers and duties pursuant to Wisconsin Statutes 92.07 through 92.17.
- c) Develop and adopt standards and specifications for management practices to control erosion, sedimentation and non-point source water pollution.
- d) Distribute funds, encourage research and education, carry out preventative and control measures for flood prevention and conservation, enter into agreements, obtain property, make agricultural and engineering machinery available, construct structures necessary for performance of duties, administer projects and programs, make and execute contracts, require monetary or service contributions, enter upon lands for planning or surveying purposes without being liable for trespass, and administer and enforce Ordinances.
- e) Submit findings and comments on notices of non compliance for Farmland Preservation Certificates to the Zoning and Land Information Committee.
- f) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
- g) The Committee shall confer and have policy making responsibilities for the Departments.

#### **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, Emergency Management, Health Professionals, Environmental, as well as representatives of facilities subject to the Emergency Planning requirements, and the Media. 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) This Committee is an advisory Committee and not a policy making Committee.
  - b) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - 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.

#### **LOSS CONTROL COMMITTEE**

- 1) Membership. The Loss Control Committee shall consist of one (1) County Board Supervisor and a member of each of the following Departments; Emergency Management Director, County Administrator, Corporation Counsel, Finance, Health, Highway, Maintenance, Park, Personnel, Senior Resource Center, and Sheriff. 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) This Committee is an advisory Committee and not a policy making Committee.

- b) The Emergency Management Director conducts the meetings and is responsible to present agendas for the purpose of discussing safety concerns for County employees and the citizens.

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

- 1) Membership. The Manitowoc-Calumet Counties Library Systems 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.

### **NEW HOLSTEIN LIBRARY BOARD**

- 1) Membership. The County Administrator shall appoint one (1) member, who is 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.

### **NORTHEAST WISCONSIN REGIONAL ECONOMIC PARTNERSHIP (NEWREP)**

- 1) Membership. NEWREP shall be comprised of a representative and an alternate member from each of the following counties: Brown, Calumet, Door, Florence, Fond du Lac, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Sheboygan, Winnebago, Waupaca, and Waushara. The County Board Chair shall appoint a Calumet County representative and an alternate to NEWREP for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
  - a) Promote economic development/education in the NEWREP Technology Zone.
  - b) Review applications and allocate tech-zone credits to businesses.

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

- 1) Membership. The Planning, Zoning and Farmland Preservation Committee shall be comprised of seven (7) members of whom four (4) shall 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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.

- b) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
- c) The Committee shall oversee the following ordinances:
  - i) Wisconsin Statutes 59.69 Zoning Ordinance.
  - ii) Wisconsin Statutes 59.692 Shoreland Zoning Ordinance.
  - iii) Wisconsin Statutes Chapter, 59 Floodplain Zoning Ordinance.
  - iv) Wisconsin Statutes 145.20 Private Sewage Septic Ordinance.
  - v) Wisconsin Statutes 236.45 Land Subdivision Regulations.
  - vi) Wisconsin Statutes Chapter, 280 Private Water System Ordinance.
  - vii) Wisconsin Statutes 59.69 Solid and Hazardous Waste Siting Ordinance.
  - viii) Rural Numbering Ordinance.
  - ix) Wisconsin Statutes 59.69 Uniform Citation Ordinance.
  - x) Wisconsin Statutes Chapter, 295 Non-Metallic Mining Reclamation Ordinance.
  - xi) Wisconsin Statutes 59, 83 and 86, Calumet County Ordinance 32-6 et. seq.
- d) Review and recommend approval to the Board of all Planning Documents formulated by the Planning Department including the Farmland Preservation Plans, Outdoor Recreation Plans, Comprehensive Plans, Land Use Plans, from Wisconsin Statutes 59.69.
- e) Adopt policies used in the implementation of the Ordinances identified above.
- f) Responsible for matters relating to recreation, community facilities and utilities, transportation, economic development, natural resources, and housing.
- g) Promote activities needed to establish a GIS/LIS program that meets the needs of the County as well as the public.
- h) The Committee shall confer and have policy making responsibilities for the Department.

#### **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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - 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.

#### **PUBLIC GROUNDS AND PROPERTY COMMITTEE**

- 1) Membership. The Public Grounds and Property 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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a

- Recording Secretary.
- b) General policy making responsibilities for all building, remodeling, improvements or fixtures on County property, personal property and real estate, whether owned or leased, and operations, repairs and upkeep of such real estate.
  - c) Responsibility for the purchase and sale of all County land except for Highway right-of-way and in rem property.
  - d) Work with the Department Head and Home Committee on projects effecting the Department.
  - e) Review Departments 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 Maintenance Department.

#### **REGIONAL AD-HOC COMMITTEE**

- 1) Membership. The Regional Ad-Hoc Committee shall be comprised of key local officials from the Counties of Calumet, Outagamie and Winnebago. Calumet County shall be represented by four (4) members, including the County Board Chair, Chair of the Protection of Persons and Property Committee, Chair of the Highway Committee, and the County Administrator. 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) This Committee is an advisory Committee and not a policy making Committee.
  - b) Explore and evaluate potential operational efficiency and cost savings that may be achieved through consolidation and or sharing of services amongst Calumet, Outagamie and Winnebago Counties.

#### **REVOLVING LOAN FUND COMMITTEE**

- 1) Membership. The Revolving Loan Fund Committee shall be comprised of five (5) members of which there shall be two (2) County Board Supervisors, and one (1) representative from any of the following groups: Accounting Professional, Banking Professional, Attorney, Business person. 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, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b) Responsible for the management of the revolving loan fund program.
  - c) Develop criteria for evaluating business loan applications that will promote economic development and job creation and retention.

#### **SALARY AND PERSONNEL COMMITTEE**

- 1) Membership. The Salary and Personnel Committee shall be comprised of five (5) County Board Supervisors.
- 2) Duties and Responsibilities.
  - a) At the organizational meeting, the members shall elect a Chair, Vice Chair and a Secretary from members of the Committee. The Committee may also approve a Recording Secretary.
  - b) Provide leadership for setting policy pertaining to wages, benefits, hours, and other conditions of employment for all county employees including jurisdiction for the

- Personnel and General Administrative Policies.
- c) Administer the disciplinary procedure as outlined in the Personnel and General Administrative Policies.
  - d) Review new position requests that have not been budgeted and make recommendations to the Board for final approval.
  - e) Hears appeals on filling existing budgeted positions when denied by the County Administrator.
  - f) Review all new and updated job descriptions.
  - g) Review all employee reclassification requests.
  - h) Establish parameters for the negotiation of wages, benefits, and other conditions of employment for the county's collective bargaining agreements.
  - i) Hears employee grievances in an attempt to resolve employee issues and contractual disputes with the unions.
  - j) Responsible for periodic performance appraisals of the County Administrator and in conjunction with the Board.
  - k) Review Department annual budget and refer to the County Administrator for further action and review financial reports.
  - l) The Committee shall confer and have policy making responsibilities for the Corporation Counsel, County Administrator and the Personnel Department.

#### **USDA LOCAL WORK GROUP**

- 1) Membership. The USDA Local Work Group shall be comprised of the County Conservationist, one (1) member of the Farm Service Agency County Office Committee, the County Executive Director of the Farm Service Agency, the UWEX Agricultural Agent, the District Conservationist-Natural Resources Conservation Service, and one (1) member of the Land and Water Conservation Committee. The County Board Chair shall appoint one (1) member of the Land and Water Conservation Committee to the USDA Local Work Group for a two (2) year term, subject to confirmation of the County Board.
- 2) Duties and Responsibilities.
  - a) Assist in locally led conservation measures.

#### **VEOLIA HICKORY MEADOWS 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.

#### **VETERANS SERVICE COMMISSION**

- 1) Membership. The Veterans Service Commission shall be comprised of three (3) Veterans. 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, Vice Chair and a Secretary from members of the Commission. The Commission may also approve a Recording Secretary.
- 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 45.10 through 45.15.

#### **WISCONSIN EAST CENTRAL REGIONAL PLANNING COMMISSION (WECRPC)**

- 1) **Membership.** The Wisconsin East Central Regional Planning Commission shall be comprised of two (2) County Board Supervisors: the County Board Chair, and one (1) Elected Official. 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 WECRPC 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, plans, 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.

#### **ZONING BOARD OF ADJUSTMENTS**

- 1) **Membership.** The Zoning Board of Adjustments 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. The County Administrator shall appoint members and alternates to the Zoning Board of Adjustments 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, Vice Chair and a Secretary from members of the Board. The Board may also approve a Recording Secretary. The first alternate shall act, with full power, only when a member of the Board of Adjustments 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 Adjustments 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 Adjustments 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 XIV: COMMITTEE ORGANIZATION**

The County Administrator and the County Board Chair shall appoint all members of all Committees, Boards, and Commissions after receiving recommendations from the Committee on Appointments. The appointments are subject to County Board approval.

- A. Committees shall as its first Order of Business, elect a County Board Supervisor Chair, a Vice Chair and Secretary. The Secretary shall keep records and minutes of all Committee meetings. Committees may appoint a Recording Secretary. 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. In the event a majority vote is not obtained by a candidate, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election continue until a majority vote is obtained.
- B. 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.
- C. A majority of the members of any Committee shall constitute a quorum for the transaction of business.
- D. Each Committee shall set policy for all programs and activities of the Departments that report to them.
- E. Shall act on all requests from Departments that report to them.
- F. Monitor the expenditure of County funds committed to the Department or agency in terms of its stated goals and objectives.
- G. Set and evaluate policies for the Department or agency.
- H. Act on all Resolutions and Ordinances affecting any Department or agency that reports to it.
- I. At least annually, review the expenditures of County funds committed to the Department in terms of the state goals and objectives sought to be accomplished.
- J. The Chair of each Committee shall report to the Board of their Committee activities on a regular basis at Board meetings.

#### **RULE XV: 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. 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 XVI: 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 XVII: PARLIAMENTARY PROCEDURE**

- A. 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.
- B. Each member of the Board shall be issued a current edition of Robert's Rules of Order, or a condensed version, upon request of the County Clerk following the Organizational Meeting.
- C. 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 their own decisions.
- D. Every matter that comes before the Board, may without motion, be referred to its appropriate Committee by the Chair.
- E. When a motion is made and seconded, it shall be stated by the Chair previous 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.
- F. 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.
- G. It is expected that every Supervisor shall vote when a question is put to vote, unless the Supervisor abstains from voting.
- H. 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.
- I. 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>).

- J. 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.
- K. All questions shall be put in the order in which they were moved except privileged questions.
- L. When a question is under debate no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
1. To adjourn	Y	N	Majority
2. To lay on the table	Y	N	Majority
3. For the previous question?	Y	N	2/3rds
4. To postpone to a certain day	Y	Y	Majority
5. To commit to a standing Committee	Y	Y	Majority
6. To commit to a Committee	Y	Y	Majority
7. To amend	Y	Y, if motion to be amended is debatable.	Majority
8. To amend something previously adopted	Y	Y	2/3rds
9. To postpone Indefinitely	Y	Y	Majority
10. To reconsider or rescind with notice	Y	Y	Majority
11. To reconsider or rescind without notice	Y	Y	2/3rds

All other separate motions shall have precedence in order in which they are named.

- M. Any Supervisor desirous of terminating the debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a member objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded (2<sup>nd</sup>), the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two thirds (2/3rds) vote of the Board.
- 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.
- S. In general, new positions shall be approved through budget process pursuant to law. However, when the County Administrator determines that an unbudgeted position is necessary, the position shall be approved by a majority vote of the Salary and Personnel Committee, a majority vote of the Finance and Audit Committee, and a two-thirds (2/3rds) vote of the full County Board.
- T. 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.

#### **RULE XVIII: RULE CHANGES**

- A. These Rules may be suspended by a 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 of ayes and nays.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds (2/3rds) majority vote of all Supervisors of the Board then present.

#### **RULE XIX: DEFINITIONS**

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

Majority shall mean the majority of the elected or appointed Supervisors in attendance.

The term "Committee" shall be used herein to refer to Committees, Boards, Commissions, Councils, Partnerships, and Groups unless otherwise specifically noted.

#### **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 fundamental principals 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. **Receipt of Gifts and Gratuities Prohibited:** An Official shall comply with the Personnel and General Administrative Policy as it relates to conflict of interest.
2. **Exception:** It is not a conflict of interest for an Official to receive a gift or gratuity that is an unsolicited item of insignificant value or anything which is given to them independent of their position as an Official.
3. **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.
4. **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.
5. **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. **Gifts and Favors.** An Official shall not accept, from any person or organization directly or indirectly, anything of value without full payment, 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.
- L. **Violation of County Board Rules and Personnel and General Administrative Policy.** County Board Supervisors, and appointed members of Committees, Boards and Commissions shall not violate Rules or Policy as appropriate.
- M. **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:  
19.01 Oaths and Bonds;  
19.21 Custody and Delivery of Official Property and Records;  
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.
- N. **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 applicability of 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 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. If the Ethics Inquiry Committee takes no action on the verified complaint within thirty (30) days, the complaint shall be dismissed.
  3. Preliminary Investigations: Following the receipt of a verified complaint, the

Ethics Inquiry Committee may make preliminary investigations with respect to alleged violations of this Code. 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. If the Ethics Inquiry Committee finds probable cause to believe the allegations contained in the complaint, the complaint shall be referred to hearing as provided below before the Ethics Inquiry Committee.

4. **Time Limitations:** The Ethics Inquiry Committee may investigate any complaint properly filed with it. 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.

**O. Ethics Inquiry Committee.**

1. **Membership:** The Ethics Inquiry Committee shall be composed of the five (5) most junior members of the County Board, excluding those who would be the subject of that investigation, or those who would request an exemption from selection for extenuating circumstances.
2. **Powers and Duties:** The Ethics Inquiry Committee shall be responsible for investigating a complaint, and conducting a fact finding hearing pursuant to subparagraph 1.15(4) below, in any case where the Ethics Inquiry Committee has found that probable cause exists for believing the allegations of a complaint referred to the Committee after preliminary review pursuant to subparagraph 1.14 (2) through (4) above.
3. **Burden of Proof:** The burden of proving a violation alleged in the complaint shall be on the complainant. Violations shall be proved by evidence that is clear, satisfactory and convincing.
4. **Hearing:** The Ethics Inquiry Committee may hold, and an individual against whom a complaint has been made and where the complaint has been referred to the Ethics Inquiry Committee may request, a hearing before the Committee. The Committee shall keep a record of the hearing. 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.
  - a.) Within the ten (10) workdays of the conclusion of the hearing, the Committee shall file its written findings and recommendations signed by all participating Committee members, together with findings of fact and conclusions of law, concerning the propriety of the conduct of the public Official. If the Committee determines that no violation of the Code of Ethics has occurred, it shall dismiss the complaint, and if requested to do so by the accused, issue a public statement.
  - b.) No recommendation of the Committee becomes effective until twenty (20) days after it is issued, or while an application for rehearing or rehearing before the Committee is pending, or the Committee has announced its final determination on rehearing.
5. **Enforcement and Penalties:** 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 findings and recommendation to the County Board. The Committee may make the following recommendations for:
  - a.) All County Elected Officials and appointed members of Committees, Boards and Commissions -
    - 1.) Order the Official to conform their behavior to be in compliance with

- the Ethics Code;
- 2.) Private or public censure;
  - 3.) Referral to the District Attorney to commence enforcement and penalties as permitted by Wisconsin Statutes;
  - 4.) 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.

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

Adopted April 15, 2008

**Thereafter amended by the following resolutions:**

**Resolution 2008-20, Adopted August 19, 2008**

(This eliminated the Rule regarding the Joint Planning Committee Regarding Intergovernmental Agreement Among City of Chilton, Town of Charlestown and Calumet County.)

**Resolution 2008-21, Adopted August 19, 2008**

(This amended Rule XI: County Board and Committee Agendas and Minutes, to require that at the last Committee meeting of the Session, the minutes of that day shall be read by the Recording Secretary and, before the final adjournment, corrected by the Committee.)

**Resolution 2008-22, Adopted August 19, 2008**

(This amended Rule XI: County Board and Committee Agendas and Minutes, to require that 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.)

**Resolution 2008-23, Adopted August 19, 2008**

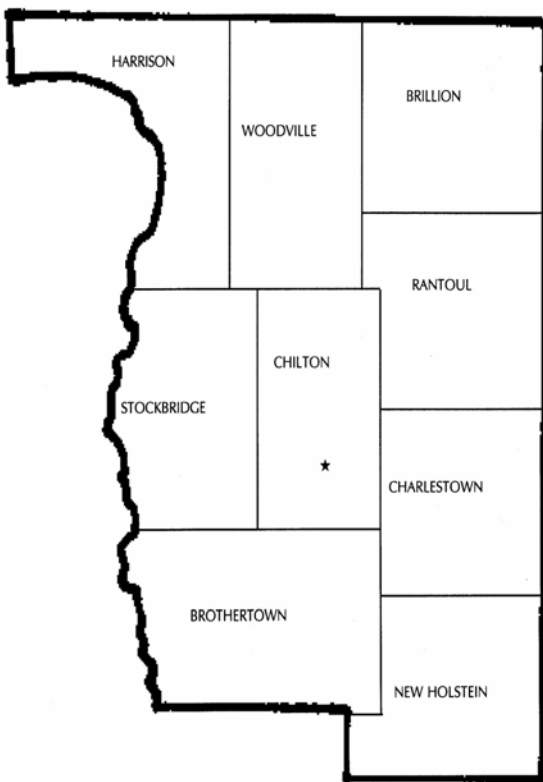
(This amended Rule XVII: Parliamentary Procedure, to add a rule outlining the process for the amendment of legislation previously adopted during the same County Board Session.)

**Resolution 2008-51, Adopted March 17, 2009**

(This amended Rule XI: County Board and Committee Agendas and Minutes, adding a rule related to use of the county email system.)

~ CALUMET COUNTY TOWNSHIPS ~

County Seat..... Chilton, Wisconsin  
Land Area in Square Miles ..... 324



## ~ 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 of 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. That slogan has remained in use to present day. 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 truly 'a little piece of heaven'. It is ideally 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 of 207,360 acres. There are nine townships, four incorporated villages and six 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.

**~ POPULATION OF CALUMET COUNTY ~**

	2000 Census	2008 Final Est.
TOWN OF:		
Brillion .....	1,438	1,548
Brothertown.....	1,404	1,445
Charlestown.....	789	780
Chilton.....	1,130	1,188
Harrison.....	5,756	8,677
New Holstein.....	1,457	1,561
Rantoul .....	812	847
Stockbridge .....	1,383	1,475
Woodville.....	993	941
VILLAGE OF:		
Hilbert.....	1,089	1,109
Potter .....	252	291
Sherwood.....	1,550	2,499
Stockbridge .....	649	678
CITY OF:		
Appleton.....	10,974	11,195
Brillion .....	2,937	2,989
Chilton.....	3,708	3,776
Kiel .....	321	313
Menasha .....	688	1,633
New Holstein.....	3,301	3,347
COUNTY TOTAL .....	40,631	46,292

## ~ TELEPHONE DIRECTORY ~

**CALUMET COUNTY GOVERNMENT OFFICES, 206 Court St., Chilton**  
Area Code 920

Aging & Disability Resource Center .....	849-1451
Transportation .....	849-1440
Child Support .....	849-1454
Support Payments .....	1-800-991-5530
Circuit Judge .....	849-1465
Clerk of Courts .....	849-1414
Small Claims and Civil .....	849-1415
Traffic .....	849-1417
Corporation Counsel .....	849-1443
County Administrator .....	849-1448
County Clerk .....	849-1458
District Attorney .....	849-1438
Emergency Management .....	849-1473
Emergency Management Pager .....	920-576-1192
Family Court Commissioner .....	725-5305
Finance Department .....	849-1446
Health Department .....	849-1432
Highway Office, 241 E. Chestnut St., Chilton .....	849-1434
Highway Shop .....	849-1602
Home Health Care/Hospice Agency .....	849-1424
Human Services .....	849-1400 or 989-2700
After Hours Crises Line .....	849-9317
Information Services .....	849-1456
Land & Water Conservation .....	849-1444
Medical Examiner .....	849-2335
Parks Department, County Park, N6150 Cty. EE, Hilbert .....	439-1008
Ledge View Nature Study Area, W2348 Short Rd., Chilton .....	849-7094
Stockbridge Harbor .....	439-1807
Personnel Department .....	849-1611
Planning Department .....	849-1442
Publishing and Records Management .....	849-1445
Register of Deeds .....	849-1441
Register in Probate .....	849-1455
Sheriff - EMERGENCY .....	911
Kaukauna Area Emergency .....	1-800-442-9878
Sheriff .....	849-2335
Captain .....	849-1437
Jail .....	849-1447
Records/Reports .....	849-1436
Treasurer .....	849-1457
University of Wisconsin - Extension	
Agriculture/Agribusiness .....	849-1450
Family Living Educator .....	849-1450
Community Resource Development .....	849-1450
4-H/Youth Development .....	849-1450
Veterans Service .....	849-1452

## COURTHOUSE - GENERAL INFORMATION

Chilton Area .....	849-2361
Appleton/Sherwood Area.....	989-2700

## OTHER OFFICES

Courthouse, 206 Court St., Chilton	
Farm Service Agency (FSA) .....	849-1449
Natural Resources Conservation Service (NRCS).....	849-1444

## ~ 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

## ~ FAX DIRECTORY ~

### CALUMET COUNTY GOVERNMENT:

Child Support.....	849-1484
Clerk of Courts.....	849-1483
Corporation Counsel.....	849-1617
County Administrator/Personnel.....	849-1475
County Clerk (*used for County Departments, if not listed).....	849-1469
District Attorney.....	849-1464
Emergency Management.....	849-1472
Health Department.....	849-1476
Highway Commission.....	849-1405
Human Services.....	849-1468
Ledge View Nature Center.....	849-2185
Medical Examiner.....	849-1609
Parks Department.....	439-1009
Planning Department/IS/Land & Water.....	849-1481
Register of Deeds.....	849-1616
Sheriff's Department, Office.....	849-1431
Sheriff's Department, Jail.....	849-1489
Sheriff's Department, Dispatch.....	849-1613
UW-Extension.....	849-1614

### 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 Harrison.....	989-1077
Town of Rantoul.....	756-2570
Village of Hilbert.....	853-3515
Village of Sherwood.....	989-4084

### BUSINESSES:

Appleton Post Crescent (Advertising).....	954-1945, P. O. Box 59, Appleton 54912
Brillion News (Zander Press).....	756-2222
Tri-County News (Delta Publishing).....	894-2161
Chilton-Times Journal (Calumet Publishing, Inc.).....	849-4551

### OTHER:

Chilton Library.....	849-2370
Farm Service Agency (FSA).....	849-9350
Probation and Parole.....	849-9641
Sheboygan County.....	459-4305