



MANITOWOC COUNTY

COUNTY BOARD OF SUPERVISORS

MEETING NOTICE

DATE: November 10, 2022
TIME: 6:00 P.M.
PLACE: The Heritage Center, County Board Meeting Room
1701 Michigan Ave, Manitowoc, WI 54220

To live stream the meeting: <https://www.youtube.com/channel/UCcBZSVQYYfhgv5LHxT-fkwQ?reload=9>

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered at the meeting:

- I. Call to order by Chairperson Martell.
- II. Invocation by Supervisor Hansen.
- III. Pledge of Allegiance.
- IV. Recognition of Supervisors and attendees who served in the Armed Forces.
- V. Roll Call.
- VI. Consideration and correction, if any, of the minutes of the October 31, 2022 meeting.
- VII. Additions or deletions to the agenda. Additions must be submitted to the County Clerk's Office no less than two hours before the close of the courthouse business day on the day of the official meeting. Items may be added only if, for a good cause, it was impossible or impractical to give earlier public notice.
- VIII. REPORTS OF COUNTY SUPERVISORS, OFFICES, AND DEPARTMENT DIRECTORS
 1. County Executive Bob Ziegelbauer and Chairperson Martell – Proclamation Declaring Manitowoc County America Recycles Day 2022
- IX. PUBLIC COMMENT – OPPORTUNITY FOR CITIZENS TO PRESENT THEIR VIEWS
- X. APPOINTMENT BY COUNTY EXECUTIVE
 - A. Aging & Disability Board

Appoint one member to succeed Tim Nicholls for a three-year term expiring December 31, 2025.

 1. Tim Nicholls
 - B. Expo-Ice Center Board

Appoint four members to succeed Tonya Dvorak, Marilyn Lentz, Barbara Palzewicz, and Dick Pollen for three-year terms expiring December 31, 2025.

 1. Tonya Dvorak
 2. Marilyn Lentz
 3. Barbara Palzewicz
 4. Dick Pollen
 - C. Joint Dispatch Board

Appoint one member to succeed Jason Freiboth for a two-year term expiring December 2024.

 1. Jason Freiboth

Appoint one member to succeed Brian Kohlmeier for the remainder of the term expiring June 2024.

 1. Ben Meinnert
 - D. Veterans Service Commission

Appoint one member to succeed Kurt Carlson for a three-year term expiring December 2025.

 1. Kurt Carlson

XI. COMMITTEE REPORTS, INCLUDING PETITIONS, RESOLUTIONS, AND ORDINANCES

A. Planning & Park Commission

B. Aging & Disability Board

C. Board of Health

D. Criminal Justice Coordinating Council

E. Executive Committee

F. Expo-Ice Center Board

G. Finance Committee

1. Resolution 2022/2023-40 Adopting 2023 Budget and Property Levy

H. Highway Committee

I. Human Services Board

J. Land Conservation Committee/UW-Extension Education and Agriculture Committee

K. Personnel Committee

2. Resolution 2022-2023-41 Authorizing Reallocation of Public Works 1.0 Full-Time Equivalent Position (Information Systems Manager to System Engineer and Infosec Officer)

3. Resolution 2022-2023-42 Authorizing Reallocation of Public Works 1.0 Full-Time Equivalent Position (Senior Engineer to Information Technology Division Director)

4. Resolution 2022-2023-43 Authorizing Reallocation of Human Services Department 1.0 Full-Time Equivalent Position (AODA Case Manager to Substance Abuse Technician)

L. Public Safety Committee

M. Public Works Committee

N. Transportation Coordinating Committee

XII. ANNOUNCEMENTS

XIII. ADJOURNMENTS

Tyler Martell, Chairperson

Prepared by Linda Herman, Deputy County Clerk

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

RESOLUTION ADOPTING 2023 BUDGET AND PROPERTY LEVY

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, a detailed copy of the County Executive's proposed 2023 annual budget has
2 been made available to each county supervisor and to the general public; and
3

4 WHEREAS, the proposed 2023 annual budget was presented to the Manitowoc County
5 Board of Supervisors at its meeting on October 11, 2022; and
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7 WHEREAS, formal publication of a budget summary and announcement of a public hearing
8 was made in accordance with Wis. Stat. § 65.90 and Wis. Stat. ch. 985 in the Manitowoc Herald
9 Times Reporter on October 9, 2022; and
10

11 WHEREAS, a public hearing on the proposed 2023 annual budget was held for the purpose
12 of obtaining public input, and the proposed 2023 annual budget was reviewed by the Manitowoc
13 County Board of Supervisors at its annual meeting on October 31, 2022; and
14

15 WHEREAS, the proposed 2023 annual budget includes performance based increases for the
16 Manitowoc County pay plan pursuant to Manitowoc County Code §§ 5.02(3)(c), (d) and (e); and
17

18 WHEREAS, Manitowoc County Code § 5.02(4) allows the wage schedule to be adjusted
19 each year by action of the county board so that it remains competitive with the market; and
20

21 WHEREAS, the Wisconsin Department of Revenue has calculated the applicable increase
22 in the consumer price index as of August 31, 2022 to be 7.7%; and
23

24 WHEREAS, a 5.0% increase in the wage schedule will assist in maintaining a competitive
25 wage schedule; and
26

27 WHEREAS, employees below midpoint who meet or exceed job requirements (*i.e.* receive
28 a cumulative score of 1.75 or greater on their employee evaluation) are eligible for a step increase;
29 and
30

31 WHEREAS, employees at or above midpoint who exceed job requirements (*i.e.* receive a
32 cumulative score of between 2.01 and 2.74 on their employee evaluation) will receive a 1.0%
33 increase; and
34

35 WHEREAS, employees at or above midpoint whose performance exceeds the proficient
36 performance level (*i.e.* receive a cumulative score of 2.75 or greater on their employee evaluation)
37 will receive a 2.0% increase; and
38

39 WHEREAS, the maximum of the non-represented wage schedule was raised in 2019 and
40 2021 with no adjustment made to the wage schedule mid-point; and

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42 WHEREAS, because the midpoint was not adjusted contemporaneously with the maximum,
43 the current "midpoint" no longer reflects the actual midpoint of each wage band; and
44

45 WHEREAS, the midpoint for each wage band will be adjusted to align with the new
46 maximums; and
47

48 WHEREAS, additional steps have been included in the wage schedule between MIN – MID
49 to step employees to the new mid-point; and
50

51 WHEREAS, the Manitowoc County self-insured group health plan has maintained its
52 current rates since 2015; and
53

54 WHEREAS, the Manitowoc County self-insured group health plan will raise its rate by 5%
55 for 2023;
56

57 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the county
58 of Manitowoc hereby adopts a Governmental Funds Budget and a service delivery Proprietary
59 Fund Budget for the calendar year beginning January 1, 2023 as indicated in the attached 2023
60 annual budget for Manitowoc County and any attachments or addenda thereto; and
61

62 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors hereby
63 authorizes that the following sums of money be raised for the ensuing year:
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65	State Special Charges - Charitable & Penal	\$	345.00
66	County Aid Bridges (Wis. Stat. § 82.08)	\$	135,933.00
67	Illegal Real Estate Taxes Charged Back (Prior Year)	\$	0.00
68	<u>All Other County Taxes</u>	\$	<u>32,323,249.67</u>
69	Gross County Tax Levy	\$	32,458,837.67

70
71 and
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73 BE IT FURTHER RESOLVED that Manitowoc County shall apportion the tax for bridges
74 under Wis. Stat. § 82.08 on the taxable property of the participating districts; and
75

76 BE IT FURTHER RESOLVED that the 2023 annual budget in detail hereto attached shall
77 be made a part of the Tax Levy; and
78

79 BE IT FURTHER RESOLVED that the wage schedule is increased by 5.0% as of December
80 25, 2022 and all employees at or below maximum shall receive a 5.0% increase as of December
81 25, 2022; and
82

83 BE IT FURTHER RESOLVED that the performance-based increases included in the 2023
84 annual budget will be granted pursuant to Manitowoc County Code §§ 5.02(3)(c), (d) and (e) as
85 follows:
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- (1) Employees below midpoint who meet or exceed job requirements (*i.e.* receive a cumulative score of 1.75 or greater on their employee evaluation) are eligible for a step increase; and
- (2) Employees at or above midpoint who exceed job requirements (*i.e.* receive a cumulative score of between 2.01 and 2.74 on their employee evaluation) will receive a 1.0% increase; and
- (3) Employees at or above midpoint whose performance exceeds the proficient performance level (*i.e.* receive a cumulative score of 2.75 or greater on their employee evaluation) will receive a 2.0% increase; and
- (4) Employees at or above maximum who exceed job requirements (*i.e.* receive a cumulative score of between 2.01 and 2.74 on their employee evaluation) will receive a 1.0% increase, paid to them per pay period for the following year; and
- (5) Employees at or above maximum whose performance exceeds the proficient performance level (*i.e.* receive a cumulative score of 2.75 or greater on their employee evaluation) will receive a 2.0% increase, paid to them per pay period for the following year; and

BE IT FURTHER RESOLVED that the midpoint for each wage band will be adjusted to align with the new maximums; and

BE IT FURTHER RESOLVED, additional steps have been included in the wage schedule between MIN – MID to step employees to the new mid-point; and

BE IT FURTHER RESOLVED that the monthly premiums for the self-insured group health plan will increase by 5% for 2023;

BE IT FURTHER RESOLVED that the Finance Director is authorized to make any technical corrections to the budget that are necessary.

Dated this 10th day of November 2022.

Respectfully submitted by the
Finance Committee

Paul Hansen, Chair

FISCAL IMPACT: Requires a composite tax levy and rate, based upon the budget book as printed, as follows:

Tax Levy of \$32,459,182.67
Composite Tax Rate of \$4.479037 per \$1,000 of equalized value.

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

**RESOLUTION AUTHORIZING REALLOCATION OF PUBLIC WORKS
1.0 FULL-TIME EQUIVALENT POSITION
(Information Systems Manager to System Engineer and Infosec Officer)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, currently the Public Works Department is allocated a 1.0 FTE Information
2 Systems Manager position; and

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4 WHEREAS, the Information Systems Manager is presently vacant; and

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6 WHEREAS, the supervisory and other managerial duties assigned to the Information
7 Systems Manager position have been delegated to another department employee; and

8
9 WHEREAS, the Public Works Department would like to convert the 1.0 FTE Information
10 Systems Manager position to a 1.0 FTE System Engineer and Infosec Officer position; and

11
12 WHEREAS, this change would not result in a change in position pay grade or any addition
13 to Department FTE count; and

14
15 WHEREAS, after careful consideration and review, the Personnel Committee recommends
16 the current 1.0 FTE Information Systems Manager position be converted to a 1.0 FTE System
17 Engineer and Infosec Officer position;

18
19 NOW, THEREFORE, BE IT RESOLVED that county board of supervisors of the county
20 of Manitowoc authorizes the reallocation of the 1.0 FTE Information Systems Manager position
21 to a 1.0 FTE System Engineer and Infosec Officer position; and

22
23 BE IT FURTHER RESOLVED that the 2022 Full-Time Equivalent Report (FTE) by
24 Department included in the 2022 Adopted Annual Budget Book is amended accordingly and that
25 the Finance Director is directed to record such information in the official books of the County for
26 the year ending December 31, 2022 as may be required.

Dated this 10th day of November 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

**RESOLUTION AUTHORIZING REALLOCATION OF PUBLIC WORKS
1.0 FULL-TIME EQUIVALENT POSITION
(Senior Engineer to Information Technology Division Director)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, currently the Public Works Department is allocated a 1.0 FTE Information
2 Systems Manager position; and

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4 WHEREAS, the Information Systems Manager is presently vacant; and

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6 WHEREAS, the supervisory and other managerial duties assigned to the Information
7 Systems Manager position have been delegated to the current Senior Engineer; and

8
9 WHEREAS, due to the assignment of the Information Systems Manager supervisory duties
10 to the Senior Engineer position, the Public Works Department would like to change the title of the
11 Senior Engineer position from Senior Engineer to Information Technology Division Director; and

12
13 WHEREAS, this change would not result in a change in position pay grade or any addition
14 to Department FTE count; and

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16 WHEREAS, after careful consideration and review, the Personnel Committee recommends
17 the current 1.0 FTE Senior Engineer position be converted to a 1.0 FTE Information Technology
18 Division Director position;

19
20 NOW, THEREFORE, BE IT RESOLVED that county board of supervisors of the county
21 of Manitowoc authorizes the reallocation of the 1.0 FTE Senior Engineer position to a 1.0 FTE
22 Information Technology Division Director position; and

23
24 BE IT FURTHER RESOLVED that the 2022 Full-Time Equivalent Report (FTE) by
25 Department included in the 2022 Adopted Annual Budget Book is amended accordingly and that
26 the Finance Director is directed to record such information in the official books of the County for
27 the year ending December 31, 2022 as may be required.

Dated this 10th day of November 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

**RESOLUTION AUTHORIZING REALLOCATION OF HUMAN
SERVICES DEPARTMENT 1.0 FULL-TIME EQUIVALENT POSITION
(AODA Case Manager to Substance Abuse Technician)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, there is a currently a vacant AODA Case Manager position; and

2
3 WHEREAS, recruitment for this position has not produced qualified candidates; and

4
5 WHEREAS, the Human Services Department believe that it is more likely to find a
6 candidate to fill a Substance Abuse Technician position to complete basic, non-treatment aspects
7 for AODA clients; and

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9 WHEREAS, the need for these services is increasing; and

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11 WHEREAS, the reallocation of an AODA Case Manager position to a Substance Abuse
12 Technician will free up current AODA Case Managers to complete the counseling needed for
13 clients; and

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15 WHEREAS, reallocating an AODA Case Manager position to a Substance Abuse
16 Technician will result in a pay grade change from a salaried C43 to an hourly C42; and

17
18 WHEREAS, reallocating an AODA Case Manager position to a Substance Abuse
19 Technician will not change the funding source of the position or the Human Services Department's
20 total FTE count; and

21
22 WHEREAS, after careful consideration and review, the Personnel Committee recommends
23 the current 1.0 FTE AODA Case Manager position be converted to a 1.0 FTE Substance Abuse
24 Technician position;

25
26 NOW, THEREFORE, BE IT RESOLVED that county board of supervisors of the county
27 of Manitowoc authorizes the reallocation of the 1.0 FTE AODA Case Manager position to a 1.0
28 FTE Substance Abuse Technician position; and

29
30 BE IT FURTHER RESOLVED that the 2022 Full-Time Equivalent Report (FTE) by
31 Department included in the 2022 Adopted Annual Budget Book is amended accordingly and that
32 the Finance Director is directed to record such information in the official books of the County for
33 the year ending December 31, 2022 as may be required.

Dated this 10th day of November 2022.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

FISCAL IMPACT: None. The pay grade for the position will change from a salaried C43 to an hourly C42, *i.e.* a decrease in wages; however, the position is currently grant funded, so there will be no impact to the tax levy.

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