

**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:  
35

36 (a) The budget estimates of each department.  
37

- 38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59
- (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.
- 60 (3) County Executive Proposed Budget.
- 61
- (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:
    - 66 1. The compilation of budget requests submitted by the Finance  
67 Director to the County Executive pursuant to s. 4.05(2).  
68
    - 69 2. A simple, clear, general summary of the detailed contents of the  
70 proposed budget.  
71
    - 72 3. A comparative statement by organization unit and principal object  
73 of expenditure showing the actual expenditures of the preceding  
74 fiscal year, the appropriations and estimated expenditures for the  
75 fiscal year currently ending, and the recommended appropriations  
76 for the budget period next succeeding.  
77  
78  
79  
80  
81  
82

- 83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128
4. A comparative statement of the actual revenues from all sources including property taxes during the preceding fiscal year, the anticipated revenues and the estimated revenues for the fiscal year currently ending, and the anticipated revenues for the budget period next succeeding including any surplus from the preceding fiscal year.
  5. The anticipated revenues for the budget period next succeeding shall be equal in amount to the recommended appropriations.
  6. The County Executive’s budget shall be accompanied by a letter that outlines the important features of the budget plan and indicates any major changes in policy or in recommended appropriations or revenues as compared with the fiscal year currently ending, and shall set forth the reasons for such changes.
- (4) County Board Review.
- (a) The County Board chairperson shall designate distribution of the County Executive’s proposed budget to the appropriate oversight committees to conduct County Board policy review as necessary.
  - (b) The oversight committee shall review the proposed expenditures and revenues and hold public meetings on such proposals at which the head or a representative of the county departments over which the committee has oversight may appear and give information with regard to the appropriations requested.
  - (c) The oversight committees may convey proposed budget amendments and budget issues to the Finance Committee on or before November 1.
  - (d) The Finance Committee shall review proposed amendments and may prepare any of its own budget amendments for consideration by the full county board of supervisors no later than seven days prior to the scheduled county board meeting to adopt the annual budget.
  - (e) The county board shall hold a public hearing on the County Executive’s budget as amended by the Finance Committee at its annual meeting.
  - (f) County board deliberation on the annual budget shall be conducted at a designated date or dates in November.
  - (g) Any amendment proposed by a supervisor shall first be presented to the appropriate oversight committee. If either the oversight committee or the Finance Committee does not adopt the proposed amendment, the supervisor 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.

149  
150 and

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

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

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

Postponed Indefinitely