



**MANITOWOC COUNTY
COUNTY BOARD OF SUPERVISORS
MEETING NOTICE**

DATE: February 18, 2025

TIME: **5:00 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 County Board Chair**
- II. Invocation by Supervisor Engelbrecht**
- III. Pledge of Allegiance**
- IV. Roll Call**

V. REPORTS

A. Planning and Park Petitions:

- 1. Hunter Griffin – Town of Cato
- 2. Shane Wendt & Duchow Acres LLC – Town of Rockland
- 3. Town of Centerville

VI. PUBLIC COMMENT – Members of public will be allowed three (3) minutes to speak on matters pertaining to County Board business.

- A. Opioid Settlement Presentation by Michelle Haese, Director of Substance Use Initiatives for Wisconsin DHS
- B. Public Comment

VII. CONSENT AGENDA (Any routine or non-controversial items)

A. Approve January 21st, 2025 County Board Minutes

B. Appointments by County Executive

1. Local Emergency Planning Committee

Appoint one member to succeed Gary Shavlik for a two-year term expiring March 2027.

- a. Gary Shavlik

2. Traffic Safety Commission

Appoint two members to succeed Jason Orth and alternate) Michael Polich.

- a. Todd Cummings Alternate) Kyle Stotzheim

C. Ordinances and Resolutions

1. Board of Health

- a. Ordinance 2024/2025-70 Amending Manitowoc County Code S. 7.21(1M) (Permit and License Requirements)

VIII. COMMITTEE REPORTS, RESOLUTIONS, AND ORDINANCES

- A. Aging & Disability Board
- B. Board of Health
- C. Criminal Justice Coordinating Council
- D. Executive Committee
 - 1. Ordinance 2024/2025-71 Repealing and Recreating Manitowoc County Code S. 4.05 (Budget Development, Adoption, and Amendment)
 - 2. Resolution 2024/2025-72 Creating Manitowoc County Opioid Task Force
- E. Expo-Ice Center Board
- F. Finance Committee
- G. Highway Committee
- H. Human Service Board
- I. Land Conservation Committee/UW-Extension Education and Agriculture Committee
- J. Personnel Committee
- K. Planning and Park Commission
- L. Public Safety Committee
- M. Public Works Committee
- N. Transportation Coordinating Committee

IX. ANNOUNCEMENTS

X. ADJOURNMENT

Tyler Martell, Chairman
Prepared by Jessica Backus, 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.

ORDINANCE AMENDING MANITOWOC COUNTY CODE S. 7.21(1M)
(Permit and License Requirements)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County has established a county-wide local health department as
2 part of the statewide public health system operating under Wis. Stat. chs. 250 through 255; and
3

4 WHEREAS, the Manitowoc County Health Department operates as an agent of the
5 Wisconsin Department of Agriculture, Trade, and Consumer Protection under the legal authority
6 of Wis. Stat. § 97.41; and
7

8 WHEREAS, current Manitowoc County Code s. 7.21(1m) specifies the Wisconsin
9 Department of Health Services as the required agency; and
10

11 WHEREAS, the agent's name changed from the Wisconsin Department of Health Services
12 to the Wisconsin Department of Agriculture, Trade, and Consumer Protection; and
13

14 WHEREAS, the Board of Health recommends amending the Manitowoc County Code to
15 identify the correct agent;
16

17 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
18 ordain as follows:
19

20 Manitowoc County Code s. 7.21(1m) is amended to read as follows:
21

- 22 (1m) It is unlawful for any person to operate a food service operation without a manager
23 or operator who is properly certified in food protection practices if the operation is
24 required by the ~~Wisconsin Department of Health Services~~ Wisconsin Department
25 of Agriculture, Trade, and Consumer Protection to have a certified manager or
26 operator.
27

28 and
29

30 BE IT FURTHER ORDAINED that if applicable, the table of contents shall be updated to
31 reflect this amendment; and
32

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

Dated this 18th day of February 2025.

Respectfully submitted by the
Board of Health

Rita Metzger, 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 REPEALING AND RECREATING MANITOWOC COUNTY
CODE S. 4.05**

(Budget Development, Adoption, and Amendment)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County Code (“MCC”) s. 4.05 provides the process that the county
2 uses to develop and adopt its annual budget; and

3
4 WHEREAS, from time-to-time, amendments must be made to the Code to keep procedures
5 current, reflect current practice, and address new issues and circumstances; and

6
7 WHEREAS, the proposed revisions to MCC § 4.05 are intended to provide an updated
8 outline for participants in the budget process consistent with state law and current county practice;

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

12
13 Manitowoc County Code s. 4.05 (Budget Development, Adoption, and Amendment) is
14 repealed and recreated to read as follows:

15
16 4.05 Budget Development, Adoption, and Amendment.

17
18 Manitowoc County utilizes an annual budget for financial planning, and the budget shall
19 be developed and adopted using the procedure described in this s. 4.05.

20
21 (1) Submission of Budget Requests to the Finance Director. On or before the date the
22 Finance Director specifies, each department shall submit to the Finance Director in
23 the form that the director specifies:

24
25 (a) The department’s estimated revenues and expenditures for the fiscal year
26 for the ensuing budget period.

27
28 (b) The estimated cost of any capital improvements pending or proposed for the
29 ensuing fiscal year and for the next five fiscal years.

30
31 (c) Any other information that the Finance Director requests.

32
33 (2) Compilation of Budget Requests. The Finance Director shall submit to the County
34 Executive:

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36 (a) The budget estimates of each department.
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- (b) A statement of principal and interest becoming due on outstanding bonds and on other financial obligations.
- (c) An estimate of all other expenditures, including proposed expenditures on capital improvements that are not financed by bonds.
- (d) An estimate of anticipated issues of new bond obligations during the ensuing fiscal year, plus a statement of the funds required for maturities and interest payments on these issues.
- (e) An estimate of funds required as an appropriation for contingencies.
- (f) An estimate of revenue from all other sources.
- (g) A complete summary of all the budget estimates and a statement of the property tax levy required if funds were appropriated on the basis of these estimates. In determining the property tax levy required, the Finance Director shall deduct from the total estimated expenditures the estimated amount of revenue from sources other than the property tax levy and shall deduct the amount of any surplus at the close of the preceding fiscal year not yet appropriated.

(3) County Executive Proposed Budget.

- (a) The County Executive shall review the estimates of expenditures and revenues and may make such changes in the proposed budget that in the County Executive’s discretion are considered desirable or proper.
- (b) The County Executive shall prepare, publish, and present a proposed annual budget for the next year at a county board meeting that occurs on the Tuesday of the first full week in October (Monday to Sunday). The proposed budget shall include all of the following:
 - 1. The compilation of budget requests submitted by the Finance Director to the County Executive pursuant to s. 4.05(2).
 - 2. A simple, clear, general summary of the detailed contents of the proposed budget.
 - 3. A comparative statement by organization unit and principal object of expenditure showing the actual expenditures of the preceding fiscal year, the appropriations and estimated expenditures for the fiscal year currently ending, and the recommended appropriations for the budget period next succeeding.

- 83 4. A comparative statement of the actual revenues from all sources
84 including property taxes during the preceding fiscal year, the
85 anticipated revenues and the estimated revenues for the fiscal year
86 currently ending, and the anticipated revenues for the budget period
87 next succeeding including any surplus from the preceding fiscal
88 year.
- 89
- 90 5. The anticipated revenues for the budget period next succeeding shall
91 be equal in amount to the recommended appropriations.
- 92
- 93 6. The County Executive's budget shall be accompanied by a letter that
94 outlines the important features of the budget plan and indicates any
95 major changes in policy or in recommended appropriations or
96 revenues as compared with the fiscal year currently ending, and
97 shall set forth the reasons for such changes.
- 98

99 (4) County Board Review.

- 100
- 101 (a) The County Board chairperson shall designate distribution of the County
102 Executive's proposed budget to the appropriate oversight committees to
103 conduct County Board policy review as necessary.
- 104
- 105 (b) The oversight committee shall review the proposed expenditures and
106 revenues and hold public meetings on such proposals at which the head or
107 a representative of the county departments over which the committee has
108 oversight may appear and give information with regard to the appropriations
109 requested.
- 110
- 111 (c) The oversight committees may convey proposed budget amendments and
112 budget issues to the Finance Committee on or before November 1.
- 113
- 114 (d) The Finance Committee shall review proposed amendments and may
115 prepare any of its own budget amendments for consideration by the full
116 county board of supervisors no later than seven days prior to the scheduled
117 county board meeting to adopt the annual budget.
- 118
- 119 (e) The county board shall hold a public hearing on the County Executive's
120 budget as amended by the Finance Committee at its annual meeting.
- 121
- 122 (f) County board deliberation on the annual budget shall be conducted at a
123 designated date or dates in November.
- 124
- 125 (g) Any amendment proposed by a supervisor shall first be presented to the
126 appropriate oversight committee. If either the oversight committee or the
127 Finance Committee does not adopt the proposed amendment, the supervisor
128 may present the amendment to the full county board when the county board

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123 designated date or dates in November.
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- 125 (g) Any amendment proposed by a supervisor shall first be presented to the
126 appropriate oversight committee. If either the oversight committee or the
127 Finance Committee does not adopt the proposed amendment, the supervisor
128 may present the amendment to the full county board when the county board

129 deliberates on the annual budget. Unless authorized by 2/3 vote of the
130 county board, an amendment proposed by a supervisor must be presented
131 to the Finance Director and Corporation Counsel at least 48 hours before
132 the meeting at which such amendment will be considered.

133
134 (h) The county board shall adopt an annual budget for the next year in time to
135 permit the Finance Director to file a completed Form PC 400, Certification
136 of the Apportionment of State and County Property Taxes and Charges, on
137 or before November 15.

138
139 (i) The annual budget adopted by the county board shall be presented to the
140 county executive for approval or objection in accordance with Wis.
141 Stat. § 59.17(6).

142
143 (j) A meeting may be scheduled not earlier than seven days after adoption of
144 the annual budget for review of any County Executive vetoes.

145
146 (5) Once the budget becomes effective, the amount set for a department or activity in
147 the budget may not be changed except as provided in s. 4.06 or by a budget
148 amendment enacted by a two-thirds vote of the entire county board.

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150 and

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

153 BE IT FURTHER ORDAINED that this ordinance shall be effective upon publication.
154
155

Dated this 18th day of February 2025.

Respectfully submitted by the
Executive Committee

Tyler Martell, 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 CREATING MANITOWOC COUNTY OPIOID TASK FORCE

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County is scheduled to receive an Opioid settlement proceeds of
2 approximately \$5,876,693 over the next 18 years; and
3

4 WHEREAS, pursuant to the various settlement agreements, the opioid settlement funds are
5 to be used for opioid abatement purposes such as expanding addiction treatment workforce,
6 increasing adoption of clinical best practices, and improving enforcement of mental health parity
7 and consumer protection laws at the state level; and
8

9 WHEREAS, the county board of supervisors of the county of Manitowoc finds it
10 appropriate to create a Manitowoc County Opioid Task Force to ensure the expenditure of the
11 opioid settlement funds complies with the required guidelines and criteria; and
12

13 WHEREAS, task force members will consist of Manitowoc County Board members,
14 Manitowoc County staff, and citizens with a community wide view who are otherwise not acting
15 on behalf of their own organization/project;
16

17 NOW THEREFORE, BE IT RESOLVED that the county board of supervisors of the
18 county of Manitowoc hereby creates a special committee known as the Manitowoc County Opioid
19 Task Force for the purpose of developing an objective process to distribute and expending the
20 opioid settlement funds in compliance with the required guidelines and criteria; and
21

22 BE IT FURTHER RESOLVED the Manitowoc County Opioid Task Force will be tasked
23 with recommending uses of the settlement funds for community assessment and opioid abatement
24 purposes such as: enhancing addiction treatment; evaluating and implementing community based
25 prevention; and increasing adoption of best practices, and
26

27 BE IT FURTHER RESOLVED, the Manitowoc County Opioid Task Force shall consist
28 of at least seven (7) members appointed by the County Board Chair, and confirmed by the County
29 Board, who shall be chosen as follows: two (2) members from the Manitowoc County Board, the
30 Public Health Director or their designee, the Sheriff or their designee, the Human Services Director
31 or their designee, and two (2) citizen members – one (1) who is working in opioid abatement, and
32 at least one (1) who has had lived experience.

Dated this 18th day of February 2025.

Respectfully submitted by the
Executive Committee

Tyler Martell, 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