

**RESOLUTION APPROVING INCREASE TO THE ANNUAL
MAINTENANCE PROGRAM FEE**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the preservation of groundwater is of vital concern to the health and safety of
2 the residents of Manitowoc County; and
3

4 WHEREAS, defective and failing septic systems present a threat to the quality of
5 groundwater; and
6

7 WHEREAS, Manitowoc County has adopted a septic maintenance inspection program to
8 assure that septic systems in the county are kept in good operating condition and comply with the
9 requirements of state law, the state administrative code, and its local ordinances; and
10

11 WHEREAS, the state of Wisconsin has mandated that each county must include all existing
12 septic systems into its maintenance program; and
13

14 WHEREAS, the annual maintenance fee in Manitowoc County has not been adjusted since
15 October 10, 2006; and
16

17 WHEREAS, the Planning and Park Commission has reviewed the maintenance program
18 fee history and recommends an increase of the annual maintenance program fee to \$15.00, which
19 is required to be paid for each private onsite wastewater treatment system ("POWTS") included in
20 the maintenance program established by M.C.C. § 13.32;
21

22 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
23 county of Manitowoc approves the proposed increase of the POWTS annual maintenance program
24 fee to \$15.00 to be effective January 1, 2024 and directs that a copy of the updated fee schedule
25 be included as an appendix to the Manitowoc County Code Chapter 4, Finances.

Dated this 19th day of December 2023.

Respectfully submitted by the
Planning and Park Commission

James Falkowski, Chair

FISCAL IMPACT: Indeterminable.

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 GRANT APPLICATION
(Bullhead Lake Public Access)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Wisconsin Department of Natural Resources has grant funding available
2 through its Recreational Boating Facility Program to assist governmental units in developing
3 boating facilities; and
4

5 WHEREAS, the launch pier at Bullhead Lake is in poor condition and does not meet
6 current ADA guidelines; and
7

8 WHEREAS, the Manitowoc County Parks Department proposes to install a new ADA
9 compliant launch pier; and
10

11 WHEREAS, the project is estimated to cost \$37,763.00, of which half, or \$18,881.50,
12 could be funded by the Wisconsin Department of Natural Resources through its Recreation
13 Boating Facilities grant program if approved; and
14

15 WHEREAS, after careful consideration and review, the Planning and Park Commission
16 recommends Manitowoc County apply for and accept a Recreational Boating Facility Grant from
17 the Wisconsin Department of Natural Resources for the construction and installation of an ADA
18 approved launch pier;
19

20 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
21 county of Manitowoc authorizes the Planning Director to apply for and accept a Recreational
22 Boating Facility Grant from the Wisconsin Department of Natural Resources for the construction
23 and installation of an ADA approved launch pier; and
24

25 BE IT FURTHER RESOLVED that the Planning Director is authorized to sign documents
26 and take the actions necessary to undertake, direct, and complete the project authorized in the
27 grant; and
28

29 BE IT FURTHER RESOLVED that Manitowoc County will comply with state and federal
30 rules for the program; will be responsible for updating plans and monitoring ongoing operations;
31 will obtain written approval from the Wisconsin Department of Natural Resources before making
32 changes in the project; and will maintain a record of expenditures; and
33

34 BE IT FURTHER RESOLVED that revenues and expenses in the Planning and Zoning
35 Department budget are amended by the amount of any grant award approved by the State of
36 Wisconsin, and the Finance Director is directed to record such information in the official books of
37 the County for the year ending December 31, 2023 with carryover to 2024 as may be required.

Dated this 19th day of December 2023.

Respectfully submitted by the
Planning and Park Commission

James Falkowski, Chair

FISCAL IMPACT: No additional tax levy impact. Appropriate revenue and expense accounts in the Park Department budget will be increased by the amount of any state grant amount authorized.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: This resolution amends the budget and requires a two-thirds vote of the entire county board. Reviewed and approved as to form by Corporation Counsel. _____

APPROVED: _____
Bob Ziegelbauer, County Executive Date

ORDINANCE AMENDING ZONING MAP
(Paul Liermann)

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 December 4, 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 in all of Lot 1 of Certified Survey Map Volume 30 Page 39 document
12 number 1110175 being part of the Southwest 1/4 of the Southeast 1/4 of Section 20, T. 19 N. -
13 R. 23 E., Town of Manitowoc Rapids, Manitowoc County, Wisconsin more particularly described
14 as follows:
15

16 Beginning at the southwest corner of said Lot 1; thence along the westerly line of
17 said Lot 1 North 0°10'12" West 386.55 feet to the northerly line of said Lot 1;
18 thence along said line South 89°39'07 East 913.20 feet; thence South 0°25'00" West
19 378.31 feet; thence South 89°49'48" West 909.29 feet to the point of beginning,
20 Said parcel containing approximately 8.0 acres of land and is hereby rezoned from
21 Exclusive Agriculture (EA) District to Small Estate Residential (SE) District.

Dated this 19th day of December 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
(Thomas Skattebo)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Thomas Skattebo filed a claim with Manitowoc County on August 21, 2023
2 seeking an unspecified amount for damages purportedly caused by the County's sale of his former
3 properties as a result of the tax delinquency and *in rem* foreclosure process; 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 does not have coverage for this claim under the
10 County's liability insurance policy; and
11

12 WHEREAS, the corporation counsel has denied the claim pursuant to his authority under
13 M.C.C. § 2.02 as the amount damages claimed is unspecified, and thus does not exceed five
14 hundred dollars; and
15

16 WHEREAS, the Corporation Counsel and the Finance Committee have reviewed the claim
17 and recommend that the county board reaffirm the denial and formal disallowance;
18

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

Dated this 19th day of December 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

ORDINANCE AMENDING MANITOWOC COUNTY CODE § 4.13(9)(a)
(Coroner's Office Fees)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Coroner's Office provides statutorily mandated
2 authorization to funeral homes to cremate bodies; and
3

4 WHEREAS, the Manitowoc County Coroner's Office currently charges a fee for viewing,
5 examining, confirming causes of death, photographing and signing required forms for said
6 authorization; and
7

8 WHEREAS, the Manitowoc County Coroner's Office fees for this service have not been
9 increased by the county board of supervisors of the county of Manitowoc since 2010;
10

11 WHEREAS, the Public Safety Committee has reviewed the Coroner's Office fees and
12 recommends increasing the cremation fee by the statutory limit of the CPI for the previous year
13 (6.8%) to \$133.50;
14

15 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
16 ordain as follows:
17

18 Manitowoc County Code § 4.13(9)(a) is amended to read as follows:
19

20 (9) The Coroner's office shall charge the following fees for services:
21

22 (a) Cremation authorization: ~~\$75~~ \$133.50 per body cremated.
23

24 and
25

26 BE IT FURTHER ORDAINED that if applicable, the table of contents shall be updated to
27 reflect this amendment; and
28

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

Dated this 19th day of December 2023.

Respectfully submitted by the
Public Safety Committee

James Falkowski, Chair

FISCAL IMPACT: Currently the Coroner's Office provides approximately 550 billable
cremation authorizations annually. The increase will provide
approximately \$4,675 more in annual revenue.

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 APPROVING WISCONSIN ASSESSMENT MONIES
PROGRAM APPLICATION**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the property located at 1910 20th Street in Two Rivers, Wisconsin (the
2 “Property”) is the former site of the US Oil fuel tank farm; and
3

4 WHEREAS, the Property ownership changed several times with Seneca Petroleum and
5 David White the last owners of record; and
6

7 WHEREAS, the Property is a registered brownfield in the Wisconsin DNR database due
8 to historic oil spills on the property; and
9

10 WHEREAS, the Property fell into tax delinquency on the 1990’s; and
11

12 WHEREAS, Manitowoc County acquired the property through the *In Rem* tax delinquency
13 process; and
14

15 WHEREAS, pursuant to County Board resolution No. 2011/2012 Resolution Authorizing
16 Grant Application, Manitowoc County applied for and received a Site Assessment Grant (“SAG”)
17 to determine the amount of residual contamination on the Property in an effort to put the Property
18 back into beneficial use; and
19

20 WHEREAS, the SAG was completed in 2017 and no further investigation has taken place
21 since; and
22

23 WHEREAS, Manitowoc County considers the Property to meet the definition of
24 “brownfield” due to the presence or potential presence of a hazardous substance, pollutant, or
25 contaminant that hinders the expansion, redevelopment, or reuse of the Property; and
26

27 WHEREAS, Manitowoc County recognizes that the environmental assessment of
28 brownfields is an important part of protecting Wisconsin’s resources; and
29

30 WHEREAS, a municipal resolution is required to apply for the Wisconsin Assessment
31 Monies (“WAM”) program; and
32

33 WHEREAS, Manitowoc County will allow the Wisconsin Department of Natural
34 Resources and its duly authorized representatives, agents or contractors access to inspect the
35 Property and award records should the application be awarded;
36

37 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
38 county of Manitowoc authorizes an application to be submitted to the DNR for contractor services
39 under the WAM program; and
40

41
42 BE IT FURTHER RESOLVED that Manitowoc County will comply with all state and
43 federal rules and requirements of the WAM program; and

44
45
46
47
48

BE IT FURTHER RESOLVED that the Manitowoc County Public Works Director is authorized to act on behalf of Manitowoc County to submit an application to the DNR for contractor services under the WAM program, sign documents, and take all necessary action to comply with approved award activities.

Dated this 19th day of December 2023.

Respectfully submitted by the
Public Works Committee

Rick Gerroll, Chair

FISCAL IMPACT: None. Any expenses will be directly off-set by grant revenues.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: This resolution amends the budget and requires a two-thirds vote of the entire county board. Reviewed and approved as to form by Corporation Counsel. _____

APPROVED: _____
Bob Ziegelbauer, County Executive Date

**RESOLUTION AUTHORIZING CREATION AND REALLOCATION OF
HUMAN SERVICES DEPARTMENT 1.0 FULL-TIME EQUIVALENT
POSITION**

(Psychiatrist to Advanced Psychiatric Nurse Practitioner)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, currently the Human Services Department is allocated a 1.0 Full-Time
2 Equivalent ("FTE") Psychiatrist position, which is currently vacant; and
3

4 WHEREAS, the Human Services Department recognizes that due to the current market for
5 hiring Psychiatrists it will be difficult to fill the existing vacancy as currently structured; and
6

7 WHEREAS, after evaluating the essential duties of this position, the Human Services
8 Department has determined that it is feasible to fill this vacancy with an Advanced Psychiatric
9 Nurse Practitioner rather than a Psychiatrist; and
10

11 WHEREAS, recruiting for an Advanced Psychiatric Nurse Practitioner position is more
12 likely to result in a successful hire, while still meeting the needs of the Department; and
13

14 WHEREAS, after careful consideration and review, the Human Services Board and the
15 Personnel Committee recommends the current 1.0 FTE Psychiatrist position be converted to a 1.0
16 FTE Advanced Psychiatric Nurse Practitioner position;
17

18 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
19 county of Manitowoc authorizes the creation of a 1.0 FTE Advanced Psychiatric Nurse Practitioner
20 position by reallocating the 1.0 FTE Psychiatrist position; and
21

22 BE IT FURTHER RESOLVED, after the creation of the 1.0 FTE Advanced Psychiatric
23 Nurse Practitioner, the 1.0 FTE Psychiatrist position shall terminate; and
24

25 BE IT FURTHER RESOLVED that the 2023 Full-Time Equivalent Report (FTE) by
26 Department included in the 2023 Adopted Annual Budget Book is amended accordingly and that
27 the Finance Director is directed to record such information in the official books of the County for
28 the year ending December 31, 2023 as may be required.

Dated this 19th day of December 2023.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

Human Services Board

Jim Brey, Chair

FISCAL IMPACT: The current psychiatrist position is currently budgeted at a salary of \$234,208 annually. The proposed APNP position has a salary range of \$150,000 to \$160,000. Accordingly, the reallocation would represent a decrease of \$96,102 from the levy.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Sufficient funds have been appropriated for this position and only a majority vote is required pursuant to MCC § 5.01(3)(f). 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**
(CST Care Coordinator to CPS Intake Social Worker)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, currently the Human Services Department has a vacancy in a 1.0 Full-Time
2 Equivalent (“FTE”) CST Care Coordinator position; and
3

4 WHEREAS, due to increase demands in the CPS unit, an additional Intake Social Worker
5 is needed more than filling the CST Care Coordinator position; and
6

7 WHEREAS, reallocating 1.0 FTE CST Care Coordinator position to a 1.0 FTE CPS Intake
8 Social Worker position will assist the Department in responding to the increased reports of child
9 abuse and neglect; and
10

11 WHEREAS, after careful consideration and review, the Human Services Board and the
12 Personnel Committee recommend the current 1.0 FTE CST Care Coordinator position be
13 converted to a 1.0 FTE CPS Intake Social Worker position;
14

15 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
16 county of Manitowoc authorizes the reallocation of a 1.0 FTE CST Care Coordinator position to a
17 1.0 FTE CPS Intake Social Worker position; and
18

19 BE IT FURTHER RESOLVED that the 2023 Full-Time Equivalent Report (FTE) by
20 Department included in the 2023 Adopted Annual Budget Book is amended accordingly and that
21 the Finance Director is directed to record such information in the official books of the County for
22 the year ending December 31, 2023 as may be required.

Dated this 19th day of December 2023.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

Human Services Board

Jim Brey, Chair

FISCAL IMPACT: The pay grade for the position will change from an hourly B23 position
(\$23.08/hour) to a salaried C43 (\$52,783/year), *i.e.* an increase in wage rate.
This change would represent an increase of \$8,921 from the levy.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: This resolution amends the budget and requires a two-thirds vote of the entire county board. Reviewed and approved as to form by Corporation Counsel. _____

APPROVED: _____ Date _____
Bob Ziegelbauer, County Executive