



MANITOWOC COUNTY
COUNTY BOARD OF SUPERVISORS
AMENDED MEETING NOTICE

DATE: December 16th, 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 Maresh**
- III. Pledge of Allegiance**
- IV. Roll Call**

V. PRESENTATION & REPORTS

A. Craig Breit, Public Works Director - 2023-2027 Capital Projects Presentation

B. Planning and Park Petitions:

- 1. Shirley Gaedtke – Town of Cato
- 2. Michael Dins – Town of Centerville

C. Highway Committee Bridge Aid Petitions:

- 1. Town of Eaton – Zutz Bridge
- 2. Town of Gibson – Rockledge Rd Bridge
- 3. Town of Gibson – Bridge Inspections
- 4. Town of Meeme – Zeigler Bridge
- 5. Town of Newton – B-36-0038
- 6. Town of Newton – Borgwardt Bridge
- 7. Town of Newton – Getter Bridge
- 8. Town of Newton – Bridge Inspections
- 9. Town of Two Creeks – Kortbein Bridge

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 November 4, 2025 County Board Minutes

B. Approve November 11, 2025 County Board Minutes

C. Appointments by County Executive

- 1. Information Technology Department

Appoint Information Technology Director – Luke Kalista

2. Expo-Ice Center Board

Appoint two members to succeed Dick Pollen and Barbara Palzewicz for a three-year term expiring December 31, 2028.

- a. Emily Mueller
- b. Ben Ullman

3. Joint Dispatch Board

Appoint one member to succeed Paul Granger for a two-year term expiring January 2026.

- a. Paul Granger

4. Local Emergency Planning Committee

Appoint one member to succeed Patrick Dvorachek for a two-year term expiring December 2027.

- a. Denny Smith

Appoint one member to fill a vacancy for the remainder of the term expiring September 2027.

- b. Debbie Holschbach

5. Manitowoc-Calumet Library System Board of Trustees

Appoint two members to succeed Natasha Khan, and Charles Krueger for a three-year term expiring December 2028.

- a. Natasha Khan
- b. Chuck Krueger

D. Ordinances and Resolutions

1. Aging and Disability Board

- a. Resolution 2025/2026-127 Supporting Protection for Wisconsin's Volunteer Drivers

2. Finance Committee

- a. Resolution 2025/2026-128 Authorizing Consortium Agreement Between the Counties of the Bay Area Workforce Development Area

3. Planning and Park Commission

- a. Ordinance 2025/2026-129 Amending Zoning Map (Brad and Chris Engelbert)
- b. Ordinance 2025/2026-130 Amending Zoning Map (James Kunst)
- c. Resolution 2025/2026-131 Adopting Manitowoc County Planning and Park Commission Fee Schedule

4. Miscellaneous – Supervisor R. Phipps

- a. Resolution 2025/2026-132 Approving Town of Newton Zoning Ordinance (Michael and Tara Bastian)

VIII. COMMITTEE REPORTS, RESOLUTIONS, AND ORDINANCES

A. Aging & Disability Board

B. Board of Health

C. Criminal Justice Coordinating Council

D. Executive Committee

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

1. Resolution 2025/2026-133 Establishing Elected Official's Compensation (Clerk of Court and Sheriff)
2. Resolution 2025/2026-134 Amending Employee Policy Manual §4.01 (Hiring Procedure for Regular Positions)
3. Resolution 2025/2026-135 Amending Employee Policy Manual §12.05 (Leave of Absence)
4. ~~Resolution 2025/2026-136 Amending Employee Policy Manual §12.14 (Short Term Disability Income and Employment Continuation)~~

K. Planning and Park Commission

1. Resolution 2025/2026-137 Authorizing County Conservation Aids Grant

L. Public Safety Committee

M. Public Works Committee

N. Transportation Coordinating Committee

IX. ANNOUNCEMENTS

January 20th County Board Meeting

X. ADJOURNMENT

Tyler Martell, Chairman

Prepared by Jessica Backus, County Clerk

Amended 12/12/2025

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 SUPPORTING PROTECTION FOR WISCONSIN'S
VOLUNTEER DRIVERS**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, volunteer drivers provide thousands of rides each year for Wisconsin's older
2 adults, people with disabilities, and others who can't drive - connecting them to medical care,
3 groceries, home delivered meals, and community life; and
4

5 WHEREAS, Manitowoc County utilizes volunteer drivers to perform these essential
6 functions for its citizens; and
7

8 WHEREAS, without volunteer drivers, vulnerable citizens of Manitowoc County would
9 be without transportation for essential services and activities; and
10

11 WHEREAS, a reduction in volunteer drivers would exponentially increase risk of a waitlist
12 for home delivered meals, which has never occurred for the ADRC of the Lakeshore; and
13

14 WHEREAS, many volunteer drivers risk losing insurance or may face steep rate increases
15 for performing valuable volunteer services; and
16

17 WHEREAS, across Wisconsin, volunteer drivers are being told their coverage will be
18 dropped, not renewed, or dramatically increased simply because they volunteer their time and
19 accept mileage reimbursement for their expenses, specifically, some insurers classify mileage
20 reimbursement as "commercial activity" even when volunteers receive no pay; and
21

22 WHEREAS, the insurance barriers are not based on increased risk -- there is no evidence
23 that shows volunteer drivers have higher claims or crash rates, rather the problem stems from
24 policy misclassification and lack of clarity in Wisconsin law; and
25

26 WHEREAS, currently there is draft legislation (LRB-4850) that proposes to:
27

- 28 1. Define "Volunteer Driver" as an individual who, without compensation other than
29 reimbursement for actual expenses, provides transportation under the direction,
30 sponsorship, or supervision of a qualifying entity like a county ADRC;
31
- 32 2. Prohibit insurers from canceling, refusing to issue, refusing to renew, or increasing
33 premiums for automobile insurance solely because the policyholder is a volunteer
34 driver;
35

36 and
37

38 WHEREAS, after careful consideration and review, the Aging and Disability Resources
39 Center Board recommends that Manitowoc County support legislation like LRB-4850, which

properly defines "Volunteer Driver" and prohibits insurers from canceling, refusing to issue, refusing to renew, or increasing premiums for automobile insurance solely because the policyholder is a volunteer driver;

NOW, THEREFORE, BE IT RESOLVED, that the county board of supervisors of the county of Manitowoc expresses its support for legislation that will properly define "Volunteer Driver" and prohibit insurers from canceling, refusing to issue, refusing to renew, or increasing premiums for automobile insurance solely because the policyholder is a volunteer driver as conceptualized by LRB-4850; and

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized and directed to send a copy of this Resolution to the Governor of the State of Wisconsin and Wisconsin State Legislators with a constituency within Manitowoc County.

Dated this 16th day of December 2025.

Respectfully submitted by the
Aging and Disability Resources Center
Board

Bonnie Shimulunas, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Finance Director. _____

LEGAL NOTE: Reviewed and approved as to form by Corporation Counsel. _____

I respect the prerogative of the members of the Manitowoc County Board of Supervisors to voice their opinions on legislative issues. Therefore, it is my practice to neither approve nor veto a legislative policy resolution that has been enacted by the County Board in order to allow the County Board, acting as the legislative branch of county government, to freely express its sentiment on legislative and public policy issues or to request action by a governmental entity, or both.

APPROVED: _____

Bob Ziegelbauer, County Executive

Date

**RESOLUTION AUTHORIZING CONSORTIUM AGREEMENT
BETWEEN THE COUNTIES OF THE BAY AREA WORKFORCE
DEVELOPMENT AREA**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the United States Congress enacted the Workforce Innovation and
2 Opportunity Act ("WIOA") on July 22, 2014, which authorized the expenditure of federal funds
3 to streamline services through Statewide Workforce Investment Systems, empower individuals
4 through information and access to training resources, provide universal access to core career
5 services, increase accountability for results, ensure a strong role for local governmental boards and
6 the private sector in the Workforce Investment System, facilitate State and local flexibility, and
7 improve youth programs; and
8

9 WHEREAS, under WIOA §106(b), the governor of the state of Wisconsin has designated
10 eleven (11) Workforce Development Areas ("WDAs") within Wisconsin to administer the
11 provisions of the WIOA; and
12

13 WHEREAS, the WDA for the counties of Brown, Door, Florence, Kewaunee, Manitowoc,
14 Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan is the Wisconsin Bay
15 Workforce Development Area ("Bay WDA"); and
16

17 WHEREAS, the WIOA, as well as Wis. Stat. § 66.0301, provides counties within a WDA
18 the authority to enter into consortium agreements to allow them to define their roles and duties in
19 administering the applicable provisions of the WIOA; and
20

21 WHEREAS, Manitowoc County previously entered into an Consortium Agreement with
22 the various counties in the Bay WDA, which is now due for renewal; and
23

24 WHEREAS, a copy of the proposed new Consortium Agreement has been provided to each
25 county board supervisor and is attached to this Resolution; and
26

27 WHEREAS, after careful consideration and review, the Finance Committee recommends
28 the County enter into the Chief Elected Official Consortium Agreement Between the Counties of
29 the Wisconsin Bay Workforce Development Area;
30

31 NOW THEREFORE, BE IT RESOLVED that the county board of supervisors of the
32 county of Manitowoc approves the Chief Elected Official Consortium Agreement Between the
33 Counties of the Wisconsin Bay Workforce Development Area and authorizes the County
34 Executive to execute the agreement and serve as the county's representative to the consortium's
35 board with all expenses, if any, to be paid with funds appropriated for the operation of the office
36 of the County Executive.

Dated this 16th day of December 2025.

Respectfully submitted by the
Finance Committee

Paul Hansen, Chair

FISCAL IMPACT: Indeterminable. Mileage and other expenses will depend on number and location of meetings.

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
(Brad and Chris Engelbert)

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 October 27, 2025; 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 Tract 1 of Certified Survey Map Volume 18 Page 203
12 being part of the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4) of Section Two
13 (2), Township Twenty (20) North, Range Twenty-Four (24) East, Town of Two Rivers,
14 Manitowoc County, Wisconsin, more particularly described as follows:
15

16 Commencing at the Southwest Corner of Section 2; thence along the easterly line
17 of the SW 1/4 North 0°26'46" East 1,065.90 feet to the point of beginning; thence
18 continuing North 0°26'46" East 192.53; thence North 89°18'56" East 455.99 feet;
19 thence South 1°09'40" East 76.45 feet; thence South 76°59'45" West 51.03 feet;
20 thence 66.68 feet along the arc of a 80.00 foot radius curve to the left whose long
21 chord bears South 55°48'11" West 41.87 feet; thence South 33°04'40" West 55.09
22 feet; thence 43.21 feet along the arc of a 50.00 foot radius curve to the right whose
23 long chord bears South 59°29'39" West 41.87 feet; thence North 89°04'40" West
24 289.61 feet to the point of beginning, said parcel containing approximately 1.75
25 acres of land
26

27 is hereby rezoned from Large Estate Residential (LE) District to Rural Residential (RR)
28 District; and
29

30 A parcel of land located in part of Tract 1 of Certified Survey Map Volume 18 Page 203
31 being part of the Southwest Quarter (SW1/4) of the Southwest Quarter (SW1/4) of Section Two
32 (2), Township Twenty (20) North, Range Twenty- Four (24) East, Town of Two Rivers,
33 Manitowoc County, Wisconsin, more particularly described as follows:
34

35 Commencing at the Southwest Corner of Section 2; thence along the easterly line
36 of the SW 1/4 North 0°26'46" East 928.43 feet to the point of beginning; thence
37 South 89°18'56" East 660.00 feet; thence North 0°26'46" East 330.00 feet; thence
38 North 89°18'56" West 204.00 feet; thence South 1°09'40" East 76.45 feet; thence
39 South 76°59'45" West 51.03 feet; thence 66.68 feet along the arc of a 80.00 foot

radius curve to the right whose long chord bears South 55°48'11" West 64.77 feet;
thence South 33°04'40" West 55.09 feet; thence 43.21 feet along the arc of a 50.00
foot radius curve to the right whose long chord bears South 59°29'39" West 41.87
feet; thence North 89°04'40" West 289.61 feet; thence South 0°26'46" West 137.47
feet to the point of beginning, said parcel containing approximately 3.25 acres of
land

is hereby rezoned from Large Estate Residential (LE) District to Exclusive Agriculture
(EA) District.

Dated this 16th day of December 2025.

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

REPORT TO: THE MANITOWOC COUNTY BOARD OF SUPERVISORS DECEMBER 16, 2025
FROM: THE MANITOWOC COUNTY PLANNING AND PARK COMMISSION
RE: BRAD AND CHRIS ENGLEBERT ZONING MAP AMENDMENT REQUEST

This report, recommendation, Ordinance, proof of publication, attached map, and the fact sheet are hereby presented in accordance with Section 59.69(5)(e)4 Wisconsin Statutes.

Brad and Chris Englebert, on August 18, 2025, petitioned the Manitowoc County Board of Supervisors to rezone approximately 5.00 acres of land located in the SW1/4, SW1/4, Section 02, T20N-R24E, Town of Two Rivers, from LE, Large Estate, to EA, Exclusive Agriculture and RR, Rural Residential.

The Town of Two Rivers adopted the Manitowoc County Zoning Ordinance on January 9, 2012. The uses permitted in Exclusive Agriculture zoning provide areas for agricultural development and to prevent scattered nonagricultural development that could displace agricultural uses with a minimum lot size of 20.00 acres. The uses permitted in Rural Residential zoning provide areas for mixed residential and low-impact non-residential development on relatively small lots with a minimum lot size of one acre.

1. Action taken to date on this request includes:

- a. Brad & Chris Englebert, petitioned for a zoning map amendment on August 18, 2025.
- b. The petition was referred from the County Clerk to the County Planning and Park Commission for a hearing and recommendation.
- c. The public hearing notices were published in the Herald-Times-Reporter on October 13, 2025 and on October 20, 2025.
- d. The County Planning and Park Commission held a public hearing on this amendment request on October 27, 2025.
- e. The Commission at their October 27, 2025 meeting recommended approval of a requested rezoning of approximately 5.00 acres of land located in the SW1/4, SW1/4, Section 02, T20N-R24E, Town of Two Rivers, from LE, Large Estate to EA, Exclusive Agriculture and RR, Rural Residential.

2. Existing conditions relating to land use, zoning, and natural resources are summarized on the accompanying zone change fact sheet.

3. Testimony at the hearing is summarized as follows:

- a. Mr. Tim Ryan, Director, reviewed the Commission Agenda Commentary.

The County Planning and Park Commission made the following findings from testimony at the hearing, the rezoning fact sheet, staff analysis, and discussions at the public hearing and meeting.

1. The area to be considered for rezoning meets past criteria set by the Commission for rezoning land from the LE, Large Estate.
2. The Schleswig Town Board supports the proposed zone change to EA, Exclusive Agriculture and RR, Rural Residential.
3. The rezoning will allow for the parcels to be divided in order to deed back the farm land to the parent parcel and keep the land with the house in Rural Residential.
4. No farm land will be affected by the proposed rezone.

RECOMMENDATION

The County Planning and Park Commission determined from testimony at the public hearing, from the zone change fact sheets and maps, and from the staff analysis, that the public health, safety and general welfare would be safeguarded and substantial justice done, if the request of Brad and Chris Englebert to rezone approximately 5.00 acres of land from LE, Large Estate to EA, Exclusive Agriculture and RR, Rural Residential were approved.

The Manitowoc County Planning and Park Commission, at its October 27, 2025 meeting, therefore by a unanimous vote recommended that the subject property (an approximately 5.00 acres of land located in the SW1/4, SW1/4, Section 02, T20N-R24E, Town of Two Rivers, more fully described in the accompanying proposed ordinance amendment) be recommended for rezoning from LE, Large Estate to EA, Exclusive Agriculture and RR, Rural Residential.

MANITOWOC COUNTY ZONING MAP AMENDMENT CHECKLIST

GENERAL ZONING PRINCIPLES

- ☐ IS THE PROPOSED ZONING MAP AMENDMENT CONSISTENT WITH AND IN ACCORDANCE WITH THE COUNTY'S:
 - 1. LAND USE PLAN?
 - 2. FARMLAND PRESERVATION PLAN?
 - 3. OTHER LOCAL UNITS PLANS?
- ☐ HAS THERE BEEN A SUBSTANTIAL CHANGE IN CONDITIONS SINCE THE LAND WAS ORIGINALLY ZONED TO WARRANT THE PROPOSED AMENDMENT?
- ☐ WAS THE SUBJECT PROPERTY INCORRECTLY ZONED INITIALLY?
- ☐ DOES THE DECISION TO RECOMMEND APPROVAL OR DENIAL REPRESENT THE COMMISSION'S/COMMISSIONER'S WILL OR DOES IT REPRESENT ITS JUDGMENT?
- ☐ IS THE PROPOSED AMENDMENT IN THE BEST INTEREST OF THE COMMUNITY PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE?
- ☐ WILL THE PROPOSED REZONING BE COMPATIBLE WITH NEIGHBORHOOD PROPERTIES AND WILL IT NOT ADVERSELY AFFECT THE VALUE OF SUCH ADJACENT LAND?
- ☐ IS THE SUBJECT PROPERTY ECONOMICALLY FEASIBLE TO DEVELOP OR USE UNDER THE CURRENT ZONING?
- ☐ ARE THERE ADEQUATE SITES ELSEWHERE THAT ARE ZONED APPROPRIATELY FOR THE PROPOSED USE?
- ☐ DOES THE PROPOSED ZONING MAP AMENDMENT CONSTITUTE SPOT ZONING?
- ☐ HAVE ALL USES THAT ARE PERMITTED UNDER THE PROPOSED ZONING DISTRICT BEEN CONSIDERED RATHER THAN JUST THE USE THAT IS BEING PROPOSED BY THE APPLICANT?
- ☐ DOES THE PROPOSED AMENDMENT (IF OUT OF EA, EXCLUSIVE AGRICULTURE) MEET THE STATUTORY AND COMMISSION POLICY FINDINGS?
- ☐ OBJECTIONS FROM TOWN OR OTHER INTERESTED PARTIES?
- ☐ CITIZEN SUPPORT/OBJECTION?

SHORELAND FLOODPLAIN ZONING ORDINANCE PRINCIPLES

- ☐ IS THE PROPOSED LOCATION FOR THE PROPOSED USE WITHIN THE AREAS IDENTIFIED AS:
 - FLOODPLAIN
 - WETLAND
 - FLOODWAY
 - SHORELAND
- ☐ DOES THE PROPOSED CONSTRUCTION MEET THE STATE'S AND COUNTY'S STANDARDS:
 - PERMITTED ACCESSORY OR CONDITIONAL USE
 - SHORELINE VEGETATION REMOVAL
 - MINIMUM SETBACK FROM WATERWAY
 - MINIMUM LOT SIZE AND WIDTH
 - STANDARDS FOR FILLING, GRADING & EXCAVATION

TOWN OF TWO RIVERS
7650 C.T.H. "O"
TWO RIVERS, WI 54241
920-657-1213

MANITOWOC COUNTY
RECEIVED
SEP 09 2025
PLANNING & PARK
COMMISSION

September 8, 2025

Mr. Tim Ryan
Planning & Park Commission
Manitowoc County Planning and Zoning
P.O.Box 935
Manitowoc, WI 54221-0935

RE: REQUEST OF PARCEL SPLIT AND REZONING REQUEST
PROPERTY OWNER: BRAD ENGLEBERT
PARCEL: 018-102-011-001.00

Mr. Ryan:

Please be advised the Board of Supervisors of the Town of Two Rivers, has no objection to a change in the zoning for a 1.75 acre parcel split from LE to RR and the remaining 3.25 acres from LE to EA as indicated on map and Certified Survey that was included in the application currently owned by Bradley and Chris Englebert and submitted by agent Steve Zeitler.

At the meeting of Town Supervisors held on September 8, 2025, after reviewing the documentation and discussion, a motion was made, seconded and carried unanimously to support this rezoning application in the Town of Two Rivers and encourages the Planning and Zoning Board to approve and grant the rezoning request also.

This letter serves as our record of support and approval for your files.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to be "Steve Pohl", written over a horizontal line.

Steve Pohl
Town Chairman



Manitowoc County
Planning and Park Commission

Fee (\$553) Received



Receipt # 42277

Total 115-

ZONING MAP AMENDMENT APPLICATION

OWNER / APPLICANT / AGENT

Current Owner BRAD & Chris Englebert

Applicant/Agent

Steve Zeitler

Address 10895 Division Rd

Address

City/State/Zip Two Rivers, WI, 54241

City/State/Zip

Phone 920-242-7844

Phone

Email Address

Email Address

zeitler-99@AOL.com

PROPERTY LEGAL DESCRIPTION

SW 1/4, SW 1/4, S 2 T 20 N R 24 E Town of Two Rivers

House / Fire # 10895

Tax Number 018-102-011-001.00

PROPERTY INFORMATION

Existing Zoning District

LE
LE

Proposed Zoning district

EA

RR

Please include an air photo identifying the proposed area with dimensions or a description of the area proposed for rezoning including acreage:

SEE ATTACHED PSM

Proposed use: (Reason for change)

We are deedling back the farmland
to our parent parcel and keep the
land with the house as RR.

Return to:
Manitowoc County
Planning and Park Commission
4319 Expo Drive, PO Box 935
Manitowoc, WI 54221-0935
(920) 683-4185

Bradley Englebert

Signature (owner or owner's agent) (Required) Date

8-6-2025

Signature (applicant)

Date

MANITOWOC COUNTY

ZONING MAP AMENDMENT FACT SHEET

(Manitowoc County, Town of Two Rivers from LE to EA & RR)

PETITIONER

Name: Bradley & Chris Englebert
Address: 10895 Division Dr.
Two Rivers, WI 54241
Town: Two Rivers

PARCEL

Location: SW1/4, SW1/4, Section 2, T20N-R24E
Tax#: 018-102-011-001.00
Area: 5.0 acres

ACTION TO DATE

Petition Submitted: 08/18/2025
Town Action: Approved September 8, 2025
Hearing Notice Published: 10/13/25 & 10/20/25
Advisory: 10/27/2025
Hearing: 10/27/2025

ADJACENT USES & ZONING

Direction:	District:	Use:
North	LE & EA	Woodland/Farmland
South	EA	Farmland
East	EA	Farmland
West	EA	Woodland/Wetland

PARCEL USES & ZONING

Existing Zoning District: LE, Large Estate Residential
Existing Land Use: Single Family House with farmland
Proposed Zoning District: EA, Exclusive Agriculture &
RR, Rural Residential
Proposed Use: Deed farmland back to parent parcel,
retain house with a little bit of land.

MAP INFORMATION

Farmland Preservation Designation:
Non-Farmland Preservation
Soil Type: KnB
Air Photo Date: 04/2023

OTHER CONSIDERATIONS

Drainage: Well drained
Soil Limitations: Severe, percs slowly
Sewage Disposal: Private Onsite Wastewater Treatment
Road Access: Division Dr.

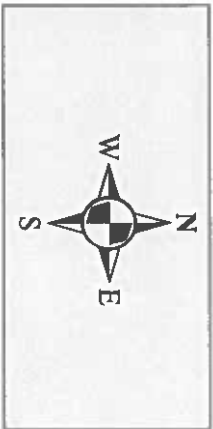
Soil Test: July 2001
Terrain: 0 to >12 Percent Slopes
Vegetative Cover: Grassland/Farmland

Town Future Land Use Designation: Agricultural

Areas to be preserved for agricultural uses. Areas based off of soil types, topography, agricultural productivity and trends, current and potential agricultural use, and other relevant factors. Encourage the preservation of agricultural lands and the farmer's right to farm. If residential development is permitted in lands classified as agricultural, low density development would be considered. Encourage natural buffers for development.

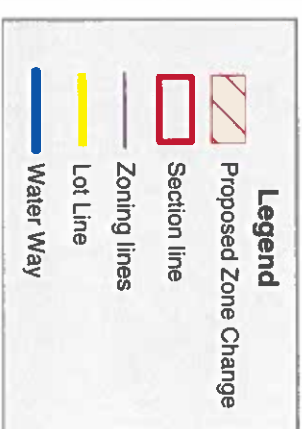
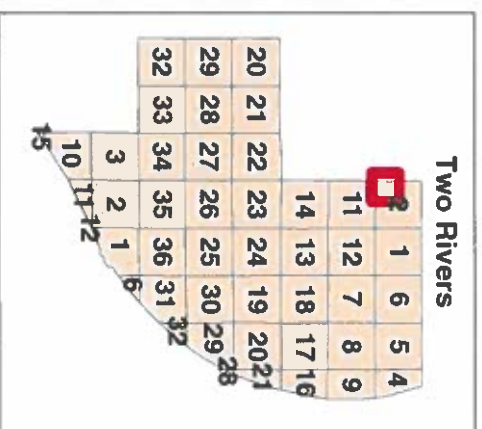
County Future Land Use Designation: Agricultural

The purpose of the Agricultural designation is to provide for the continued viability of farming and agricultural uses, the raising of livestock, the conservation of agricultural land, and to maintain and promote the rural character of the farmlands into the future.



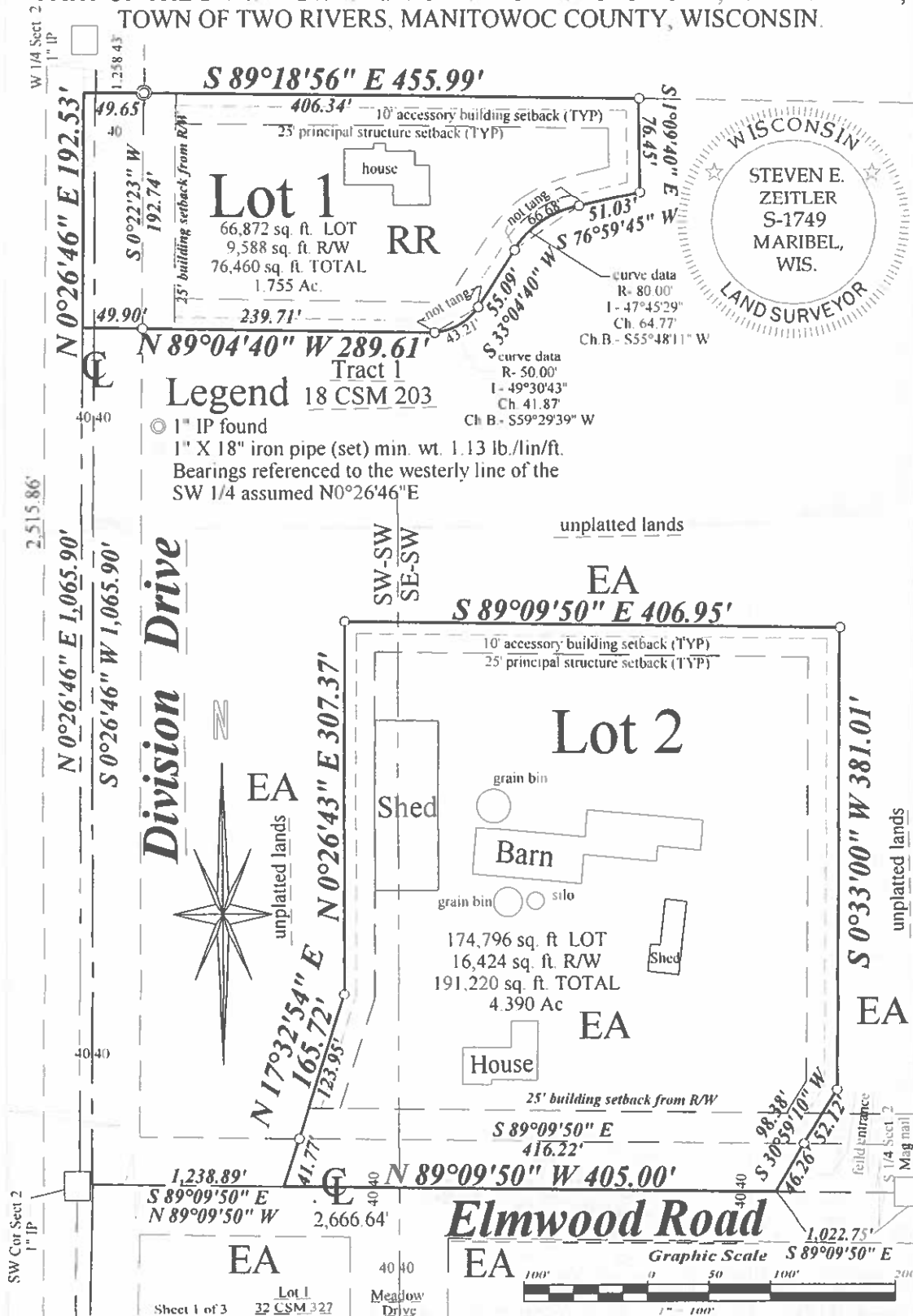
Bradley & Chris Englebert
SW 1/4, SW 1/4
Section 02, T20N-R24E
Town of Two Rivers
From: LE To: EA
Approximately 3.25 acre(s)
From: LE To: RR
Approximately 1.75 acre(s)
-87.599, 44.230

Map Overview



Certified Survey Map

PART OF TRACT 1 OF CERTIFIED SURVEY MAP VOLUME 18 PAGE 203 AND
PART OF THE SW 1/4 - SW 1/4 and SE 1/4 - SW 1/4 SECTION 2, T. 20 N. - R. 24 E,
TOWN OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN.



Certified Survey Map

PART OF TRACT 1 OF CERTIFIED SURVEY MAP VOLUME 18 PAGE 203 AND
PART OF THE SW 1/4 - SW 1/4 and SE 1/4 - SW 1/4 SECTION 2, T. 20 N. - R. 24 E.,
TOWN OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN.

DESCRIPTION:

Part of Tract 1 of Certified Survey Map Volume 18 Page 203 and
Part of the Southwest 1/4 of the Southwest 1/4 and Southeast 1/4
of the Southwest 1/4 of Section 2, T. 20 N. - R. 24 E.,
Town of Two Rivers, Manitowoc County, Wisconsin described as;

Beginning at the Southwest Corner of Section 2; thence along the easterly
line of the SW 1/4 North 0°26'46" East 1,065.90 feet; thence continuing
North 0°26'46" East 192.53; thence North 89°18'56" East 455.99 feet;
thence South 1°09'40" East 76.45 feet; thence South 76°59'45" West 51.03
feet; thence 66.68 feet along the arc of a 80.00 foot radius curve to the left
whose long chord bears South 55°48'11" West 41.87 feet; thence South 33°04'40"
West 55.09 feet; thence 43.21 feet along the arc of a 50.00 foot radius curve to
the right whose long chord bears South 59°29'39" West 41.87 feet; thence
North 89°04'40" West 289.61 feet; thence South 0°26'46" West 1,065.90 feet;
thence South 89°09'50" East 1,238.89 feet; thence North 17°32'54" East 165.72 feet;
thence North 0°26'43" East 307.37 feet; thence South 89°09'50" East 406.95 feet;
thence South 0°33'00" West 381.01 feet; thence South 30°59'10" West 98.38 feet;
thence North 89°09'50" West 405.00 feet; thence North 89°09'50" West 1,238.89 feet
to the point of beginning and containing 6.145 acres.



Certified Survey Map

PART OF TRACT 1 OF CERTIFIED SURVEY MAP VOLUME 18 PAGE 203 AND
PART OF THE SW 1/4 - SW 1/4 and SE 1/4 - SW 1/4 SECTION 2, T. 20 N.- R. 24 E.,
TOWN OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN.

Surveyors Certificate:

I, Steven E. Zeitler, Registered Land Surveyor, do hereby certify that I have surveyed, Divided and mapped the land described hereon; that I have made such survey and map by the direction of the owners listed hereon; and that I have complied with the provisions of Chapter 236 Section 236.34 of the Wisconsin Statutes and Section 12.07 of the Subdivision Regulations for Manitowoc County, Wisconsin. That the map hereon is a true and correct representation of the survey.

Steven E. Zeitler RLS # 1749 Date

OWNERS CERTIFICATE OF TAX PARCEL # 018-102-011-001.00

As owners We, hereby certify that we caused the land described on this map to be surveyed, divided, and mapped as represented hereon; We also certify that this Certified Survey Map is required to be submitted to the Manitowoc County Planning and Park Commission for approval or objection in accordance with current Land Subdivision Ordinances.

BRADLEY J. ENGLEBERT

CHRISTINE M. ENGLEBERT

OWNERS CERTIFICATE FOR TAX PARCEL # 018-102-011-000.00 AND 018-102-012-000.00

THE TRUSTEES OF THE ENGLEBERT JOINT TRUST DATED JUNE 23, 1992;
JAMES ENGLEBERT AND MARGARET ENLEBERT, TRUSTEES

As Trustee, I hereby certify that I caused the land described on this map to be surveyed, divided, and mapped as represented hereon; I also certify that this Certified Survey Map is required to be submitted to the Manitowoc County Planning and Park Commission for approval or objection in accordance with current Land Subdivision Ordinances.

BRADLEY J. ENGLEBERT
Trustee



ORDINANCE AMENDING ZONING MAP
(James Kunst)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

WHEREAS, the Planning and Park Commission, after providing the required notice, held a public hearing on a petition for a zoning ordinance amendment on October 27, 2025; and

WHEREAS, the Planning and Park Commission, after a careful consideration of testimony and an examination of the facts, recommends that the petition be approved for the reasons stated in the attached report;

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

A parcel of land located in a part of Lot One (1) of Certified Survey Map as recorded in Volume 26 of Certified Survey Maps on Page 71 as Document No. 1011960 of Manitowoc County Records; being part of Government Lot Two (2) and the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of Section Twenty-Three (23), Township Seventeen (17) North, Range Twenty-One (21) East, Town of Schleswig, Manitowoc County, Wisconsin, more particularly described as follows:

Commencing at the south quarter corner of said Section 23; thence S89°-50'-35"E along the south line of Government Lot 2 of said Section 23, a distance of 620.95 feet; thence N00°-09'-25"E 697.26 feet to the southeast corner of Lot 1 of Certified Survey Map as recorded in Volume 37 of Certified Survey Maps on Page 195 as Document No. 1274829 of Manitowoc County Records (also a point on the centerline of Louis Corners Road); thence northwesterly 183.15 feet along the arc of a curve to the left (being the southerly line of said Lot 1 of Volume 37 and said centerline), having a radius of 1145.72 feet and a chord which bears N58°-26'-36"W (recorded as N58°-49'-37"W) 182.95 feet; thence N63°-01'-23"W (recorded as N63°-24'-24"W) along said southerly line and said centerline, a distance of 52.32 feet to the southwest corner of Lot 1 of said Volume 37 and the point of beginning; thence continue N63°-01'-23"W (recorded as N63°-24'-24"W) along the southerly line of said Lot 1 of Volume 26, a distance of 321.76 feet and said centerline; thence northwesterly 153.33 feet along the arc of a curve to the right (being the southerly line of said Lot 1 and said centerline), having a radius of 573.69 feet and a chord which bears N56°-04'-27"W (recorded as N56°-28'-57"W) 152.87 feet to the southwest corner of said Lot 1 and a point on the west line of said Government Lot 2; thence N00°-22'-08"E (recorded as N00°-03'-17"W) along said west line, a distance of 263.41 feet to the north line of said Government Lot 2; thence N89°-58'-28"E along said north line, a distance of 510.24 feet to the northwest corner of Lot 1 of said Volume 37; thence S03°-30'-12"E along the westerly line of Lot 1 of said Volume 37, a distance of 199.89 feet; thence

S54°-52'-12"W along said westerly line, a distance of 90.85 feet; thence
S10°-22'-40"E along said westerly line, a distance of 133.10 feet; thence
S28°-13'-40"W (recorded as N27°-50'-39"E) along said westerly line, a distance of
127.34 feet to the point of beginning, said parcel containing 194,453 square feet
(4.464 acres) of land

is hereby rezoned from Small Estate Residential (SE) District to Large Estate Residential
(LE) District; and

A parcel of land located in a part of Lot One (1) of Certified Survey Map as recorded in
Volume 26 of Certified Survey Maps on Page 71 as Document No. 1011960 of Manitowoc County
Records; being part of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of Section
Twenty-Three (23), Township Seventeen (17) North, Range Twenty-One (21) East, Town of
Schleswig, Manitowoc County, Wisconsin, more particularly described as follows:

Commencing at the south quarter corner of said Section 23; thence S89°-50'-35"E
along the south line of Government Lot 2 of said Section 23, a distance of 620.95
feet; thence N00°-09'-25"E 697.26 feet to the southeast corner of Lot 1 of Certified
Survey Map as recorded in Volume 37 of Certified Survey Maps on Page 195 as
Document No. 1274829 of Manitowoc County Records (also a point on the
centerline of Louis Corners Road); thence northwesterly 183.15 feet along the arc
of a curve to the left (being the southerly line of said Lot 1 of Volume 37 and said
centerline), having a radius of 1145.72 feet and a chord which bears
N58°-26'-36"W (recorded as N58°-49'-37"W) 182.95 feet; thence N63°-01'-23"W
(recorded as N63°-24'-24"W) along said southerly line and said centerline, a
distance of 52.32 feet to the southwest corner of Lot 1 of said Volume 37; thence
continue N63°-01'-23"W (recorded as N63°-24'-24"W) along the southerly line of
said Lot 1 of Volume 26, a distance of 321.76 feet and said centerline; thence
northwesterly 153.33 feet along the arc of a curve to the right (being the southerly
line of said Lot 1 and said centerline), having a radius of 573.69 feet and a chord
which bears N56°-04'-27"W (recorded as N56°-28'-57"W) 152.87 feet to the
southwest corner of said Lot 1 and a point on the west line of said Government Lot
2; thence N00°-22'-08"E (recorded as N00°-03'-17"W) along said west line, a
distance of 263.41 feet to the south line of the NW1/4 of the SE1/4 of said Section
23 and the point of beginning; thence continue N00°-22'-08"E (recorded as
N00°-03'-17"W) along said west line, a distance of 122.78 feet; thence
N89°-58'-28"E 271.07 feet; thence S81°-45'-38"E 235.36 feet to the northerly
extension of the westerly line of Lot 1 of said Volume 37; thence S03°-30'-12"E
along said westerly line and its northerly extension, a distance of 89.11 feet to the
south line of said NW1/4 of the SE1/4; thence S89°-58'-28"W along said south line,
a distance of 510.24 feet to the point of beginning, said parcel containing 58,230
square feet (1.337 acres) of land

is hereby rezoned from Natural Area (NA) District to Large Estate Residential (LE) District; and

85 A parcel of land located in a part of Lot One (1) of Certified Survey Map as recorded in
86 Volume 26 of Certified Survey Maps on Page 71 as Document No. 1011960 of Manitowoc County
87 Records; being part of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of Section
88 Twenty-Three (23), Township Seventeen (17) North, Range Twenty-One (21) East, Town of
89 Schleswig, Manitowoc County, Wisconsin, more particularly described as follows:

90
91 Commencing at the south quarter corner of said Section 23; thence S89°-50'-35"E
92 along the south line of Government Lot 2 of said Section 23, a distance of 620.95
93 feet; thence N00°-09'-25"E 697.26 feet to the southeast corner of Lot 1 of Certified
94 Survey Map as recorded in Volume 37 of Certified Survey Maps on Page 195 as
95 Document No. 1274829 of Manitowoc County Records (also a point on the
96 centerline of Louis Corners Road); thence N07°-17'-05"E (recorded as
97 S06°-54'-04"W) along the easterly line of said Lot 1, a distance of 321.10 feet;
98 thence N12°-05'-16"E (recorded as S11°-43'-00"W) along said easterly line, a
99 distance of 302.69 feet to the south line of the NW1/4 of the SE1/4 of said Section
100 23 and the point of beginning; thence S89°-58'-28"W along said south line, a
101 distance of 208.28 feet; thence N03°-30'-12"W 320.11 feet; thence N64°-43'-31"E
102 220.11 feet; thence S59°-52'-00"E 148.32 feet to the easterly line of Lot 1 of said
103 Volume 26; thence S22°-16'-35"W along said easterly line, a distance of 148.59
104 feet; thence S12°-05'-16"W (recorded as S11°-43'-00"W) along said easterly line,
105 a distance of 206.00 feet to the point of beginning, said parcel containing 98,505
106 square feet (2.261 acres) of land
107

108 is hereby rezoned from Natural Area (NA) District to Small Estate Residential (SE) District.

Dated this 16th day of December 2025.

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

REPORT TO: THE MANITOWOC COUNTY BOARD OF SUPERVISORS DECEMBER 16, 2025
FROM: THE MANITOWOC COUNTY PLANNING AND PARK COMMISSION
RE: JAMES KUNST ZONING MAP AMENDMENT REQUEST

This report, recommendation, Ordinance, proof of publication, attached map, and the fact sheet are hereby presented in accordance with Section 59.69(5)(e)4 Wisconsin Statutes.

James Kunst, on September 15, 2025, petitioned the Manitowoc County Board of Supervisors to rezone approximately 8.06 acres of land located in the NW1/4, SE1/4, and SW1/4, SE1/4, Section 23, T17N-R21E, Town of Schleswig, from SE, Small Estate and NA, Natural Area to LE, Large Estate and SE, Small Estate.

The Town of Schleswig adopted the Manitowoc County Zoning Ordinance on October 11, 2012. The uses permitted in LE, Large Estate zoning provide areas for single-family residential and planned residential developments on large lots while allowing for agricultural activity with a minimum lot size of five acres. The uses permitted in SE, Small Estate zoning provides for mixed residential and agriculture activity with a minimum lot size of two acres.

1. Action taken to date on this request includes:

- a. James Kunst, petitioned for a zoning map amendment on September 15, 2025.
- b. The petition was referred from the County Clerk to the County Planning and Park Commission for a hearing and recommendation.
- c. The public hearing notices were published in the Herald-Times-Reporter on October 13, 2025 and on October 20, 2025.
- d. The County Planning and Park Commission held a public hearing on this amendment request on October 27, 2025.
- e. The Commission at their October 27, 2025 meeting recommended approval of a requested rezoning of approximately 8.06 acres of land located in the NW1/4, SE1/4, and SW1/4, SE1/4, Section 23, T17N-R21E, Town of Schleswig, from SE, Small Estate and NA, Natural Area to LE, Large Estate and SE, Small Estate.

2. Existing conditions relating to land use, zoning, and natural resources are summarized on the accompanying zone change fact sheet.

3. Testimony at the hearing is summarized as follows:

- a. Mr. Tim Ryan, Director, reviewed the Commission Agenda Commentary.
- b. Mr. Kunst, owner of the property, spoke in favor of the rezoning request.

The County Planning and Park Commission made the following findings from testimony at the hearing, the rezoning fact sheet, staff analysis, and discussions at the public hearing and meeting.

1. The area to be considered for rezoning meets past criteria set by the Commission for rezoning land from the NA, Natural Area and SE, Small Estate.
2. The Schleswig Town Board supports the proposed zone change to LE, Large Estate, and SE, Small Estate.
3. The rezoning will allow for the parcels to be divided in order to sell of the West parcel and build a single-family home on the East parcel.

4. The area is designated as a non-farmland preservation area on the Manitowoc County Farmland Preservation Plan.
5. No farm land will be affected by this request.

RECOMMENDATION

The County Planning and Park Commission determined from testimony at the public hearing, from the zone change fact sheets and maps, and from the staff analysis, that the public health, safety and general welfare would be safeguarded and substantial justice done, if the request of James Kunst to rezone approximately 8.06 acres of land from SE, Small Estate and NA, Natural Area to LE, Large Estate and SE, Small Estate were approved.

The Manitowoc County Planning and Park Commission, at its October 27, 2025 meeting, therefore by a unanimous vote recommended that the subject property (an approximately 8.06 acres of land located in the NW1/4, SE1/4, and SW1/4, SE1/4, Section 23, T17N-R21E, Town of Schleswig, more fully described in the accompanying proposed ordinance amendment) be recommended for rezoning from SE, Small Estate and NA, Natural Area to LE, Large Estate and SE, Small Estate.

MANITOWOC COUNTY ZONING MAP AMENDMENT CHECKLIST

GENERAL ZONING PRINCIPLES

- ☐ IS THE PROPOSED ZONING MAP AMENDMENT CONSISTENT WITH AND IN ACCORDANCE WITH THE COUNTY'S:
 - 1. LAND USE PLAN?
 - 2. FARMLAND PRESERVATION PLAN?
 - 3. OTHER LOCAL UNITS PLANS?
- ☐ HAS THERE BEEN A SUBSTANTIAL CHANGE IN CONDITIONS SINCE THE LAND WAS ORIGINALLY ZONED TO WARRANT THE PROPOSED AMENDMENT?
- ☐ WAS THE SUBJECT PROPERTY INCORRECTLY ZONED INITIALLY?
- ☐ DOES THE DECISION TO RECOMMEND APPROVAL OR DENIAL REPRESENT THE COMMISSION'S/COMMISSIONER'S WILL OR DOES IT REPRESENT ITS JUDGMENT?
- ☐ IS THE PROPOSED AMENDMENT IN THE BEST INTEREST OF THE COMMUNITY PUBLIC HEALTH, SAFETY, AND GENERAL WELFARE?
- ☐ WILL THE PROPOSED REZONING BE COMPATIBLE WITH NEIGHBORHOOD PROPERTIES AND WILL IT NOT ADVERSELY AFFECT THE VALUE OF SUCH ADJACENT LAND?
- ☐ IS THE SUBJECT PROPERTY ECONOMICALLY FEASIBLE TO DEVELOP OR USE UNDER THE CURRENT ZONING?
- ☐ ARE THERE ADEQUATE SITES ELSEWHERE THAT ARE ZONED APPROPRIATELY FOR THE PROPOSED USE?
- ☐ DOES THE PROPOSED ZONING MAP AMENDMENT CONSTITUTE SPOT ZONING?
- ☐ HAVE ALL USES THAT ARE PERMITTED UNDER THE PROPOSED ZONING DISTRICT BEEN CONSIDERED RATHER THAN JUST THE USE THAT IS BEING PROPOSED BY THE APPLICANT?
- ☐ DOES THE PROPOSED AMENDMENT (IF OUT OF EA, EXCLUSIVE AGRICULTURE) MEET THE STATUTORY AND COMMISSION POLICY FINDINGS?
- ☐ OBJECTIONS FROM TOWN OR OTHER INTERESTED PARTIES?
- ☐ CITIZEN SUPPORT/OBJECTION?

SHORELAND FLOODPLAIN ZONING ORDINANCE PRINCIPLES

- ☐ IS THE PROPOSED LOCATION FOR THE PROPOSED USE WITHIN THE AREAS IDENTIFIED AS:
 - FLOODPLAIN
 - WETLAND
 - FLOODWAY
 - SHORELAND
- ☐ DOES THE PROPOSED CONSTRUCTION MEET THE STATE'S AND COUNTY'S STANDARDS:
 - PERMITTED ACCESSORY OR CONDITIONAL USE
 - SHORELINE VEGETATION REMOVAL
 - MINIMUM SETBACK FROM WATERWAY
 - MINIMUM LOT SIZE AND WIDTH
 - STANDARDS FOR FILLING, GRADING & EXCAVATION

TOWN OF SCHLESWIG
Regular Monthly Town Board Meeting
October 8th, 2025
UNAPPROVED

Meeting called to order by Chairman Hoerth at 6:30P.M. at the Schleswig Town Hall. Meeting notices were posted at designated sites on October 4th, 2025 and the media was notified. Town officials present for the meeting were Chairman Hoerth, Supervisor Schwantes, Supervisor Watson, Treasurer Krebsbach, Deputy Treasurer Vondrachek. Clerk Pieper was excused.

Motion – Schwantes/Watson to approve the agenda as presented and modified; motion carried.

Motion – Schwantes/Watson to approve Regular Board meeting minutes of September 10th, 2025; motion carried.

Motion – Watson/Schwantes to approve Special Board Meeting of September 18th, 2025; motion carried.

Motion – Watson/Schwantes to approve Special Board Meeting of September 23rd, 2025; motion carried.

Treasurer's report: Checkbook balance \$10,638.50; mobile home account \$3,040.27; tax savings account \$48,149.81; capital outlay account \$131,069.03; equipment account \$34,823.80. Receipts since previous meeting were \$5,849.87

Clerk's report: **Motion: Schwantes/Watson** to approve payments of Check #17852 to EFT to State/Federal Taxes totaling \$64,262.36; motion carried.

Board Member's Report: No report.

Assessor's report: No report.

Constable's report: No report.

Visitors' input: None.

Building permits for September:

BROWN FAMILY	SHED
JOHN BROWN	WINDOW REPLACE
WILLIAM KREUTZ	ROOF,SIDING,WINDOWS
RANDALL LEONHARD	RENEW PERMIT
CAMP ROKILIO	REBUILD BOAT HOUSE
RICHARD HOLZWART	ADD ELECT TO SHED
JOHN SCHNEIDER	SHED
KIM HENNING	REROOF
SCOTT PARR	ATTIC TO SHED
DENNIS PREISSNER	MOVE SHED

MANITOWOC COUNTY
RECEIVED
OCT 13 2025
PLANNING & PARK
COMMISSION

Roads Update: No Report

Recycling Center –

- Electronics are now being accepted again.
- Employees Bill Gaedke and Dennis Steinhart are both retiring. Last day will be 12/27/2025.

Planning Commission –

- **Motion: Schwantes/Watson** to approve the rezoning Mr. James Kunst property to increase his house parcel and rezone from NA (Natural Area) to LE (Large Estate) at 5.801 acres. Then rezone 4.673 acres from NA to SE (Small Estate).

Old & New Business:

- A. Trolling Motor on No-Wake Lakes
 - a. Decision to keep the ordinance as written and change the signage to clarify better.
 - b. Town board to meet on 10/22 for final board discussion on budget
 - c. Budget Hearing will be on November 12th at 6:30pm.

Motion Schwantes/Watson: to adjourn; motion carried. Meeting adjourned at 7:30pm.

Beth Pieper, Town
Clerk
10/11/2025

MANITOWOC COUNTY
RECEIVED



Manitowoc County
Planning and Park Commission

Fee (\$553) Received ☒
Receipt # 92278

ZONING MAP AMENDMENT APPLICATION

Date of Application: 9/12/25

OWNER / APPLICANT/ AGENT

Owner James Kunst

Applicant/Agent Brad Buechel

Address (1) 14595 Louis Corner Rd

Address (1) 2020 Madison St

Address (2)

Address (2)

City/State/Zip Kiel, WI 53042

City/State/Zip New Holstein, WI 53061

Phone 920-207-8811

Phone 920-993-0881

PROPERTY LEGAL DESCRIPTION

NW 1/4, SE 1/4, S 23 T 17 N R 21 E Town of Schleswig

House /Fire # 14595

Tax Number 01602301502603 & 01602301502602

& 01602301400100

PROPERTY INFORMATION

Existing Zoning District SE & NA Proposed Zoning district LE & SE

Please include an air photo identifying the proposed area with dimensions or a description of the area proposed for rezoning including acreage:

Proposed use: (Reason for change)

Jim is adding more land to his existing house parcel (to be sold).

Jim would like to rezone a small area from NA to SE for himself to build a new house near his pond.

Return to:
Manitowoc County
Planning and Park Commission
4319 Expo Drive, PO Box 935
Manitowoc, WI 54220-0935
(920) 683-4185

Brad Buechel

9/12/25

Signature (applicant, owner, agent) Date

 9/12/25

Signature (applicant, owner, agent) Date

MANITOWOC COUNTY

ZONING MAP AMENDMENT FACT SHEET

(Manitowoc County, Town of Schleswig from SE & NA to LE & SE)

PETITIONER

Name: James Kunst

Address: 14595 Louis Corner Rd
Kiel WI 53042

Town: Schleswig

PARCEL

Location: NW ¼, SE ¼ and SW ¼, SE ¼,
Section 23, T17N-R21E

Tax#: 016-023-014-001.00, 016-023-015-026.02 &
016-023-015-026.03

Area: 8.06 acre(s)

ACTION TO DATE

Petition Submitted: 09/15/2025

Town Action: Approved October 8, 2025

Hearing Notice Published: 10/13/25 & 10/20/25

Advisory: 10/27/25

Hearing: 10/27/25

ADJACENT USES & ZONING

Direction:	District:	Use:
North	NA	Woodland
South	GA & SE	Woodland
East	LR & SE	Woodland & Residential
West	NA	Woodland

PARCEL USES & ZONING

Existing Zoning District: LE, Large Estate &
NA, Natural Area

Existing Land Use: Residential & Woodland

Proposed Zoning District: SE, Small Estate

Proposed Use: Looking to add more land to existing parcels.

MAP INFORMATION

Farmland Preservation Designation:

Non-Farmland Preservation Area

Soil Type: Hu, LuC2, NsB, ShA

Air Photo Date: 04/2023

OTHER CONSIDERATIONS

Drainage: Well – somewhat poorly drained

Soil Limitations: Severe

Sewage Disposal: Private Onsite Wastewater Treatment

Road Access: Louis Corner Rd

Town Land Use Designation: Residential

Soil Test: June 2, 2005

Terrain: 0 – 12+ Percent Slopes

Vegetative Cover: Grassland/Trees/Wetland

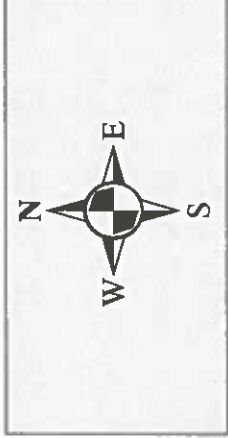
New developments shall be sensitive to natural features and surrounding land uses by conforming to setback requirements and incorporating natural features into the landscape to preserve the town's natural beauty. New residential development types shall conform to surrounding land uses.

Preserve as much of the rural landscape and woodlands and other natural features as possible.

Encourage design techniques (such as conservation and cluster subdivision) that strike a creative balance between open space and development.

County Future Land Use Designation: Agricultural & Woodland/Natural Area

Provide for the continued viability of farming and agricultural uses, the raising of livestock, the Conservation of agricultural land, and to maintain and promote the rural character of these farmlands into the future. Woodlands are a valuable natural resource, providing a host of benefits. Trees filter air and water, serve as buffers between land uses, provide wildlife habitat and areas for passive recreation.



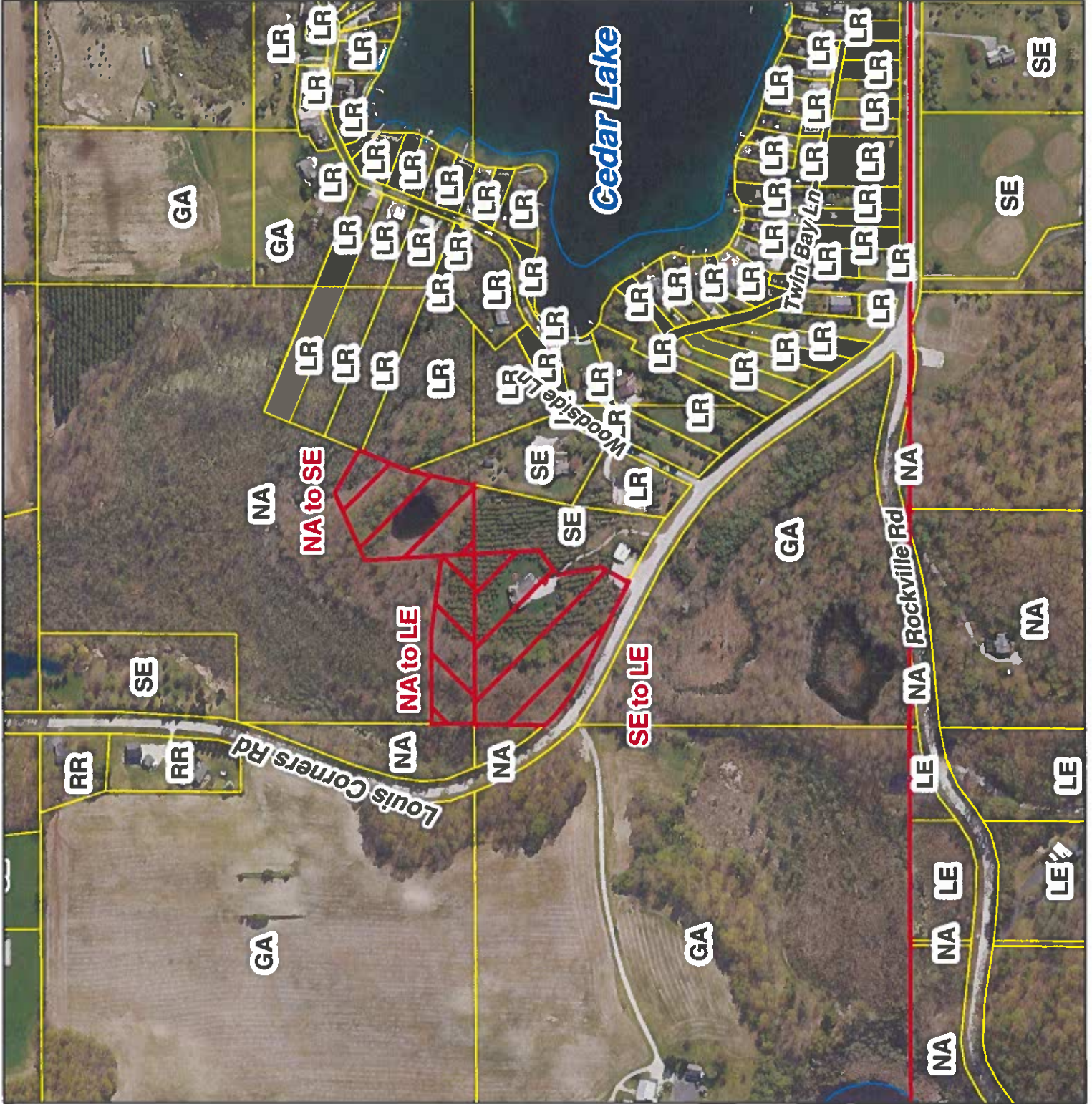
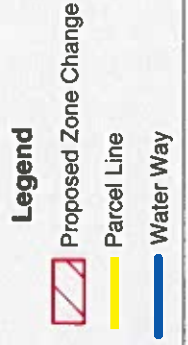
James Kunst
NW 1/4, SE 1/4 &
SW 1/4, SE 1/4
Section 23, T17N-R21E
Town of Schleswig
From: SE To: LE
Approximately 4.01 acre(s)
From: NA To: LE
Approximately 1.42 acre(s)
From: NA To: SE
Approximately 2.30 acre(s)
-87.950, 43.924

Map Overview

Schleswig

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

0 180 360 720 Feet



CERTIFIED SURVEY MAP

PART OF LOT 1, C.S.M., VOL. 26, PG 71, DOC. NO. 1011960
AND ALL OF LOT 1, C.S.M., VOL. 37, PG 195, DOC. NO.
1274829; BEING PART OF GOVERNMENT LOT 2, AND THE
NW 1/4 OF THE SE 1/4, ALL OF SECTION 23, T.17N., R.21E.,
TOWN OF SCHLESWIG, MANITOWOC COUNTY, WISCONSIN

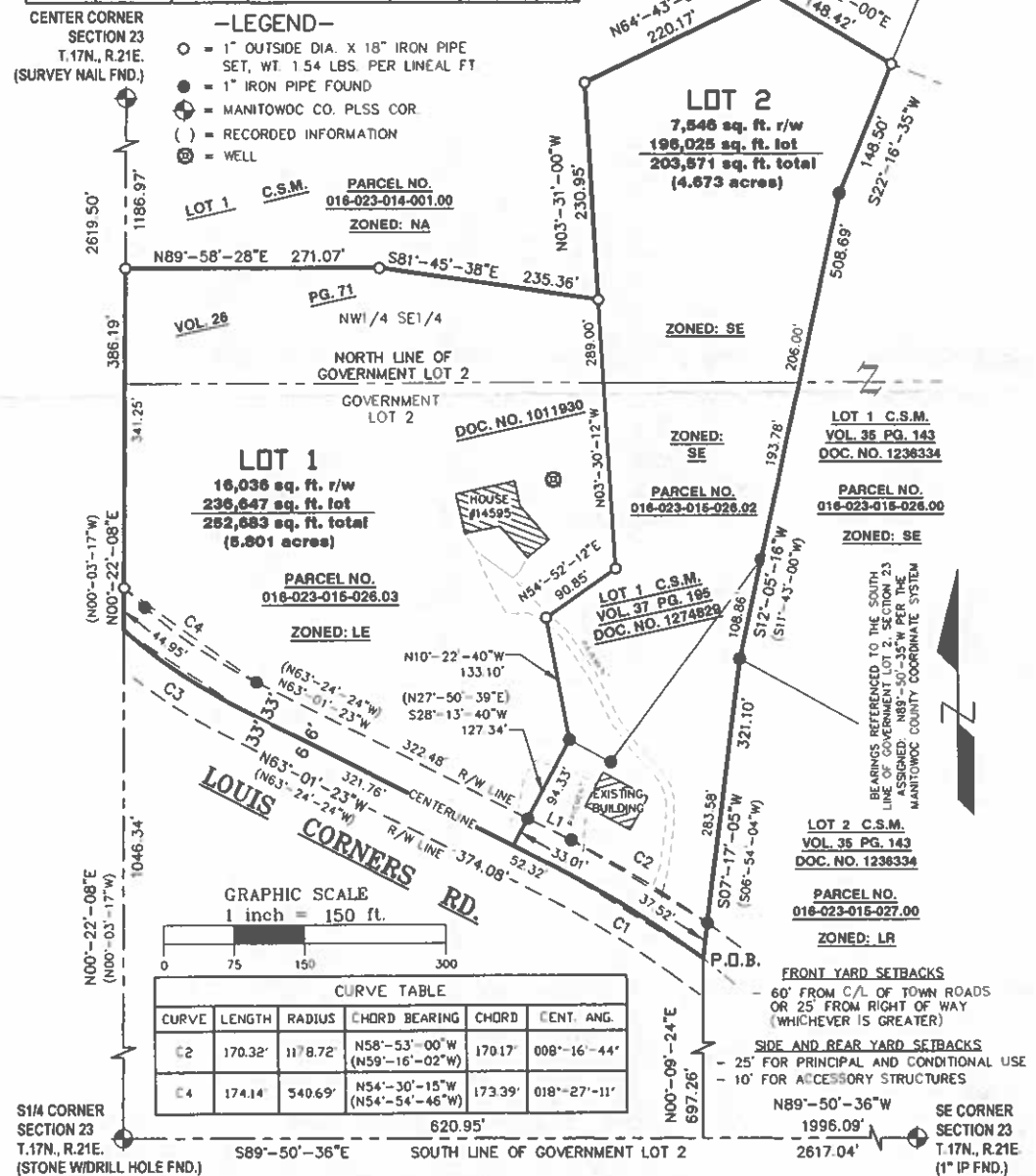
CURVE TABLE					
CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD	CENT. ANG.
C1	183.15'	1145.72'	N58°-26'-36"W (N58°-49'-37"W)	182.95'	009°-09'-32"
C3	153.33'	573.69'	S56°-04'-27"E (N56°-28°-57"W)	152.87'	015°-18'-48"

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N63°-01'-22"W (N63°-24°-25"W)	51.60'

CENTER CORNER
SECTION 23
T.17N., R.21E.
(SURVEY NAIL FND.)

LEGEND

- = 1" OUTSIDE DIA. X 18" IRON PIPE
SET, WT. 1.54 LBS. PER LINEAL FT
- = 1" IRON PIPE FOUND
- ⊙ = MANITOWOC CO. PLSS COR.
- () = RECORDED INFORMATION
- ⊗ = WELL



SURVEYED FOR:
JAMES KUNST
14595 LOUIS CORNERS RD
KIEL, WI 53042
PARCEL NO.:
016-023-015-026.03,
016-023-015-026.02

MERIDIAN
SURVEYING, LLC
2020 Madison Street Office: 920-993-0881
New Holstein, WI 53061 Fax: 920-273-6037

DRAWN BY: JO FIELD WORK DATE: 2-21-24
CHECKED BY: BAB FIELD BOOK: NOTES
JOB NO.: 15191 SHEET 1 OF 3

**RESOLUTION ADOPTING MANITOWOC COUNTY PLANNING AND
PARK COMMISSION FEE SCHEDULE**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Code § 4.13(2) provides that the fees that the Planning
2 and Zoning Department is authorized to charge must be set by County Board resolution and
3 reviewed annually by the Planning and Park Commission; and
4

5 WHEREAS, the Manitowoc County Planning and Park Commission has reviewed the
6 Planning and Zoning Department Fee Schedule on October 27, 2025, and recommends that it be
7 adjusted; and
8

9 WHEREAS, a copy of the proposed Planning and Zoning Department fee schedule is
10 attached to this Resolution as Appendix A;
11

12 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
13 county of Manitowoc approves and adopts the proposed Planning and Zoning Department Fee
14 Schedule to be effective January 1, 2026, and directs that a copy of the fee schedule be included
15 as an appendix to the Manitowoc County Code Chapter 4, Finances.

Dated this 16th day of December 2025.

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

APPENDIX A

PLANNING AND ZONING DEPARTMENT FEE SCHEDULE

Effective January 1, 2026

PRIVATE ONSITE WASTEWATER TREATMENT (POWTS) APPROVALS	
Holding Tank - 5,000 gpd or less	\$ 147
Holding Tank - 5,001 – 10,000 gpd	\$ 180
Holding Tank - 10,001+ gpd	\$ 226
In-Ground Non-Pressurized System – Residential	\$ 214
In-Ground Non-Pressurized System - Nonresidential - 1,000 gpd or less	\$ 282
In-Ground Non-Pressurized System - Nonresidential - 1,001 – 2,000 gpd	\$ 344
In-Ground Non-Pressurized System - Nonresidential - 2,001 - 5,000 gpd	\$ 412
Maintenance Program - Per Year	\$ 15
Pressurized System - 1,000 gpd or less	\$ 282
Pressurized System - 1,001 – 2,000 gpd	\$ 344
Pressurized System - 2,001 - 5,000 gpd	\$ 412
Revision - Previously Approved Plan	\$ 152

NONMETALLIC MINING	
Active Acreage - Per Acre/Per Year	\$ 75
Mining Plan Review	\$ 300
Mining Plan Modification Review	\$ 300

SANITARY PERMITS	
Alternate, Experimental, or Other System	\$ 664
Holding Tank	\$ 664
In-Ground Non-Pressurized System	\$ 546
Large Scale System	\$ 804
On-site Soil Evaluation	\$ 91
On-site System Evaluation	\$ 91
Pressurized System	\$ 664
Reconnection	\$ 214
Renewal	\$ 135
Soil Test Review	\$ 40
Wisconsin Fund Application	\$ 100

APPENDIX A

PLANNING AND ZONING DEPARTMENT FEE SCHEDULE

Effective January 1, 2026

ZONING PERMITS	
Accessory Structure (New Construction or Modification)	\$ 124
Board of Adjustment – Appeal	\$ 570
Board of Adjustment - Interpretation Request	\$ 570
Board of Adjustment - Variance Request	\$ 570
Certified Survey Map – Appeal	\$ 193
Certified Survey Map - Review (First Lot)	\$ 165
Certified Survey Map - Review (For Each Additional Lot)	\$ 62
Certified Survey Map - Variance Request	\$ 193
Conditional Use Permit	\$ 570
Development Plan Review (First Lot)	\$ 440
Development Plan Review (For Each Additional Lot)	\$ 57
Filling and Grading Permit	\$ 193
Impervious Surface Calculation Review	\$ 185
Industrial Site Plan Review	\$ 153
Principal Structure (New Construction or Modification)	\$ 242
Shoreland Mitigation Plan Review	\$ 350
Subdivision Plat Review (First Lot)	\$ 468
Subdivision Plat Review (For Each Additional Lot)	\$ 52
Telecommunication – Tower	\$3,000
Telecommunication - Antenna Co-location	\$ 124
Wind Energy System - Large (Application)	\$2,500
Wind Energy System - Large (For Each Tower on Application)	\$1,000
Wind Energy System – Small	\$ 350
Zoning Amendment - Petition	\$ 570

**RESOLUTION APPROVING TOWN OF NEWTON ZONING
ORDINANCE**

(Michael and Tara Bastian)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Town of Newton adopted a zoning ordinance pursuant to the authority
2 granted to towns under to Wis. Stat. § 60.62; and

3
4 WHEREAS, Manitowoc County adopted a zoning ordinance pursuant to the authority
5 granted to counties under to Wis. Stat. § 59.69; and

6
7 WHEREAS, Wis. Stat. § 60.62(3) provides that town zoning ordinances, and amendments
8 thereto, are subject to county board approval in counties that have adopted a zoning ordinance
9 under Wis. Stat. § 59.69; and

10
11 WHEREAS, the town of Newton amended its zoning ordinance on November 10, 2025,
12 by rezoning a 2.5-acre parcel of property owned by Michael and Tara Bastian from R-1
13 (Residential) to B-1 (Business) District in accordance with Wis. Stat. § 60.62; and

14
15 WHEREAS, the town of Newton has submitted its amended zoning ordinance to the county
16 board of supervisors of the county of Manitowoc for approval, and a copy of the amended zoning
17 ordinance has been provided to each member of the county board for review;

18
19 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
20 county of Manitowoc approves the town of Newton's amended zoning ordinance, which rezones
21 that certain 2.5-acre parcel of property owned by Michael and Tara Bastian from R-1 (Residential)
22 to B-1 (Business) District and was adopted by the town board of the town of Newton on November
23 10, 2025.

Dated this 16th day of December 2025.

Respectfully submitted by

Ryan Phipps, Supervisor, District 11

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

TOWN OF NEWTON
6532 CARSTENS LAKE ROAD
MANITOWOC WI 54220

November 13th 2025

To: Manitowoc County Board
Manitowoc County Courthouse
1010 South 8th Street
Manitowoc WI 54220

Ladies and gentlemen,

Please be advised that the Town of Newton at its regularly scheduled Town Board Meeting on Monday, November 10th 2025, approved the following:

A request by Michael and Tara Bastian, 6314 Newton Road, Newton WI, to rezone a 2.5-acre parcel from R-1, Residential District, to B-1, Business District. The change was made to enable the petitioners to operate a small trucking operation.

A motion was made, seconded, and approved at a Town of Newton Planning Commission meeting on November 12th 2025. Said action was approved and was submitted to the Town Board for approval.

Voting Aye were Supervisor Behnke and Supervisor Downing. Motion carried.

Alyssa Grotegut
Town of Newton Clerk

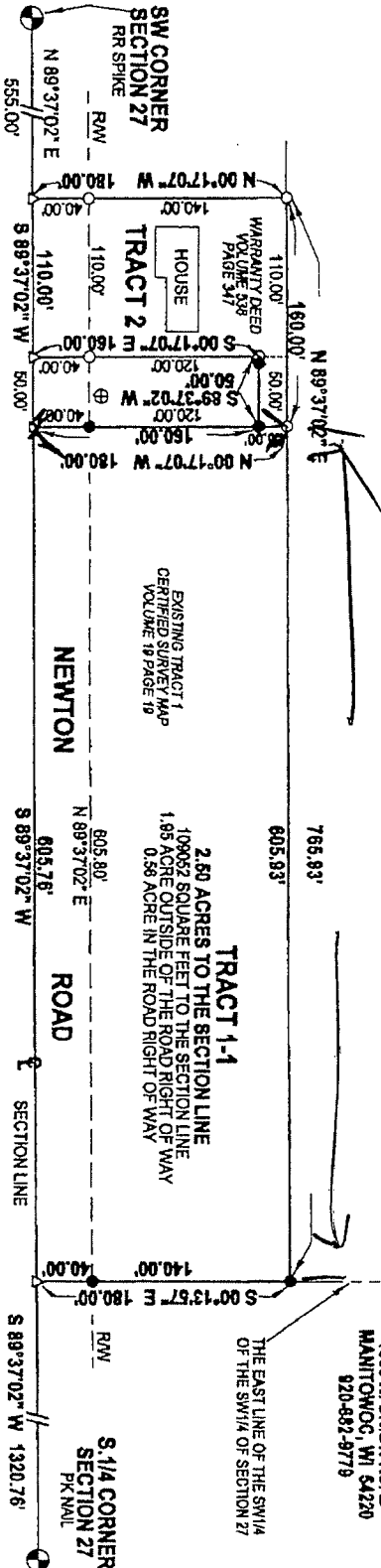
CERTIFIED SURVEY MAP BEING A RESURVEY OF TRACT 1 OF CERTIFIED SURVEY MAP RECORDED IN VOLUME 19
PAGE 19 AND LANDS DESCRIBED IN WARRANTY DEED RECORDED IN VOLUME 538 PAGE 347, ALL IN THE SW 1/4 OF
THE SW 1/4 OF SECTION 27, T. 18 N., R. 23 E., TOWN OF NEWTON, MANITOWOC COUNTY, WISCONSIN

DOC# 1009337



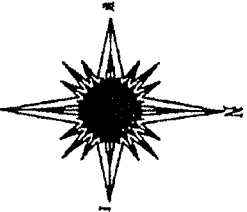
VOL 29 PG 115

SURVEY BY:
ROBLEY LAND SURVEYING, LLC
1633 N. UNION ROAD
MANITOWOC, WI 54220
920-682-9779

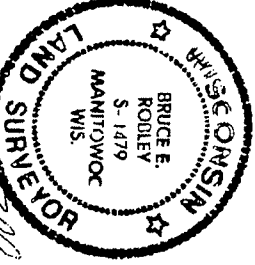


WARRANTY DEED
VOLUME 316
PAGE 676

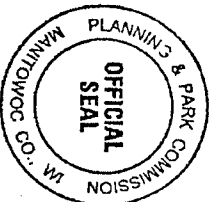
TRACT 2 LAND AREAS
0.48 ACRE TO THE SECTION LINE
20800 SQUARE FEET TO THE SECTION LINE
0.38 ACRE OUTSIDE OF THE ROAD RIGHT OF WAY
0.10 ACRE IN THE ROAD RIGHT OF WAY



- 1" X 16" IRON PIPE SET
- EXISTING IRON PIPE OR ROD
- △ PK NAIL SET
- ▲ EXISTING PK NAIL



CERTIFICATE OF PLANNING AGENCY
This certified survey map has been submitted to and approved by the
Manitowoc County Planning and Park Commission as complying with the
Subdivision Regulations for Manitowoc County and Chapter 236 of the
Wisconsin Statutes.
Date: 10/14/10
[Signature]



2 SALUTE +

**TOWN OF NEWTON
MINUTES FROM NOVEMBER 20, 2025**

The 11/12/25 meeting of the Town of Newton was called to order by Chairperson Thomas at 5:00 p.m. at the Town Hall, 6532 Carstens Lake Rd, Manitowoc, WI

ROLL CALL

The roll was called and members present were Denise Thomas – Chairperson, Kevin Behnke – Supervisor 1, Edward Downing – Supervisor 2, Alyssa Grotegut – Clerk, Paulette Vogt – Treasurer, Dave Mueller – Road Supervisor/Law Enforcement Officer. Excused – Mike Slattery – Zoning Administrator.

APPROVAL OF AGENDA – APPROVAL OF MINUTES

Supervisor Downing made a motion to approve the agenda, seconded by Supervisor Behnke, all approved motion carried.

Supervisor Behnke made a motion to approve the previous meeting minutes, seconded by Supervisor Downing, all approved, motion carried.

TREASURERS REPORT

Discussion on upcoming expiration on CD. Supervisor Behnke made a motion to approve the treasurer's report. Seconded by Supervisor Downing, all approved motion carried.

PUBLIC INPUT

No public input.

REPORTS

Road Supervisor – Dave Mueller received sand bids from Jim's Excavating and Madson Tiling and Excavating. The Board approved Madson's Bid for \$14.50/yard delivered. Blacktop, wedges, and bridge approaches are completed. The watermain and fire hydrants are finished from the City's watermain project, but hydrants are very close to the roadway. The Board approved replacing the thermostat in the Town Hall.

Law Enforcement – Dave Mueller had a few dog and other animal calls.

Firehouse Project – Hayden and Devin from Keller came and provided the Board with an update on the progress of the project and their next steps with meeting with contractors.

Zoning Administrator – A motion was made by Supervisor Downing to approve of a Zone Change in CSM for Mike Bastian, 6314 Newton Rd for a Zone Change from R-2, Residential District, to B-1 Business District. Seconded by Supervisor Behnke. All approved, motion carried.

Supervisor 1 – Vinton should be able to supply more burning barrels. The County Board passed the budget after overriding the County Executives' vetoes.

Supervisor 2 – Zoning Security Box should be here tomorrow.

Chairperson – Supervisor Behnke made a motion to approve the 3% increase Recycling Center Contract with Town of Centerville. Seconded by Supervisor Downing, all approved motion carried. Chairperson Thomas discussed the line of credit we received through Cleveland State Bank for the firehouse project. The Board also discussed the possibility of switching to Cleveland State Bank as our official bank and this will be discussed more at the Annual Meeting.

Clerk – Supervisor Behnke made a motion to approve the paying of the bills, seconded by Supervisor Downing. All approved, motion carried.

MEETING DATES

Public Budget Hearing/Special Electors Meeting – November 20, 2025 @ 6:00 p.m.

Monthly Town Meeting – December 4, 2025 @ 5:00 p.m.

A motion was made by Supervisor Behnke to adjourn the meeting, seconded by Supervisor Downing. The motion was adapted by acclamation. The meeting was adjourned.

Respectfully submitted,
Alyssa Grotegut, Clerk

Manitowoc County Parcel Viewer



Author:
Date Printed: 11/24/2025



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**RESOLUTION ESTABLISHING ELECTED OFFICIAL'S
COMPENSATION**

(Clerk of Court and Sheriff)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Wisconsin Stat. § 59.22 provides that total annual compensation of certain
2 elected officials, exclusive of reimbursements, must be established before the earliest time for
3 filing nomination papers for office and that this compensation shall not be increased or decreased
4 during the official's term; and
5

6 WHEREAS, Manitowoc County Code § 5.06 (the "ordinance") defines the process to be
7 used in establishing the total annual compensation for the elected positions of Clerk of Court,
8 Coroner, County Clerk, Executive, Register of Deeds, Sheriff, and Treasurer; and
9

10 WHEREAS, the ordinance provides that the Personnel Committee shall establish salary
11 recommendations for the elected positions of Clerk of Court and Sheriff, using the following
12 guidelines:
13

14 (a) The recommended salary shall be 85% of the wage band for the first year of an
15 elected official's term.
16

17 (b) Each subsequent year of an elected official's term shall be increased by the average
18 change in the Consumer Price Index, as determined by the Wisconsin Department of Revenue, for
19 the past four years.
20

21 and
22

23 WHEREAS, the ordinance further provides:
24

25 (1) Elected offices that are below 85% of the maximum of the wage band will be
26 increased by a maximum of 5.0% each year until the 85% mark is met; and
27

28 (2) Elected offices that are above 85% of the maximum of the wage band will be frozen
29 at the current rate until future increases in the wage schedule cause the compensation for the elected
30 office to meet the 85% level; and
31

32 and
33

34 WHEREAS, the ordinance specifies that each subsequent year of an elected official's term
35 shall be increased by the average change in the Consumer Price Index, as determined by the
36 Wisconsin Department of Revenue for the past four years; and
37

WHEREAS, the Personnel Committee recommends that these elected officials be offered the same fringe benefit package that is offered to appointed, full-time Department Directors;

NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the county of Manitowoc set the following salaries as the total annual compensation for the elected offices of Clerk of Court and Sheriff:

	2027	2028	2029	2030
Clerk of Court	\$ 87,185	\$ 91,544	\$ 93,476	\$ 98,056
Sheriff	\$112,726	\$118,363	\$124,162	\$130,245

and

BE IT FURTHER RESOLVED that the per pay period amount of the annual salaries is as follows:

	2027	2028	2029	2030
County Clerk	\$3353.27	\$3520.92	\$3595.23	\$3771.38
Sheriff	\$4335.62	\$4552.42	\$4775.46	\$5009.42

and

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

BE IT FURTHER RESOLVED that the Clerk of Court and Sheriff shall participate in the Wisconsin Retirement System (WRS) on a pre-tax basis in accordance with State law, that each elected official is required to pay his or her share of 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 it 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 Clerk of Court and Sheriff are eligible for and may elect to receive health insurance through the County's Group Health Insurance Plan on the same terms and conditions, such as co-pays, deductibles, and premium contributions, any of which may be modified from time-to-time, as are offered to full-time appointed Department Directors; and

BE IT FURTHER RESOLVED that the Clerk of Court and Sheriff are 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 full-time, appointed Department Directors, and

BE IT FURTHER RESOLVED that the Clerk of Court and Sheriff are eligible for and may participate in such other programs, such as deferred compensation and wellness, on the same terms and conditions, any of which may be modified from time-to-time, as are offered to full-time, appointed Department Directors; and

84
85 BE IT FURTHER RESOLVED that, the foregoing notwithstanding, the Clerk of Court and
86 Sheriff: a) are not eligible for; b) do not accrue; and c) are not paid for any leave, such as holiday
87 leave, short term disability, long-term disability, sick leave, or vacation leave; and
88

89 BE IT FURTHER RESOLVED that the Sheriff shall be eligible for an annual uniform
90 allowance of \$650; and
91

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

Dated this 16th day of December 2025.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

FISCAL IMPACT:

	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Wages	\$7,688	\$ 8,073	\$ 8,370	\$ 8,668
FICA	\$ 588	\$ 617	\$ 640	\$ 663
WRS	\$ 545	\$ 573	\$ 594	\$ 615
Total	<u>\$8,821</u>	<u>\$ 9,263</u>	<u>\$ 9,604</u>	<u>\$ 9,946</u>

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 § 4.01
(Hiring Procedure for Regular Positions)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

WHEREAS, Manitowoc County has authorized an Employee Policy Manual to establish uniform personnel policies and procedures; and

WHEREAS, Section 4.01 (Hiring Procedure for Regular Positions) outlines the specific hiring procedures for both internal and external applicants being considered for Manitowoc County vacancies; and

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

WHEREAS, the current process does not limit when an employee may post into an internal position; and

WHEREAS, supervisors invest significant time and resources into training new employees, and new employees deserve a fair opportunity to become comfortable and proficient in their positions before deciding to apply for a transfer; and

WHEREAS, the proposed revision to Section 4.01 (Hiring Procedure for Regular Positions) adds a requirement that employees must have either completed their probationary period or have been in their current position for at least 6 months (whichever is later) to be eligible to post for an internal position, except with a recommendation by the Department Director; and

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

NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the county of Manitowoc amends Section 4.01 (Hiring Procedure for Regular Positions) of the Manitowoc County Employee Policy Manual Section 4 (Selection) as follows:

4.01 Hiring Procedure for Regular Positions

...

- (1) Positions will be posted internally so current employees have an opportunity to be considered. Current employees must demonstrate that they are qualified for the vacant position. Qualifications may be determined on the basis of written tests, physical capacity test, and oral interviews. Except with a recommendation from their current Department Director, current employees must have either completed

39 their probationary period or been in their current position for at least 6 months
40 (whichever is later) to be eligible to post for an internal position.

Dated this 16th day of December 2025.

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 § 12.05
(Leaves of Absence)

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 12.05 (Leave of Absence) outlines the rules and conditions for
5 employees seeking an unpaid leave of absence; 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 current policy does not require an employee on unpaid leave to initiate
11 their COBRA rights (generally allowing for 18 months of continued coverage) in order to continue
12 insurance coverage, and instead requires initiation of COBRA rights only after the employee’s 12-
13 month unpaid leave of absence period has expired; and
14

15 WHEREAS, the current policy exposes Manitowoc County to a potential additional one
16 (1) year of insurance claims for an employee on an unpaid leave of absence; and
17

18 WHEREAS, the proposed revision to Section 12.05 would require employees to initiate
19 their COBRA rights when they apply for and become eligible for an unpaid leave of absence; and
20

21 WHEREAS, the proposed revision would limit the County’s exposure to insurance claims
22 for an employee granted an unpaid leave of absence to the duration of that employee’s COBRA
23 coverage; and
24

25 WHEREAS, after careful consideration and review, the Personnel Committee recommends
26 approval of the following amendment to the Manitowoc County Employee Policy Manual;
27

28 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
29 county of Manitowoc amends Section 12.05 (Leaves of Absence) of the Manitowoc County
30 Employee Policy Manual Section §12 (Paid and Unpaid Leave) as follows:
31

32 12.05 Leaves of Absence
33

34 ...
35

(3) Leaves for Illness or Disability:

- (a) Length of Leave. Employees may be granted an unpaid leave of absence for up to twelve (12) consecutive months for prolonged illness or disability due to injury.
- (b) Notice of Leave. An employee requesting such leave must notify his or her respective department director who will in turn contact the Personnel Committee in writing.
- (c) Medical Certificates. The employee shall be required to furnish the Personnel Department with a physician's statement which identifies the illness or injury and estimates the length of time anticipated to be absent. An updated statement shall be required every two (2) months. The Personnel Department may require the employee to be examined by a physician designated by the Personnel Department and in such instance the County shall pay the cost of such examination.
- (d) Continuation of Insurance Coverage. An employee on an unpaid leave of absence in excess of one (1) calendar month shall be permitted to continue insurance coverage through their rights under COBRA. The premium for this COBRA coverage ~~continued coverage~~ shall be paid by the employee; ~~prior to the month coverage is to extended, to the county Treasurer's office.~~ Manitowoc County will reimburse an employee for the portion of any required COBRA premium that exceeds the normal employee premium for any month in which COBRA coverage is required and the employee has actively returned to work.

Dated this 16th day of December 2025.

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 AUTHORIZING COUNTY CONSERVATION AIDS
GRANT**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Planning and Zoning Department plans to continue
2 the control of invasive species and other encroaching vegetation along the Devils River State Trail;
3 and
4

5 WHEREAS, the Manitowoc County Planning and Zoning Department has identified a total
6 cost of \$8,400.00 for this project; and
7

8 WHEREAS, the Wisconsin Department of Natural Resources (WDNR) has grant funding
9 available through the County Conservation Aids (CCA) program specifically for the installation
10 and maintenance of fish and game projects under Wis. Stat. § 23.09(12); and
11

12 WHEREAS, the CCA grant program may reimburse fifty percent of the total project cost
13 for eligible projects; and
14

15 WHEREAS, the Planning and Park Commission held a public hearing on October 27,
16 2025, to consider the grant application and recommends the Planning and Zoning Department
17 pursue available grants under the CCA program;
18

19 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
20 county of Manitowoc authorizes the Planning and Zoning Director or his designee to apply for and
21 accept grants from the WDNR in the total amount of up to \$1,575.00 to control invasive species
22 and other encroaching vegetation along the Devils River State Trail; and
23

24 BE IT FURTHER RESOLVED that the Planning and Zoning Director or his designee is
25 authorized to sign documents and take such other actions as necessary to accept the grant, direct,
26 and complete the project as authorized in the County's grant application to the WDNR, including
27 obtaining any permits that may be required; and
28

29 BE IT FURTHER RESOLVED that revenues and expenses in the Planning and Park
30 budget are amended by the amount of any grant award approved by the State of Wisconsin, and
31 the Finance Director is directed to record such information in the official books of the County for
32 the year ending December 31, 2025, with carryover to 2026 as may be required.


Dated this 16th day of December 2025.

Respectfully submitted by the
Planning and Park Commission

James Falkowski, Chair

FISCAL IMPACT: Increases State Conservation Aid by an amount of the grant award up to \$1,575.00 and an associated expense account by an equal amount.

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