

ORDINANCE AMENDING ZONING MAP
(Larry Krueger)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Planning and Park Commission, after providing the required notice, held
2 a public hearing on a petition for a zoning ordinance amendment on May 23, 2022; and
3

4 WHEREAS, the Planning and Park Commission, after a careful consideration of testimony
5 and an examination of the facts, recommends that the petition be approved for the reasons stated
6 in the attached report;
7

8 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
9 ordain as follows:
10

11 A parcel of land located in part of the Southwest Quarter (SW1/4) of the Southeast Quarter
12 (SE1/4) of Section Eleven (11), Township Twenty (20) North, Range Twenty-One (21) East, Town
13 of Maple Grove, Manitowoc County, Wisconsin described as follows:
14

15 Commencing at the Southeast Corner of said Section 11; thence N89°-49'-47"W
16 along the South line of the SE1/4 of said Section 11, a distance of 1591.61 feet;
17 then Northwesterly 50.67 along the centerline of Marquette Rd and the arc of a
18 curve to the right, having a radius of 355.34 and a chord which bears N85°-44'-
19 41"W 50.62 to the point of beginning; thence continue Northwesterly 227.47 along
20 said centerline and the arc of a curve to the right, having a radius of 355.34 and a
21 chord which bears N63°-19'-16"W 223.61 feet; thence N00°-06'-46"E 192.52 feet;
22 thence S89°-49'-47"E 200.00 feet; thence S00°-06'-46"W 292.33 feet to the
23 centerline of Marquette Rd and the point of beginning, said parcel containing
24 approximately 51,189 square feet (1.175 acres) of land and is hereby rezoned from
25 Exclusive Agriculture (EA) District to Rural Residential (RR) District.
26

27 and
28

29 A parcel of land located in part of the Southwest Quarter (SW1/4) of the Southeast Quarter
30 (SE1/4) of Section Eleven (11), Township Twenty (20) North, Range Twenty-One (21) East, Town
31 of Maple Grove, Manitowoc County, Wisconsin described as follows:
32

33 Commencing at the South Quarter Corner of said Section 11; thence N00°-11'-
34 13"W along the West line of the SE1/4 of said Section 11, a distance of 905.36 feet
35 to the centerline of Marquette Rd. and the point of beginning; thence continue N00°-
36 11'-13"W along said West line, a distance of 427.38 feet to the North line of the
37 SW1/4 of said SE1/4; thence S89°-28'-42"E along said North line, a distance of
38 155.00 feet; thence S00°-11'-13"E 585.25 feet to the centerline of Marquette Rd;
39 thence N44°-18'-49"W 222.61 feet point of beginning, said parcel containing

40 approximately 78,472 square feet (1.801 acres) of land and is hereby rezoned from
41 Exclusive Agriculture (EA) District to Rural Residential (RR) District.

Dated this 21st day of June 2022.

Respectfully submitted by the
Planning and Park Commission

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. _____

COUNTERSIGNED: _____
Tyler Martell, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date

ORDINANCE AMENDING ZONING MAP
(McHugh Bros. Holding LLC)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Planning and Park Commission, after providing the required notice, held
2 a public hearing on a petition for a zoning ordinance amendment on March 28, 2022 and May 23,
3 2022; and
4

5 WHEREAS, the Planning and Park Commission, after a careful consideration of testimony
6 and an examination of the facts, recommends that the petition be approved for the reasons stated
7 in the attached report;
8

9 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
10 ordain as follows:
11

12 A parcel of land in part of Lots 3, 4, and 5 of J.G. Scheuer and Others Subdivision of
13 Government Lot 3, also being situated in Government Lot 3 of Section 11, Township 21 North,
14 Range 24 East, Town of Two Creeks, Manitowoc County, Wisconsin further described as follows:
15

16 Commencing from the South 1/4 Corner of said Section 11; thence N00°29'59"E
17 along the East line of the SW 1/4 of said Section 11 a distance of 2,126.23 feet;
18 thence S89°30'01"E a distance of 1,710.90 feet to the Southwest Corner of Certified
19 Survey Map document Number 602963, Volume 10, Page 649 also being the Point
20 of Beginning; thence N61°43'08"E a distance of 225.39 feet along the South Line
21 of said Certified Survey Map; thence continuing along said South Line
22 N86°29'16"E a distance of 212.43 feet to a Meander Line being S86°29'16"W a
23 distance of ±54 feet to the Ordinary High Water Mark of Lake Michigan; thence
24 S22°27'31"W a distance of 154.84 feet along said Meander line; thence continuing
25 along said Meander Line S10°10'09"E a distance of 779.64 feet to end of said
26 meander line being N89°53'38"W a distance of ±21 from said Lake Michigan;
27 thence N89°53'38"W a distance of 393.25 feet to the Center of Lakeshore Road;
28 thence N06°54'44"W a distance of 795.74 feet along said Center of Lakeshore Road
29 to the Point of Beginning, said parcel having an area of approximately 348,757
30 Square Feet (8.006 Acres) and is hereby rezoned from Large Estate (LE) District
31 to Small Estate (SE) District.

Dated this 21st day of June 2022.

Respectfully submitted by the
Planning and Park Commission

ORDINANCE AMENDING MANITOWOC COUNTY CODE § 5.06
(Elected Official Compensation)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, in October of 2017, Manitowoc County codified its policy on how to establish
2 the salary of elected officials; and

3
4 WHEREAS, the method used by Manitowoc County to establish such salaries is the same
5 used to determine the salaries of non-elected officials so there is a consistent and fair basis upon
6 which to make such recommendations to the County Board, which accurately reflects both the
7 complexity of work performed and the local labor market; and

8
9 WHEREAS, at the time the policy was adopted, the following guidelines were used to
10 implement the policy:

- 11
12 (1) Elected offices that are below 85% of the maximum of the wage band would be
13 increased by a maximum of 5.0% each year until the 85% mark is met; and
14
15 (2) Elected offices that are above 85% of the maximum of the wage band will be frozen
16 at the current rate until future increases in the wage schedule cause the
17 compensation for the elected office to meet the 85% level

18
19 and

20
21 WHEREAS, despite being used since adoption of the policy, the guidelines have not been
22 included in the policy to date; and

23
24 WHEREAS, after careful consideration and review, the Personnel Committee recommends
25 including the guidelines in the adopted policy that is used to determine the salaries of non-elected
26 officials;

27
28 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
29 ordain as follows:

30 Manitowoc County Code § 5.06(3)(a) is amended to read as follows:

- 31
32
33 (a) The recommended salary shall be 85% of the wage band for the first year
34 of an elected official's term, except for the County Clerk. The
35 recommended salary for the County Clerk shall be 85% of the wage band
36 plus \$1,000.00. If the salary for an elected official is below 85% of the
37 wage band, an increase of no more than 5% will be added to that salary until
38 the salary equals 85%. If the salary for an elected official is above 85% of

39 the wage band, the salary will be frozen at the current rate until future
40 increases in the wage schedule cause the salary to meet the 85% level.

41
42 and

43
44 BE IT FURTHER ORDAINED that if applicable, the table of contents shall be updated to
45 reflect this amendment; and

46
47 BE IT FURTHER ORDAINED that this ordinance shall be effective upon publication.

Dated this 21st day of June 2022.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. _____

COUNTERSIGNED: _____
Tyler Martell, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date

**RESOLUTION AMENDING EMPLOYEE POLICY MANUAL §§ 4.08,
8.01, 12.05, 14.09, 18.02, AND 18.06**

(Criminal Background Investigations, Policy on Harassment in the Work Place,
Leaves of Absence, Employment Discrimination or Service Delivery Grievances,
Overtime, Field Training Officer Premium)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County has authorized an Employee Policy Manual (“Employee
2 Policy Manual”) to establish uniform personnel policies and procedures; and
3

4 WHEREAS, Section 4.08 (Criminal Background Investigations) of the Employee Policy
5 Manual establishes the rules and guidelines Manitowoc County uses when conducting pre-
6 employment criminal background checks; and
7

8 WHEREAS, Section 8.01 (Policy on Harassment in the Work Place) of the Employee
9 Policy Manual establishes the rules and guidelines regarding harassment in the work place; and
10

11 WHEREAS, Section 12.05 (Leaves of Absence) of the Employee Policy Manual
12 establishes the rules and guidelines regarding unpaid leave of absence for employees; and
13

14 WHEREAS, Section 14.09 (Employment Discrimination or Service Delivery Grievances)
15 provides the current procedure for employees to use when a grievance alleges discrimination; and
16

17 WHEREAS, Section 18.02 (Overtime) provides guidelines on the payment of overtime;
18 and
19

20 WHEREAS, Section 18.06 (Field Training Officer Premium) provides the guidelines the
21 County uses for premium pay for field training officers in the Sheriff’s Office and Joint Dispatch
22 Center; and
23

24 WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time
25 to keep policies current, reflect current practice, and address new issues and circumstances; and
26

27 WHEREAS, the proposed revision to Section 4.08 (Criminal Background Investigations)
28 clarifies retention practices for background check information and aligns the Policy Manual with
29 the way the County currently handles re-hired seasonal employees; and
30

31 WHEREAS, the proposed revision to Section 8.01 (Policy on Harassment in the Work
32 Place) updates the harassment complaint procedure to remove the limitation of “sexual”
33 harassment, provides a complaint procedure for all forms of harassment, removes reference to
34 Civil Rights Timeline, and adds timely resolution language; and
35

36 WHEREAS, the proposed revision to Section 12.05 (Leaves of Absence) is in response to
37 an occasion where a new employee with no paid time off available ends up with a mandated
38 quarantine and would exclude quarantine days from being deducted from an employee's unpaid
39 leave bank and allow the County Executive to approve additional days if necessary; and
40

41 WHEREAS, the policy in Section 14.10 (Employment Discrimination or Service Delivery
42 Grievances) is not applicable to a Civil Rights Compliance Plan, rather such policy will be covered
43 under Section 8.02 as proposed herein and therefore the current Section 14.10 can be repealed; and
44

45 WHEREAS, the proposed revision to Section 18.02 (Overtime) updates the policy to
46 include additional authorized emergency response units in the Sheriff's Office including "Drone"
47 and "Mobile Field Force"; and
48

49 WHEREAS, the proposed revision to Section 18.06 (Field Training Officer Premium)
50 clarifies the policy and reflects current practice that employees are assigned as field training
51 officers rather than being "designated"; and
52

53 WHEREAS, after careful consideration and review, the Personnel Committee recommends
54 approval of the following amendments to the Manitowoc County Employee Policy Manual;
55

56 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
57 county of Manitowoc amends Section 4.08 (Criminal Background Investigations) of the
58 Manitowoc County Employee Policy Manual as follows:
59

60 Employee Policy Manual § 4.08 (Criminal Background Investigations) is amended to read as
61 follows:
62

63 4.08 Criminal Background Investigations
64

65 All persons ~~applying~~considered for a position with Manitowoc County will be asked to
66 sign a release to allow a criminal background check to be conducted. Certain other County
67 positions may be required to complete a background check with other agencies and in cases
68 such as this the law or regulation shall prevail as to what type of background check is done.
69 An unconditional offer of employment shall never be made prior to conducting the criminal
70 background investigation. In accordance with Manitowoc County's Civil Rights
71 Compliance Plan, applicants cannot be discriminated against on the basis of past
72 convictions unless the conviction was for a charge that is substantially related to the job
73 for which he/she is applying. In determining whether the criminal conviction is
74 substantially related, the length of time between the conviction and the application, the
75 nature of the offense, and comparing the general circumstances of the crime to the
76 likelihood of those circumstances being duplicated in the workplace shall be considered.
77

78 Criminal history information collected under this policy shall be kept in the confidential
79 personnel file or electronic equivalent of the employee. For those candidates not hired,
80 the criminal history information will be kept with the hiring packet and discarded based on

81 retention requirements. The information shall be used for the sole purpose of evaluation
82 of the candidate and shall only be disclosed as permitted or required by law.

83
84 If the candidate had a criminal background investigation completed by Manitowoc County
85 within the last 12 months and the results are satisfactory for the position(s) for which they
86 are applying, a subsequent investigation may be waived at the discretion of the Personnel
87 Department.

88
89 Criminal background checks for volunteers are not covered under this policy. Volunteer
90 background check requirements are covered under Section 25.05 (1)(c) of this manual.

91
92 and

93
94 BE IT FURTHER RESOLVED that the county board of supervisors of the county of
95 Manitowoc amends Section 8.01 (Policy on Harassment in the Work Place) of the Manitowoc
96 County Employee Policy Manual as follows:

97
98 Employee Policy Manual § 8.02 (Policy on Harassment in the Work Place) is amended to read as
99 follows:

100
101 8.02 Policy on Harassment in the Work Place

102
103 ...

104
105 (5) Complaint Procedure: Any employee who believes that he/she has been the
106 subject of ~~sexual~~-harassment should immediately report the matter to any of the
107 following: their supervisor, department director, manager, any other County
108 management person, or the Personnel Department. Manitowoc County forbids
109 retaliation against anyone for reporting ~~sexual~~-harassment or otherwise assisting in
110 the investigation of a ~~sexual~~-harassment complaint.

111
112 (6) It is the policy of Manitowoc County to investigate all complaints of ~~sexual~~
113 harassment thoroughly and promptly. Manitowoc County will, to the greatest
114 extent possible, maintain the confidentiality of those involved in the investigation.
115 If the investigation confirms that ~~sexual~~-harassment has occurred, Manitowoc
116 County will take appropriate disciplinary action, up to and including discharge of
117 the harassing employee(s).

118
119 ...

120
121 (8) Informal Complaints: Employees may wish to bring issues of harassment to
122 management's attention in an informal manner. The management representative
123 will conduct a thorough review to determine the nature, extent and merit of the
124 employee's complaint. If further review is warranted, the management
125 representative shall contact the Personnel Director. Following the course of the
126 investigation, an appropriate course of action will be recommended. The person

127 conducting the review shall follow-up with the employee making the complaint to
128 advise the employee of the conclusion of the investigation.—~~The time line for the~~
129 ~~investigation of complaints of sexual harassment is identical to any complaint filed~~
130 ~~under the County’s Civil Rights Compliance Plan.~~

131
132 (9) Formal Complaint: Employees represented by a Union and covered by a collective
133 bargaining agreement that contains a grievance procedure may file complaints
134 through the grievance procedure outlined in the collective bargaining agreement.
135 Other employees ~~have access to the grievance procedure detailed in this~~
136 ~~manual~~ wishing to file a formal complaint should contact the Personnel Department
137 for the appropriate form. The Personnel Department along with Corporation
138 Counsel will conduct a thorough review to determine the nature, extent and merit
139 of the employee’s complaint. The Personnel Department shall follow-up with the
140 employee making the complaint to advise the employee of the conclusion of the
141 investigation. Employees who are not familiar with these procedures may obtain
142 a copy and/or explanation of the process which affects them through their union
143 representatives, department supervisors or the Personnel Department.

144
145 (10) All complaints will be investigated promptly and, where investigation confirms that
146 this policy has been violated, appropriate action will be taken in a timely fashion.
147 Employees will be protected against retaliation and their complaints will be treated
148 confidentially.

149
150 (11θ) Complaints can also be filed with various State and Federal agencies, including the
151 Equal Rights Division, the Equal Employment Opportunity Commission, the U.S.
152 Department of Health and Human Services, the Office of Federal Contract
153 Compliance and the U.S. Department of Justice.

154
155 and

156
157 BE IT FURTHER RESOLVED that the county board of supervisors of the county of
158 Manitowoc amends Section 12.05 (Leaves of Absence) of the Manitowoc County Employee
159 Policy Manual as follows:

160
161 Employee Policy Manual § 12.05(2) (Leaves of Absence) is amended to read as follows:

162
163 12.05 Leaves of Absence

164
165 (2) Up to ten (10) days of unpaid leave may be granted by the Department Director, or
166 in the case of a Department Director requesting a leave of absence, by the County
167 Executive. Unpaid leave required for quarantine as recommended by a County
168 Health Department or Physician is not counted against these days. Additional
169 unpaid days may be approved by the County Executive. While it is understood
170 that the general policy of Manitowoc County is that employees must exhaust all
171 paid leave prior to going on an unpaid leave, discretion may be granted in cases
172 where granting the leave of absence is for the purpose of furthering knowledge,

173 skills, and abilities for the benefit of the department in which the individual is
174 employed.

175
176 and

177
178 BE IT FURTHER RESOLVED that the county board of supervisors of the county of
179 Manitowoc amends Section 14.09 (Employment Discrimination or Service Delivery Grievances)
180 of the Manitowoc County Employee Policy Manual as follows:

181
182 Employee Policy Manual § 14.10 (Employment Discrimination or Service Delivery Grievances)
183 is repealed and deleted in its entirety as follows:

184
185 ~~14.10 Employment Discrimination or Service Delivery Grievances~~

186
187 ~~The county's Civil Rights Compliance Plan contains informal and formal procedures for~~
188 ~~employees to use when a grievance alleges discrimination or a violation of the county's~~
189 ~~commitment to Equal Opportunity in Employment and Service Delivery.~~

190
191 and

192
193 BE IT FURTHER RESOLVED that the county board of supervisors of the county of
194 Manitowoc amends Section 18.02 (Overtime) of the Manitowoc County Employee Policy Manual
195 as follows:

196
197 Employee Policy Manual § 18.02(2)(d) (Overtime) is amended to read as follows:

198
199 (d) For time actually worked during a call-out of the Special Operations Squad,
200 Scuba Team, ~~and~~ Canine Unit or other County authorized emergency
201 response unit.

202
203 and

204
205 BE IT FURTHER RESOLVED that the county board of supervisors of the county of
206 Manitowoc amends Section 18.06 (Field Training Officer Premium) of the Manitowoc County
207 Employee Policy Manual as follows:

208
209 Employee Policy Manual § 18.06 (Field Training Officer Premium) is amended to read as follows:

210
211 18.06 Field Training Officer Premium

212
213 Sheriff's Department and Joint Dispatch Center employees who are assigned by a
214 supervisor to train others or act as ~~designated~~ as field training officers may elect to receive
215 one hour of pay or one hour of adjustment time for every 8 hours worked as a field training
216 officer.

Dated this 21st day of June 2022.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. _____

APPROVED:

Bob Ziegelbauer, County Executive

Date

