



MANITOWOC COUNTY COUNTY BOARD OF SUPERVISORS MEETING NOTICE

DATE: November 4th, 2025

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 County Board Chair**
- II. Invocation by Supervisor Falkowski**
- III. Pledge of Allegiance**
- IV. Roll Call**

V. PROCLAMATIONS

- A. Manitowoc County America Recycles Day 2025
- B. Annual Crash Responder Safety Week

VI. PUBLIC COMMENT

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

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

- A. Approve October 27, 2025 County Board Minutes

B. Appointments by County Executive

1. Aging and Disability Board

Appoint one member to succeed Tina Prigge for a three-year term expiring December 31, 2028

- a. Tina Prigge

2. Local Emergency Planning Committee

Appoint three members to succeed Korina Aghmar, Alternate) Jessica Wanserski, Jessica Backus, and Robert Hennings Jr for a two-year term expiring December 2027.

- a. Korina Aghmar Alternate) Jessica Wanserski
- b. Jessica Backus
- c. Robert Henning Jr

3. Transportation Coordinating Committee

Appoint one member to fill a vacancy for a term expiring April 2027.

- a. Allan Brixius

4. Veterans Service Commission

Appoint one member to succeed Kurt Carlson for a three-year term expiring December 2028.

- a. Kurt Carlson

VIII. COMMITTEE REPORTS, RESOLUTIONS, AND ORDINANCES

- A. Aging & Disability Board
- B. Board of Health
 - 1. Resolution 2025/2026-124 Accepting Routine Immunization Through Community Engagement (RICE) Grant
- C. Criminal Justice Coordinating Council
- D. Executive Committee
- E. Expo-Ice Center Board
- F. Finance Committee
 - 2. Resolution 2025/2026-125 Adopting 2026 Budget and Property Levy
 - 3. Ordinance 2025/2026-126 Amending Manitowoc County Code Chapter 1 (County Organization) and Chapter 2 (County Departments and Agencies)
- 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

December 16, 2025 County Board Meeting

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.

**RESOLUTION ACCEPTING ROUTINE IMMUNIZATION THROUGH
COMMUNITY ENGAGEMENT (RICE) GRANT**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Health Department has been awarded a 2025 “Routine
2 Immunization Through Community Engagement” grant from the Wisconsin Department of Health
3 Services in the amount of \$39,937; and
4

5 WHEREAS, the grant funds will be used to support routine immunization operations, staff
6 time, and health promotion activities to reduce vaccine preventable diseases in the community;
7 and
8

9 WHEREAS, after careful consideration and review, the Board of Health recommends
10 Manitowoc County accept the “Routine Immunization Through Community Engagement (RICE)”
11 grant” as awarded from the Wisconsin Department of Health Services;
12

13 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
14 county of Manitowoc hereby accepts the “Routine Immunization Through Community
15 Engagement (RICE)” funds in the full amount awarded; and
16

17 BE IT FURTHER RESOLVED the Manitowoc County Health Department is authorized
18 to execute such papers and to take other action as necessary to accept the grant, direct, and
19 complete the project; and
20

21 BE IT FURTHER RESOLVED that the 2025 budget is amended by the amount of the grant
22 funds allocated and that the Finance Director is directed to record such information in the official
23 books of the County for the year ending December 31, 2025, with carryover to 2026 as may be
24 required.

Dated this 4th day of November 2025.

Respectfully submitted by the
Board of Health

Rita Metzger, Chair

FISCAL IMPACT: No tax levy impact. Appropriate revenue and expense accounts in the Health Department are increased by the amount of any State grant 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

RESOLUTION ADOPTING 2026 BUDGET AND PROPERTY LEVY

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, this Resolution includes various policies that if adopted are included in the
2 proposed 2026 annual budget for Manitowoc County; and
3

4 WHEREAS, a detailed copy of the County Executive's proposed 2026 annual budget has
5 been made available to each county supervisor and to the general public; and
6

7 WHEREAS, the proposed 2026 annual budget was presented to the Manitowoc County
8 Board of Supervisors at its meeting on October 7, 2025; and
9

10 WHEREAS, formal publication of a budget summary and announcement of a public
11 hearing was made in accordance with Wis. Stat. § 65.90 and Wis. Stat. ch. 985 in the Manitowoc
12 Herald Times Reporter on [Insert Date]; and
13

14 WHEREAS, at its annual meeting on October 27, 2025, the county board of supervisors of
15 the county of Manitowoc held a public hearing on the proposed 2026 annual budget ~~was held for~~
16 ~~the purpose of obtaining public input and the proposed 2026 annual budget was reviewed by the~~
17 ~~Manitowoc County Board of Supervisors at its annual meeting on October 27, 2025;~~ and
18

19 WHEREAS, future sales tax revenue will be deposited into a special revenue fund; and
20

21 WHEREAS, included in the proposed 2026 annual budget is a transfer from the general
22 fund to the health insurance reserve fund in the amount of \$683,000, which represents amounts
23 taken from the health insurance reserve fund and transferred to the general fund in prior budgets;
24 and
25

26 WHEREAS, performance review increases awarded under Section 8.13 (Performance
27 Management) of the Employee Policy Manual shall be suspended for 2026; and
28

29 WHEREAS, Manitowoc County Code § 5.02(4) allows the wage schedule to be adjusted
30 each year by action of the county board so that it remains competitive with the market; and
31

32 WHEREAS, a 12.0% increase in the wage schedule will assist in maintaining a competitive
33 wage schedule; and
34

35 WHEREAS, the proposed changes to the group health plan includes an increase to the
36 premium, an increase to the embedded individual deductible under the family plan as required by
37 the IRS, and inclusion of Telehealth coverage at no cost to the employee; and
38

39 WHEREAS, employees will have continued access to the Health Joy app in 2026; and
40

WHEREAS, the proposed 2026 annual budget includes the additional benefit offering of Identity Theft Insurance funded 100% by the employee; and

WHEREAS, amendments to sections 4.12 (Nepotism), 11.03 (Uniform Allowance), and 18.05 (Premium Pay) are proposed contemporaneously with the proposed 2026 annual budget; and

WHEREAS, the proposed 2026 annual budget includes the restructuring of the Public Works Department; and

WHEREAS, the proposed 2026 annual budget includes a market adjustment for Highway Maintenance Workers, Mechanics, and Construction Supervisors to assist in recruitment and retention; and

WHEREAS, the annual salary for the County Executive for the 2026 to 2030 term shall be as follows:

For 2026: effective for the period from April 22, 2026 to December 31, 2026, the annual salary ~~for the County Executive is proposed to shall~~ be \$74,280 (\$4,127.126 per pay period);

For 2027: the annual salary shall be \$108,264 (\$4,164 per pay period);

For 2028: the annual salary shall be \$108,264 (\$4,164 per pay period);

For 2029: the annual salary shall be \$108,264 (\$4,164 per pay period);

For 2030: the annual salary shall be \$108,264, pro-rated from January 1, 2030 – April 16, 2030 (\$4,164 per pay period);

and

WHEREAS, the County Executive will be offered the same fringe benefit package that is offered to appointed Department Directors;

NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the county of Manitowoc hereby adopts a Governmental Funds Budget and a service delivery Proprietary Fund Budget for the calendar year beginning January 1, 2026 as indicated in the attached 2026 annual budget for Manitowoc County and any attachments or addenda thereto; and

BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors hereby authorizes that the following sums of money be raised for the ensuing year:

State Special Charges - Charitable & Penal	\$	2,530.63
County Aid Bridges (Wis. Stat. § 82.08)	\$	59,413.00
Illegal Real Estate Taxes Charged Back (Prior Year)	\$	6,184.38
<u>All Other County Taxes</u>	<u>\$</u>	<u>34,077,409.09</u>

Gross County Tax Levy \$ 34,145,537.10

and

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

BE IT FURTHER RESOLVED that the 2026 annual budget in detail hereto attached shall be made a part of the Tax Levy; and

BE IT FURTHER RESOLVED that future sales tax revenue shall be deposited into a special revenue fund; and

BE IT FURTHER RESOLVED that there will be a transfer from the general fund to the health insurance reserve fund in the amount of \$683,000; and

BE IT FURTHER RESOLVED that effective January 1, 2026, there will be a suspension of performance review increases awarded under Section 8.13 (Performance Management) of the Employee Policy Manual for 2026; and

BE IT FURTHER RESOLVED that the employee wage schedule is increased by ~~1~~2.0% as of December 21, 2025, and all employees at or below maximum shall receive a ~~1~~2.0% increase as of December 21, 2025; and

BE IT FURTHER RESOLVED that effective January 1, 2026, the plan design of Manitowoc County's group health plan will be changed as follows:

1. For employees and elected officials covered under Manitowoc County's General Health Plan, plan premiums shall be increased by 20% as follows:

- a. Full premium for a Single plan shall be \$893.23;
- b. Full premium for an EE+Child(ren) plan shall be \$1,518.49;
- c. Full premium for a Family Plan shall be \$2,679.59.

2. For employees and elected officials covered under Manitowoc County's Protective Health Plan, plan premiums shall be increased by 20% as follows:

- a. Full premium for a Single plan shall be \$689.42;
- b. Full premium for an EE+Child(ren) plan shall be \$1,172.00;
- c. Full premium for a Family Plan shall be \$2,068.22.

131 and

132
133 BE IT FURTHER RESOLVED that effective January 1, 2026, the embedded individual
134 deductible within the family plan shall be \$3,400 for employees covered under either the General
135 Health Plan or the Protective Health Plan; and

136
137 BE IT FURTHER RESOLVED that effective January 1, 2026, the plan design of
138 Manitowoc County's benefits plan shall cover Telehealth at 100% and employees will continue to
139 have access to the Health Joy app; and

140
141 BE IT FURTHER RESOLVED that effective January 1, 2026, the plan design of
142 Manitowoc County's benefits plan will include access to Identity Theft Insurance; and

143
144 BE IT FURTHER RESOLVED that effective January 1, 2026, Section 4.12 (Nepotism) of
145 the Employee Policy Manual shall be amended to read as follows:

146
147 4.12 Nepotism

- 148
149 (1) No employee of Manitowoc County shall be hired, promoted or transferred to a
150 position in which they will be directly supervised by an individual with whom they
151 have a close personal relationship which would give the appearance that such action
152 was taken for reasons other than merit. ~~For purposes of this policy, the term~~
153 ~~"family" means a person who is related as a child, parent, sibling, or spouse;~~
154 ~~grandchild or grandparent; brother in law, daughter in law, father in law, mother~~
155 ~~in law, sister in law, or son in law; or stepbrother, stepdaughter, stepfather,~~
156 ~~stepmother, stepsister, or stepson; is the domestic partner or legal dependent of the~~
157 ~~employee; or claims the employee as a legal dependent for tax purposes. The~~
158 Personnel Committee may grant waivers of the nepotism policy provided that the
159 position being filled requires unique skills unavailable elsewhere so that waiving
160 the policy is in the public interest.
161
162 (2) ~~The Personnel Committee may grant waivers of the nepotism policy provided that~~
163 ~~the position being filled requires unique skills unavailable elsewhere so that~~
164 ~~waiving the policy is in the public interest. No employee or elected official of~~
165 Manitowoc County may seek improperly to promote the employment of a person
166 to whom they have a family relationship.
167
168 (3) ~~No employee or elected official of Manitowoc County may seek improperly to~~
169 ~~promote the employment of a person to whom they have a family relationship. No~~
170 employee of Manitowoc County shall be hired, promoted or transferred to a
171 position within Manitowoc County if they have a close personal or family
172 relationship with a member of the governing body of Manitowoc County (County
173 Board or County Executive) without approval from the County Board by majority
174 consensus via a roll call vote.
175

- (4) For purposes of this policy, the term “family” means a person who is related as a child, parent, sibling, or spouse; grandchild or grandparent; brother-in-law, daughter-in-law, father-in-law, mother-in-law, sister-in-law, or son-in-law; or stepbrother, stepdaughter, stepfather, stepmother, stepsister, or stepson; is the domestic partner or legal dependent of the employee; or claims the employee as a legal dependent for tax purposes.

and

BE IT FURTHER RESOLVED that effective January 1, 2026, Section 11.03(3) (Uniform Allowances) of the Employee Policy Manual shall be amended to read as follows:

11.03 Uniform Allowances

Uniform allowances accrue monthly and are paid annually to the following classifications of employees:

...

- (3) Non-exempt Highway Department and Public Works employees holding maintenance positions and supervisors in those Departments required to wear safety boots/glasses - ~~\$50~~100.

and

BE IT FURTHER RESOLVED that effective January 1, 2026, Section 18.05(1) (Premium Pay) of the Employee Policy Manual shall be amended to read as follows:

18.05 Premium Pay

- (1) A shift premium of ~~2550¢~~ per hour shall be paid for all shifts beginning at or after 2:00 p.m., with no shift premiums paid for shifts beginning at or after 4:00 a.m. up until 1:59 p.m. Part-time employees required to work all shifts, including shifts beginning on or after 2:00 p.m. are also eligible for the ~~2550¢~~ per hour shift premium.

and

BE IT FURTHER RESOLVED that effective January 1, 2026, the Information Technology duties will be removed from the Public Works Department and will fall under an independent Information Technology Department; and

BE IT FURTHER RESOLVED that effective January 1, 2026, there will be a market adjustment of either 1% or 2% for Highway Maintenance Workers, Mechanics, and Construction

Supervisors with an additional 1% or 2% awarded July 1, 2026, based on supervisor and management team recommendation; and

BE IT FURTHER RESOLVED ~~that~~ the annual salary for the County Executive for the 2026 to 2030 term shall be as follows:

For 2026: effective for the period from April 22, 2026 to December 31, 2026, the annual salary ~~for the County Executive~~ shall be \$74,280 (\$4,127.126 per pay period);

For 2027: the annual salary shall be \$108,264 (\$4,164 per pay period);

For 2028: the annual salary shall be \$108,264 (\$4,164 per pay period);

For 2029: the annual salary shall be \$108,264 (\$4,164 per pay period);

For 2030: the annual salary shall be \$108,264, pro-rated from January 1, 2030 – April 16, 2030 (\$4,164 per pay period);

and

BE IT FURTHER RESOLVED that the total annual compensation for the County Executive in effect at the end of the term will continue for ensuing terms unless changed by the County Board in accordance with State law; and

BE IT FURTHER RESOLVED that the County Executive ~~salary for the years 2027 to 2030 shall be in the amounts as adopted by the county board of supervisors for the county~~ shall participate in the Wisconsin Retirement System (WRS) on a pre-tax basis in accordance with State law, that the County Executive is required to pay his or her share of ~~Manitowoc on August 19, 2025~~ the total WRS contribution as required by law, that the County will pay its share of the total WRS contribution as required by law, and that is expressly recognized that the respective shares may change if State law is changed or if the WRS rate is adjusted as authorized by law; and

BE IT FURTHER RESOLVED that the County Executive is eligible for and may elect to receive health insurance through the County's Group Health Insurance Plan on the same terms and condition, such as co-pays, deductibles, and premium contributions, any of which may be modified from time to time, as are offered to appointed Department Directors; and

BE IT FURTHER RESOLVED that the County Executive is eligible for and may elect to receive any other fringe benefits, such as dental, vision, or life insurance, on the same terms and conditions, any of which may be modified from time to time, as are offered to appointed Department Directors, and

BE IT FURTHER RESOLVED that the County Executive is eligible for and may participate in such other programs, such as deferred compensation and wellness, on the same terms

265 and conditions, any of which may be modified from time to time, as are offered to appointed
266 Department Directors; and

267
268 BE IT FURTHER RESOLVED that, the foregoing notwithstanding, the County Executive:
269 a) is not eligible for; b) does not accrue; or c) is not paid for any leave, such as holiday leave, short
270 term disability, long-term disability, sick leave, or vacation leave; and

271
272 BE IT FURTHER RESOLVED that the County shall make all disbursements, payments,
273 and withholdings, such as for F.I.C.A., liability insurance, income taxes, and worker's
274 compensation as may be required by Federal and State law;

275
276 BE IT FURTHER RESOLVED that the Finance Director is authorized to make any
277 technical corrections to the budget that are necessary.

Dated this 4th day of November 2025.

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 \$34,145,537.10

Composite Tax Rate of \$3.450156 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

ORDINANCE AMENDING MANITOWOC COUNTY CODE CHAPTER 1 (COUNTY ORGANIZATION) AND CHAPTER 2 (COUNTY DEPARTMENTS AND AGENCIES)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Chapter 1 (County Organization) of the Manitowoc County Code governs
2 organizational matters of the County; and
3

4 WHEREAS, Chapter 2 (County Departments and Agencies) of the Manitowoc County Code
5 governs the structure and responsibilities of County departments; and
6

7 WHEREAS, amendments must be made to the Manitowoc County Code from time-to-time
8 to maintain relevancy, reflect current practices, and address new issues and circumstances; and
9

10 WHEREAS, the County Executive's proposed 2026 budget moved information services
11 from a function of the Public Works Department to a standalone department of Information
12 Services; and
13

14 WHEREAS, the proposed amendments to Chapter 2 of the Manitowoc County Code
15 effectuate the County Executive's proposal by removing information systems oversight and
16 functions from the Public Works Department and instead creating a separate Information Systems
17 Department; and
18

19 WHEREAS, the proposed amendments to Chapter 1 of the Manitowoc County Code assign
20 the Public Works Committee as the home committee for the newly created Information Systems
21 Department, along with updating some outdated language; and
22

23 WHEREAS, after careful consideration and review, the Finance Committee recommends
24 approval of the following amendments to the Manitowoc County Code;
25

26 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
27 ordain as follows:
28

29 Manitowoc County Code § 1.04(3)(i) is amended to read as follows:
30

- 31 (i) Public Works Committee. Oversees the administration of the Public Works
32 Department in the areas of operation and maintenance of all County buildings
33 except the ~~Health Care Center~~, Highway Department Buildings, and County
34 Airport, ~~but will still be responsible for capital projects involving expenditures~~
35 ~~exceeding \$2,500.00 at the Health Care Center~~. Initiates a plan to assure that all
36 County owned and operated buildings are in compliance with laws pertaining to
37 handicapped accessibility. Reviews the status of County owned tax delinquent
38 properties and other County owned lands under lease. Oversees the County's solid
39 waste management programs with the cities, towns, and villages of the County.

Oversees the disposal of obsolete equipment not needed by County departments.
Oversees and is responsible for Public Works/Solid Waste, and Recycling, and
~~Manitowoc Industrial Commission.~~ Oversees the Information Systems
Department.

Manitowoc County Code § 2.02(16m) is created to read as follows:

2.02 County Departments.

There are established the following county departments, named as stated herein and
with the powers and duties described herein and in the applicable provisions of the
Wisconsin Statutes.

...

(16m) Information Systems. The Information Systems Department shall provide
information services to all units of Manitowoc County government
including the development and management of databases to support data
collection, storage, access, retention, and retrieval (data services); the
design, installation, maintenance, and support of computer networks
(networking services); the identification and evaluation of emerging
technologies, the creation of a county-wide technology plan, the
implementation of security policies and procedures, and the supervision of
the design, development, testing, implementation, maintenance, and support
of information systems (systems development); and the installation,
maintenance, and support of hardware and software and the coordination of
such technical services with outside vendors (technical services).

Manitowoc County Code § 2.02(19)(e) is deleted in its entirety as follows:

(19) Public Works. The Public Works Department is responsible for:

...

~~(e) Providing information services to all units of Manitowoc County~~
~~government including the development and management of~~
~~databases to support data collection, storage, access, retention, and~~
~~retrieval (data services); the design, installation, maintenance, and~~
~~support of computer networks (networking services); the~~
~~identification and evaluation of emerging technologies, the creation~~
~~of a county wide technology plan, the implementation of security~~
~~policies and procedures, and the supervision of the design,~~
~~development, testing, implementation, maintenance, and support of~~
~~information systems (systems development); and the installation,~~
~~maintenance, and support of hardware and software and the~~

85 ~~coordination of such technical services with outside vendors~~
86 ~~(technical services).~~

87
88 and

89
90 BE IT FURTHER ORDAINED that this ordinance shall be effective upon publication.

Dated this 4th day of November 2025.

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. _____

COUNTERSIGNED: _____
Tyler Martell, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date