

**RESOLUTION APPROVING AND ADOPTING THE MANITOWOC  
COUNTY PARK AND OPEN SPACE PLAN**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the Planning and Park Commission has identified the need to update the  
2 Manitowoc County Park and Open Space Plan; and

3  
4           WHEREAS, Manitowoc County was awarded a grant from the Wisconsin Coastal  
5 Management Program to aid in the development of the Manitowoc County Park and Open Space  
6 Plan update; and

7  
8           WHEREAS, the Manitowoc County Planning and Zoning Department and Bay Lake  
9 Regional Planning Commission have developed and prepared an update to the Manitowoc County  
10 Park and Open Space Plan; and

11  
12           WHEREAS, the Manitowoc County Park and Open Space Plan provides guidance to the  
13 county parks department in their efforts to develop, maintain and manage the various county parks,  
14 public accesses and open spaces to meet the recreational needs of the citizens, visitors and future  
15 generations of Manitowoc County; and

16  
17           WHEREAS, adoption of the Manitowoc County Park and Open Space Plan is a  
18 requirement to be eligible for financial aid opportunities administered by the State of Wisconsin  
19 and the federal government relating to outdoor recreation and open space programs; and

20  
21           WHEREAS, the Manitowoc County Planning and Park Commission held an open house  
22 and public hearing on July 24, 2023 on the Manitowoc County Park and Open Space Plan; and

23  
24           WHEREAS, after careful consideration and review, the Manitowoc County Planning and  
25 Park Commission recommends approval of the updated Manitowoc County Park and Open Space  
26 Plan;

27  
28           NOW, THEREFORE BE IT RESOLVED that the county board of supervisors of the  
29 county of Manitowoc hereby approves and adopts the Manitowoc County Park and Open Space  
30 Plan dated July 24, 2023.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Planning and Park Commission

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James Falkowski, 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

**ORDINANCE AMENDING ZONING MAP**  
(Kyle and Bailey Reeve)

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 June 26, 2023 and July 24,  
3 2023; 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 located in part of Lot 1 of Certified Survey Map Volume 28 Page 341  
13 being part of the Northwest 1/4 of the Northeast 1/4 of Section 25, T.21 N. - R.23 E., Town of  
14 Gibson, Manitowoc County, Wisconsin described as follows:  
15

16           Beginning at the Southeast corner of said Lot 1; thence North 89°45'23" West  
17 317.24 feet; thence North 00°00'00" East 149.23 feet; thence South 89°45'23" East  
18 333.05 feet; thence South 6°03'03" West 150.00 feet to the point of beginning, said  
19 parcel containing approximately 1.11 acres of land and is hereby rezoned from  
20 Large Estate (LE) District to Rural Residential (RR) District.  
21

22 and  
23

24           A parcel of land located in part of Lot 1 of Certified Survey Map Volume 28 Page 341  
25 being part of the Northwest 1/4 of the Northeast 1/4 of Section 25, T.21 N. - R.23 E., Town of  
26 Gibson, Manitowoc County, Wisconsin described as follows:  
27

28           Beginning at the Southwest corner of said Lot 1; thence North 34°14'24" East  
29 569.92 feet; thence South 64°38'57" East 225.44 feet; thence North 84°49'30" East  
30 149.41 feet to the centerline of Princl Road; thence along said line South 6°03'03"  
31 West 242.97 feet; thence North 89°45'23" West 333.05 feet; thence South 0°00'00"  
32 West 149.23 feet; thence North 89°45'23" West 314.55 feet to the point of  
33 beginning, said parcel containing approximately 3.74 acres of land and is hereby  
34 rezoned from Large Estate (LE) District to Small Estate (SE) District.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Planning and Park Commission

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James Falkowski, 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



**ORDINANCE AMENDING ZONING MAP**  
(Lawrence A Krepline Revocable Living Trust)

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 July 24, 2023; 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 Northeast Quarter (NE1/4) of the Southeast Quarter  
12 (SE1/4) of Section Eight (8), Township Nineteen (19) North, Range Twenty-One (21) East, Town  
13 of Rockland, Manitowoc County, Wisconsin described as follows:  
14

15           Commencing at the east quarter corner of said Section 8; thence S89°-47'-06"W  
16 (recorded as N89°-28'-27"E) along the north line of the SE1/4 of said Section 8, a  
17 distance of 130.00 feet; thence S02°-35'-28"E (recorded as N02°-54'-19"W) 33.03  
18 feet to the south right of way line of Boxwood Road and the point of real beginning;  
19 thence continue S02°-35'-28"E (recorded as N02°-54'-19"W) 387.14 feet; thence  
20 N56°-33'-04"W 418.18 feet; thence N00°-12'-54"W 155.00 feet to said south right  
21 of way line; thence N89°-47'-06"E along said south right of way line, a distance of  
22 332.00 feet to the point of real beginning, said parcel containing approximately  
23 91,183 square feet (2.093 acres) of land and is hereby rezoned from Exclusive  
24 Agriculture (EA) District to Small Estate (SE) District.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Planning and Park Commission

\_\_\_\_\_  
James Falkowski, 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





**ORDINANCE AMENDING ZONING MAP**  
(Justin Morris)

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 July 24, 2023; 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 Lot 2 of Certified Survey Map Volume 24 page 65 being  
12 part of the Southeast 1/4 of the Northwest 1/4 and Southwest 1/4 of the Northeast 1/4 of Section  
13 7, T.21 N. - R.24 E., Town of Mishicot, Manitowoc County, Wisconsin described as follows:  
14

15 Commencing at the southeast corner of said Lot 2; thence South 89°09'11"West  
16 606.33 feet; thence North 89°44'07" West 307.54 feet to the point of beginning;  
17 thence continuing North 89°44'07" West 307.52 feet; thence along a tangent line  
18 North 32°14'53" East 99.29 feet; thence North 48°32'20" East 302.55 feet; thence  
19 South 5°33'24" East 287.07 feet to the point of beginning, said parcel containing  
20 approximately 1.11 acres of land and is hereby rezoned from General Agriculture  
21 (GA) District to Rural Residential (RR) District.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Planning and Park Commission

\_\_\_\_\_  
James Falkowski, 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



**ORDINANCE AMENDING ZONING MAP**  
(Eugene J Andres Revocable Living Trust)

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 June 26, 2023 and July 24,  
3 2023; 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 located in part of the Northwest 1/4 of the Northeast 1/4 of Section 33,  
13 T.20 N. - R.23 E., Town of Kossuth, Manitowoc County, Wisconsin described as follows:  
14

15 Commencing at the North 1/4 Corner of Section 33; thence along the westerly line  
16 of the NE 1/4 South 0°13'44" West 33.00 to the southerly line of Rockwood Road  
17 being the point of beginning; thence along said line North 89°45'09" East 713.34  
18 feet; thence South 0°13'44" West 610.67 feet; thence South 89°45'09" West 713.34  
19 feet; thence North 0°13'44" East 610.67 feet to the point of beginning, said parcel  
20 containing approximately 10.0 acres of land and is hereby rezoned from Exclusive  
21 Agriculture (EA) District to General Agriculture (GA) District.  
22

23 and  
24

25 BE IT FURTHER ORDAINED that the rezoning is subject to the following condition:  
26

27 A Certified Survey Map (CSM) of the property is required and the CSM will have  
28 the language "Non-Habitable" identified directly on the CSM to prevent future  
29 residential development.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Planning and Park Commission

\_\_\_\_\_  
James Falkowski, 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 DENYING CLAIM**  
(Kathleen Hagen)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Kathleen Hagen filed a claim with Manitowoc County on July 28, 2023  
2 seeking reimbursement of \$315.00 to clean tar off her car purportedly caused by County Highway  
3 construction activity on County Highway K; and  
4

5           WHEREAS, Manitowoc County has provided a copy of the claim and relevant records to  
6 its insurance carrier; and  
7

8           WHEREAS, the insurance carrier has reviewed the information provided, investigated the  
9 facts, and determined that Manitowoc County should deny the claim; and  
10

11           WHEREAS, the Corporation Counsel and the Finance Committee have reviewed the  
12 insurance carrier's recommendation that the claim be denied and that the county issue a formal  
13 disallowance;  
14

15           NOW, THEREFORE, BE IT RESOLVED by the Manitowoc County Board of Supervisors  
16 that the claim is denied and that the Corporation Counsel and County Clerk are directed to provide  
17 such notice of the denial of the claim as may be required.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Finance Committee

\_\_\_\_\_  
Paul Hansen, 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 DENYING CLAIM**  
(Robert Shimon)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Robert Shimon filed a claim with Manitowoc County on July 13, 2023  
2 seeking \$2,691.12 for damage to his car purportedly caused by gravel being discharged from a  
3 county mower on Highway 310; and  
4

5           WHEREAS, Manitowoc County has provided a copy of the claim and relevant records to  
6 its insurance carrier; and  
7

8           WHEREAS, the insurance carrier has reviewed the information provided, investigated the  
9 facts, and determined that Manitowoc County should deny the claim; and  
10

11           WHEREAS, the Corporation Counsel and the Finance Committee have reviewed the  
12 insurance carrier's recommendation that the claim be denied and that the county issue a formal  
13 disallowance;  
14

15           NOW, THEREFORE, BE IT RESOLVED by the Manitowoc County Board of Supervisors  
16 that the claim is denied and that the Corporation Counsel and County Clerk are directed to provide  
17 such notice of the denial of the claim as may be required.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Finance Committee

\_\_\_\_\_  
Paul Hansen, 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





**INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED \$2,500,000  
GENERAL OBLIGATION PROMISSORY NOTES FOR HIGHWAY  
PROJECTS**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County, Wisconsin (“County”) is in need of an amount not to  
2 exceed \$2,500,000 for the public purpose of financing the construction and improvement of  
3 highways; and  
4

5 WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes  
6 for such purpose pursuant to Wis. Stat. ch. 67;  
7

8 NOW, THEREFORE, BE IT RESOLVED by the county board of supervisors of the county  
9 of Manitowoc that:  
10

11 Section 1. Authorization. The County shall borrow an amount not to exceed \$2,500,000  
12 by issuing its general obligation promissory notes for the public purpose of financing the  
13 construction and improvement of highways. There be and there hereby is levied on all the taxable  
14 property in the County a direct, annual tax in such years and in such amounts as are sufficient to  
15 pay when due the principal and interest on such notes.  
16

17 Section 2. Sale of the Notes. The county board of supervisors of the county of  
18 Manitowoc hereby authorizes and directs that the Notes be offered for public sale. At a  
19 subsequent meeting, the county board of supervisors of the county of Manitowoc shall consider  
20 such bids for the Notes as may have been received and take action thereon.  
21

22 Section 3. Notice of Sale. The County Clerk (in consultation with PMA Securities, LLC  
23 (“PMA”)) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in  
24 such manner and at such times as the County Clerk may determine and to cause copies of a  
25 complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as  
26 the County Clerk may determine.  
27

28 Section 4. Official Statement. The County Clerk (in consultation with PMA) shall cause  
29 an Official Statement to be prepared and distributed. The appropriate County officials shall  
30 determine when the Official Statement is final for purposes of Securities and Exchange  
31 Commission Rule 15c2 12 and shall certify said Official Statement, such certification to constitute  
32 full authorization of such Official Statement under this resolution.

Dated this 15th day of August 2023.

Respectfully submitted by the  
Finance Committee

\_\_\_\_\_  
Paul Hansen, Chair

FISCAL IMPACT: No fiscal impact. This resolution authorizes the issuance of promissory notes, but has no fiscal impact until the county board adopts a resolution for the sale of the promissory notes. That resolution will contain a fiscal note.

FISCAL NOTE: Reviewed and approved by Finance Director. \_\_\_\_\_

LEGAL NOTE: Pursuant to Wis. Stat. § 67.045(1)(f), this resolution requires a vote of three-fourths of the members-elect. Reviewed and approved as to form by Corporation Counsel. \_\_\_\_\_

APPROVED: \_\_\_\_\_  
Bob Ziegelbauer, County Executive                      Date



**RESOLUTION AMENDING EMPLOYEE MANUAL § 4.10(5)**  
(Classification of Employees)

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 4.10 (Classification of Employees) defines the various classification  
5 of county employees; and  
6

7 WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time  
8 to keep policies current, reflect current practice, and address new issues and circumstances; and  
9

10 WHEREAS, the proposed revision to Section 4.10(5) ensures that each type of county  
11 employee has a clear and appropriate definition; and  
12

13 WHEREAS, after careful consideration and review the Personnel Committee recommends  
14 approval of the following amendment to the Manitowoc County Employee Policy Manual;  
15

16 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
17 county of Manitowoc amends Section 4.10(5) of the Manitowoc County Employee Policy Manual  
18 as follows:  
19

20 Employee Policy Manual § 4.10(5) (Classification of Employees) is amended to read as follows:  
21

22 4.10 Classification of Employees  
23

24 ...  
25

26 (5) Temporary; and Casual, ~~Limited Term (LTE), Seasonal and On-Call~~ Employees:  
27 Collective bargaining agreements shall be reviewed prior to hiring an employee ~~of~~  
28 ~~this in these~~ classifications, because some restrictions may exist.  
29

30 (a) Temporary – is an employee that is hired for a limited period of time. The  
31 length of employment for a temporary employee must be defined before  
32 hire and in no case shall employment be more than six months. Seasonal  
33 employees are considered temporary employees.  
34

35 (b) Casual employee – is an employee who is hired with no set hours or days  
36 of work who will be asked to work as and when it is required. While there  
37 is no set end date to the assignment for a casual employee – the need for  
38 employees hired in this category should be evaluated frequently. Casual  
39 employees who have not worked for a period of 1 year will be removed  
40 from the payroll – unless an exception is granted by the County Executive.  
41 While there may be an occasional need for a casual employee to work up to

42 full time hours, casual employees may not work over 20 hours per week on  
43 a consistent basis.

44  
45 ~~Every effort shall be made to not have employees in this~~ Employees in these classifications  
46 cannot work more than 1200 hours per year so contributions to the Wisconsin Retirement  
47 System can be avoided.

48  
49 Employees in ~~this~~ these classifications are not eligible for fringe benefits other than those  
50 provided for by law ~~or administrative code.~~

51  
52 Employees in these classifications working more than six months cannot work an average  
53 of more than 20 hours per week.

Dated this 15th day of August 2023.

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 AMENDING EMPLOYEE POLICY MANUAL § 18.05**  
(Shift 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 18.05 (Shift Premium) establishes premium pay for County  
5 employees; and

6  
7 WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time  
8 to keep policies current, reflect current practice, and address new issues and circumstances; and

9  
10 WHEREAS, the proposed revision to Section 18.05 adds premium pay for Human Services  
11 Department employees providing back up after-hours crisis coverage and on-site after-hours  
12 respite coverage; and

13  
14 WHEREAS, after careful consideration and review, the Personnel Committee recommends  
15 approval of the following amendment to the Manitowoc County Employee Policy Manual;

16  
17 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
18 county of Manitowoc amends Section 18.05 (Shift Premium) of the Manitowoc County Employee  
19 Policy Manual as follows:

20  
21 Employee Policy Manual § 18.05 (Shift Premium) is amended to read as follows:

22  
23 18.05 Shift Premium Pay

24  
25 (1) A shift premium of 25¢ per hour shall be paid for all shifts beginning at or  
26 after 2:00 p.m., with no shift premiums paid for shifts beginning at or after  
27 4:00 a.m. up until 1:59 p.m. Part-time employees required to work all  
28 shifts, including shifts beginning on or after 2:00 p.m. are also eligible for  
29 the 25¢ per hour shift premium.

30  
31 (2) A premium pay per 8 hour shift will be provided to qualified Human  
32 Services Department employees providing back up coverage for after-hours  
33 crisis workers. Premium amount to be established by the Personnel  
34 Committee.

35  
36 (3) A premium pay of per 8 hour shift will be provided to qualified Human  
37 Services Department employees providing on-site after-hours respite  
38 coverage at a respite home. Premium amount to be established by the  
39 Personnel Committee.

Dated this 15th day of August 2023.



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 AMENDING EMPLOYEE POLICY MANUAL § 23.07(6)**  
(Electronic Mail (E-Mail))

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 23.07 (Electronic Mail (E-Mail)) establishes standards for county  
5 employees while using county email systems; and  
6

7 WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time  
8 to keep policies current, reflect current practice, and address new issues and circumstances; and  
9

10 WHEREAS, the proposed revision to Section 23.07(6) clarifies the requirement that  
11 information received from or transmitted to CJIS can be accessed only through a Computer  
12 Resource (as that term is defined in the Employee Policy Manual) owned by Manitowoc County;  
13 and  
14

15 WHEREAS, after careful consideration and review the Personnel Committee recommend  
16 approval of the following amendment to the Employee Policy Manual;  
17

18 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
19 county of Manitowoc amends Section 23.07(6) (Electronic Mail (E-Mail)) of the Manitowoc  
20 County Employee Policy Manual as follows:  
21

22 Employee Policy Manual § 23.07(6) (Electronic Mail (E-Mail)) is amended to read as follows:  
23

24 23.07 Electronic Mail (E-Mail)

25 ...

26 (6) Computer Users receiving or transmitting HIPAA protected information and  
27 information accessed through CJIS must utilize a Computer Resource owned by  
28 Manitowoc County.

Dated this 15th day of August 2023.

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 AMENDING EMPLOYEE MANUAL SEC. 8.10(3)**  
(Designation of Outdoor Smoking Areas)

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 8.10 (Designation of Outdoor Smoking Areas) defines the areas on  
5 certain county properties where smoking is permitted; and  
6

7           WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time  
8 to keep policies current, reflect current practice, and address new issues and circumstances; and  
9

10          WHEREAS, since the Employee Policy Manual was adopted, Manitowoc County has  
11 acquired and staffed two additional locations, the Heritage Center and the Human Services  
12 Department Hamilton Street Building; and  
13

14          WHEREAS, the proposed revision to Section 8.10(3) adds specific smoking sites for the  
15 Heritage Center and Human Services Department Hamilton Street Building; and  
16

17          WHEREAS, after careful consideration and review the Personnel Committee recommend  
18 approval of the following amendment to the Manitowoc County Employee Policy Manual;  
19

20          NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
21 county of Manitowoc amends Section 8.10(3) (Designation of Outdoor Smoking Areas) of the  
22 Manitowoc County Employee Policy Manual as follows:  
23

24 Employee Policy Manual § 8.10(3) (Designation of Outdoor Smoking Areas) is amended to read  
25 as follows:  
26

27           8.10   Designation of Outdoor Smoking Areas

28  
29 ...  
30

- 31           (3)   Smoking is allowed in designated outdoor areas only. The designated areas are:  
32           (a)   Administration Building – West side of building  
33           (b)   Communications Center – West side of building  
34           (c)   Courthouse – East Steps, top of stairs and north of the window that is north  
35               of the Entrance (toward Washington Street)  
36           (d)   Expo/Ice Center – Smoking is allowed anywhere outside.  
37           (e)   Highway Department – Outside employee lunch room on east side of  
38               building  
39           (f)   Human Services Department – Picnic table on east side of building

- 40 (g) Office Complex – South side of building
- 41 (h) Sheriff’s Department – Fenced in parking lot south of the Jail
- 42 (i) Heritage Center – West side of building
- 43 (j) Human Services Department Hamilton Street Building – Northwest side of
- 44 building

Dated this 15th day of August 2023.

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