

Adopted: January 13, 2026

**Town of Freedom**  
**Sauk County, Wisconsin**  
**Public Records Policy**

This Policy is established in conformance with State of Wisconsin's declared policy that except as otherwise provided by law, any requester has a right to inspect any record under WI 19.35.

Description of Organization Town of Freedom is a municipality governed by a Town Board consisting of the Chairman and four (4) Supervisors. Additional elected officials and appointees of the Town include the following:

1. Town Clerk - custodian of all records of the Town pertaining to Town Board of Supervisors' matters and other legal records required by law to be maintained and kept by the Clerk.
2. Treasurer - custodian of all financial records of the Town as required by law.
3. Assessor - custodian of all records pertaining to real estate for the Town.
4. Building Inspector - custodian of building permits and other records pertaining to construction and/or remodeling of buildings in the Town.
5. Town Board of Supervisors - the elected Chairman and four Supervisors who serve at large do not hold regular daytime office hours.
6. Plan Commission - the appointed Chairman and four Commission Members do not hold regular daytime office hours.

**Access to Records**

The Town Clerk does not maintain regular office hours. Access to Town records in the Clerk's custody will be permitted upon at least 48 hours written notice of the intent to inspect or copy a record. The location of the records is in the Town Hall, 105 North Maple Street, North Freedom, WI 53951. A list of contact names and phone numbers for other custodians listed is attached to this document;

In General Any information given orally or in writing by Town officials may be subject to errors or omission and shall not be a binding liability upon the Town of Freedom. The Town Board of Supervisors shall review this policy every three years unless substantial changes to the Public Records law require immediate attention. The Town Clerk is authorized to amend the policy from time to time to update names and offices or other data that will not dramatically change the intent or purpose.

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Costs for Requests of Information Any record request that is expected to exceed \$25.00 must be paid in advance. Records not readily accessible which require research to locate the record shall be assessed a location fee. Location fees of \$25.00 per hour or any portion of an hour thereafter shall be charged if research requires more than two hours, based on \$25.00 per hour or any portion of an hour. Visual inspection of public records are at no expense; however, an appointment may be deemed necessary.

### **Photocopies**

The Town shall collect from the requester costs for standard size copies at \$.25 cents per photocopy (up to 50 copies), and \$.20 cents per photocopy (51 copies or more) plus mailing and location costs, if applicable. Copies other than 8 ½ x 11" and 8 ½ x 14" are their Actual cost, plus mailing and location costs, if applicable.

Disks The cost for a computer disk, cassette, or CD is \$25 per disk, plus mailing and location costs, if applicable.

### ***Contact Information***

#### **Town Board**

Town Chairman Dennis Rehr; (608)393-4165  
Supervisor 1 Greg Anstett; (608)381-1647  
Supervisor 2 Kevin Vodak; (608)381-0071  
Supervisor 3 Heather Westphal; (507)313-2888  
Supervisor 4 Andy Zimmer; (608)963-7404  
Town Clerk Jennifer Roloff; (608)963-8082  
Treasurer Jennifer Roloff; (608)963-8082

#### **Plan Commission**

Chairperson: Frank Anstett (608)522-3382  
Carol Brueggeman (608)393-9557  
Larry Phelps  
Dennis Rehr (608)393-4165  
Gary Holmes (608)522-4981

Assessor Mike Rogers; (608)643-8057

Building Inspector General Engineering, Dennis Butteris (608)617-1216