



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

DATE: January 20, 2026

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 Ryan Phipps**
- III. Pledge of Allegiance**
- IV. Roll Call**

**V. PROCLAMATIONS**

- A. Commemorating the Life and Service of Charles Hoffman

**VI. REPORTS**

- A. Planning and Park Petitions:
  - 1. Tonya Trimmerger – Town of Centerville
  - 2. Kathleen Kudick – Town of Gibson
  - 3. Thomas & Anita Bastian – Town of Kossuth
  - 4. Christine Schadrie – Town of Two Creeks

**VII. PUBLIC COMMENT**

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

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

- A. Approve December 16th, 2025 County Board Minutes
- B. Appointments by County Executive
  - 1. Ethics Board  
Appoint one member to succeed Katherine Reynolds for a three-year term expiring February 28, 2029.
    - a. Sharon Cornils
- C. Ordinances and Resolutions
  - 1. Board of Health
    - a. Resolution 2025/2026-137 Adopting Health Department Fee Schedule
  - 2. Highway Committee
    - a. Resolution 2025/2026-138 Honoring and Commending William Schramm as the Former Manitowoc County Highway Commissioner

**IX. 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
  - 1. Ordinance 2025/2026-139 Amending Manitowoc County Code §4.13(10) (Human Services Department Fees)
- I. Land Conservation Committee/UW-Extension Education and Agriculture Committee
- J. Personnel Committee
  - 1. Resolution 2025/2026-136 Amending Employee Policy Manual §12.14 (Short Term Disability Income Continuation)
- K. Planning and Park Commission
- L. Public Safety Committee
- M. Public Works Committee
- N. Transportation Coordinating Committee

**X. ANNOUNCEMENTS**

**XI. 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 ADOPTING HEALTH DEPARTMENT FEE SCHEDULE**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the Manitowoc County Health Department issues certain licenses and permits  
2 as an agent of the Wisconsin Department of Agriculture, Trade and Consumer Protection, and the  
3 Department of Safety and Professional Services; and  
4

5           WHEREAS, the Manitowoc County Board of Supervisors has authorized the Health  
6 Department to charge fees to defray the costs of providing these various licenses and permits; and  
7

8           WHEREAS, the State of Wisconsin has revised Wis. Admin. Code Ch. ATCP 72 (Hotels,  
9 Motels, and Tourist Rooming Houses) to include new categories of licenses; and  
10

11           WHEREAS, as an agent of the state, the Health Department fee structure is required to  
12 align with the state administrative code; and  
13

14           WHEREAS, Manitowoc County Code § 7.10 provides that the fees for licenses (other than  
15 an animal license) and permits that the Health Department is authorized to charge must be set by  
16 County Board resolution; and  
17

18           WHEREAS a copy of the proposed Health Department Fee Schedule has been provided to  
19 the County Board and is hereto attached to this Resolution; and  
20

21           WHEREAS, the Board of Health has reviewed the proposed Health Department Fee  
22 Schedule and after careful consideration and review recommends that it be adjusted beginning  
23 April 1, 2026, as proposed;  
24

25           NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
26 county of Manitowoc approves and adopts the Health Department Fee Schedule as attached hereto  
27 to be effective April 1, 2026, and directs that a copy of the fee schedule be included as an appendix  
28 to Manitowoc County Code Chapter 7, Public Health.

Dated this 20th day of January 2025.

Respectfully submitted by the  
Board of Health

\_\_\_\_\_  
Rita Metzger, Chair

FISCAL IMPACT: Indeterminate

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

**CHAPTER 7  
APPENDIX**

**HEALTH DEPARTMENT FEE SCHEDULE  
Effective April 1, 2026**

BED AND BREAKFAST (8 ROOMS OR LESS)	\$ 159
CAMPGROUND (1 - 25 SITES)	\$ 247
CAMPGROUND (26 - 50 SITES)	\$ 276
CAMPGROUND (51 - 100 SITES)	\$ 333
CAMPGROUND (101 - 200 SITES)	\$ 364
CAMPGROUND (MORE THAN 200 SITES)	\$ 402
CAMPGROUND - SPECIAL EVENT (1 - 25 SITES)	\$ 132
CAMPGROUND - SPECIAL EVENT (26 - 50 SITES)	\$ 176
CAMPGROUND - SPECIAL EVENT (51 - 100 SITES)	\$ 210
CAMPGROUND - SPECIAL EVENT (101 - 200 SITES)	\$ 243
CAMPGROUND - SPECIAL EVENT (MORE THAN 200 SITES)	\$ 276
DPI SCHOOL INSPECTION - LIMITED	\$ 165
DPI SCHOOL INSPECTION	\$ 430
HOTEL/MOTEL (5 - 30 ROOMS)	\$ 261
HOTEL/MOTEL (31 - 99 ROOMS)	\$ 363
HOTEL/MOTEL (100 - 199 ROOMS)	\$ 509
HOTEL/MOTEL (200 OR MORE ROOMS)	\$ 534
HOTEL/MOTEL (100 - 249 ROOMS)	\$ 500
HOTEL/MOTEL (250 - 499 ROOMS)	\$ 534
HOTEL/MOTEL (500 - 749 ROOMS)	\$ 700
HOTEL/MOTEL (750 - 1000 ROOMS)	\$ 800
HOTEL/MOTEL (1001+ ROOMS)	\$ 900
LATE RENEWAL FEE	\$ 100
MICRO MARKET (SINGLE LOCATION)	\$ 36
MICRO MARKET (MULTIPLE LOCATIONS ON SAME PREMISES)	\$ 54
MOBILE RETAIL FOOD ESTABLISHMENT BASE - NO FOOD PREPARATION OR PROCESSING ACTIVITIES	\$ 68
MOBILE RETAIL FOOD ESTABLISHMENT - INSPECTION FEE	\$ 50
OPERATING WITHOUT A WISCONSIN CERTIFIED FOOD MANAGER	\$ 150
OPERATING WITHOUT A LICENSE	\$ 275
PLAN REVIEW	\$ 180
POOL - SIMPLE	\$ 323
POOL - SIMPLE WITH FEATURES	\$ 348
POOL - MODERATE	\$ 373
POOL - MODERATE WITH FEATURES	\$ 398
POOL - COMPLEX	\$ 423
POOL - COMPLEX WITH FEATURES	\$ 448
PRE-INSPECTION - BED & BREAKFAST	\$ 135
PRE-INSPECTION - CAMPGROUND	\$ 200

PRE-INSPECTION - HOTEL/MOTEL	\$ 250
PRE-INSPECTION - RECREATIONAL/EDUCATIONAL CAMP	\$ 265
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - PRE-PACKAGED TCS	\$ 35
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - SIMPLE NON-TCS	\$ 35
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - SIMPLE TCS	\$ 100
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - MODERATE	\$ 150
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - COMPLEX	\$ 350
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - SERVING MEALS - PREPACKAGED TCS	\$ 100
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - SERVING MEALS - SIMPLE	\$ 250
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - SERVING MEALS - MODERATE	\$ 290
PRE-INSPECTION - RETAIL FOOD ESTABLISHMENT - SERVING MEALS - COMPLEX	\$ 320
PRE-INSPECTION - SWMMING POOLS AND WATER ATTRACTIONS	\$ 175
PRE-INSPECTION - TATTOO/BODY PIERCING ESTABLISHMENT	\$ 130
PRE-INSPECTION - TATTOO AND BODY PIERCING ESTABLISHMENT - COMBINED	\$ 130
PRE-INSPECTION - TOURIST ROOMING HOUSE OR SPECIALTY LODGING	\$ 135
PRE-SALE INSPECTION	\$ 125
RECREATIONAL/EDUCATIONAL CAMP SIMPLE	\$ 403
RECREATIONAL/EDUCATIONAL CAMP SIMPLE WITH HOSPITALITY	\$ 453
RECREATIONAL/EDUCATIONAL CAMP MODERATE	\$ 443
RECREATIONAL/EDUCATIONAL MODERATE WITH HOSPITALITY	\$ 493
RECREATIONAL/EDUCATIONAL CAMP COMPLEX	\$ 483
RECREATIONAL/EDUCATIONAL CAMP COMPLEX WITH HOSPITALITY	\$ 533
REINSPECTION - FIRST	\$ 200
REINSPECTION - SECOND	\$ 400
REINSPECTION - THIRD	\$ 600
RETAIL FOOD ESTABLISHMENT - SERVING MEALS - PREPACKAGED	\$ 142
RETAIL FOOD ESTABLISHMENT - SERVING MEALS - SIMPLE	\$ 275
RETAIL FOOD ESTABLISHMENT - SERVING MEALS - MODERATE	\$ 471
RETAIL FOOD ESTABLISHMENT - SERVING MEALS - COMPLEX	\$ 573
RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - PRE-PACKAGED TCS	\$ 68
RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - SIMPLE NON-TCS	\$ 85
RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - SIMPLE TCS	\$ 255
RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - MODERATE	\$ 353
RETAIL FOOD ESTABLISHMENT - NOT SERVING MEALS - COMPLEX	\$ 908
SPECIAL CONDITIONS INSPECTION	\$ 285
SPECIALTY LODGING (1 INDIVIDUALLY KEYED UNIT)	\$ 166
SPECIALTY LODGING (2 TO 4 INDIVIDUALLY KEYED UNITS)	\$ 325
SPECIALTY LODGING (5 TO 9 INDIVIDUALLY KEYED UNITS)	\$ 425
SPECIALTY LODGING (10 TO 19 INDIVIDUALLY KEYED UNITS)	\$ 500
SPECIALTY LODGING (20 TO 39 INDIVIDUALLY KEYED UNITS)	\$ 600

<u>SPECIALTY LODGING (40 TO 99 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 700</u>
TATTOO OR BODY PIERCING ESTABLISHMENT	\$ 208
TATTOO OR BODY PIERCING ESTABLISHMENT - TEMPORARY	\$ 85
TATTOO AND BODY PIERCING ESTABLISHMENT (COMBINED)	\$ 298
TATTOO AND BODY PIERCING ESTABLISHMENT (COMBINED) - TEMPORARY	\$ 91
<u>TOURIST ROOMING HOUSE (1 - 4 ROOMS)</u>	<u>\$ 153</u>
<u>TOURIST ROOMING HOUSE (1 INDIVIDUALLY KEYED UNIT)</u>	<u>\$ 153</u>
<u>TOURIST ROOMING HOUSE (2 TO 4 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 325</u>
<u>TOURIST ROOMING HOUSE (5 TO 9 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 425</u>
<u>TOURIST ROOMING HOUSE (10 TO 19 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 500</u>
<u>TOURIST ROOMING HOUSE (20 TO 39 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 600</u>
<u>TOURIST ROOMING HOUSE (40 TO 99 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 700</u>
<u>TOURIST ROOMING HOUSE (100 TO 299 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 800</u>
<u>TOURIST ROOMING HOUSE (300 TO 599 INDIVIDUALLY KEYED UNITS)</u>	<u>\$ 900</u>
<u>TOURIST ROOMING HOUSE (600+ INDIVIDUALLY KEYED UNITS)</u>	<u>\$1,000</u>
TRANSIENT RETAIL FOOD ESTABLISHMENT - INSPECTION FEE	\$ 50
TRANSIENT RETAIL FOOD ESTABLISHMENT - NON-TCS	\$ 79
TRANSIENT RETAIL FOOD ESTABLISHMENT - PREPACKAGED TCS FOOD ONLY	\$ 68
TRANSIENT RETAIL FOOD ESTABLISHMENT - TCS	\$ 172
WELL WATER RESAMPLE (TRANSIENT NONCOMMUNITY WATER SYSTEM)	\$ 35
WELL WATER INITIAL SAMPLE (TRANSIENT NONCOMMUNITY WATER SYSTEM) - COLIFORM AND NITRATE	\$ 35
WELL WATER SAMPLE (TRANSIENT NONCOMMUNITY WATER SYSTEM) - NITRATE +NITRITE	\$ 50

**RESOLUTION HONORING AND COMMENDING WILLIAM  
SCHRAMM AS THE FORMER MANITOWOC COUNTY HIGHWAY  
COMMISSIONER**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, former Highway Commissioner William Schramm dedicated 39 years of  
2 service to Manitowoc County; and

3  
4           WHEREAS, William Schramm began employment with the Manitowoc County Highway  
5 Commission on April 16, 1956, and was promoted to the position of Patrol Superintendent on  
6 August 8, 1975; and

7  
8           WHEREAS, William Schramm was appointed as Manitowoc County Highway  
9 Commissioner on September 8, 1980, serving in this capacity until his retirement in July of 1995;  
10 and

11  
12           WHEREAS, William Schramm played a very active role in transportation-related issues  
13 where he served as President of the Wisconsin Highway Association in 1990 and 1991, and served  
14 several years on the Board Directors of the Transportation Development Association; and

15  
16           WHEREAS, Manitowoc County was truly fortunate to have such a dedicated and  
17 responsible public servant serving the highway needs of Manitowoc County for over 39 years;

18  
19           NOW, THEREFORE, BE IT RESOLVED, that the county board of supervisors of the  
20 county of Manitowoc wish to formally recognize William Schramm for his dedication and years  
21 of service to Manitowoc County and extend its deepest sympathy to his family for their loss.

Dated this 20th day of January 2025.

Respectfully submitted by the  
Highway Committee

\_\_\_\_\_  
Kevin Behnke, Chair

FISCAL IMPACT:   None.

FISCAL NOTE:     Reviewed and approved by Finance Director. \_\_\_\_\_

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

APPROVED:

\_\_\_\_\_  
Bob Ziegelbauer, County Executive

\_\_\_\_\_  
Date

**ORDINANCE AMENDING MANITOWOC COUNTY CODE § 4.13(10)**  
(Human Services Department Fees)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Human Services Department is required to provide  
2 access to an Intoxicated Driver Program pursuant to Wis. Admin. Code Ch. DHS 62; and  
3

4 WHEREAS, fees charged for the Intoxicated Driver Program help defray the costs of  
5 providing the services; and  
6

7 WHEREAS, currently the Human Services Department collects the following fees for the  
8 Intoxicated Driver Program: \$250 for an Intoxicated Driver Program Assessment; \$150 for a  
9 missed appointment; and, \$50 for a plan amendment;  
10

11 WHEREAS, Manitowoc County's current fee for Intoxicated Driver Program Assessment  
12 fee is lower than all surrounding counties and has not changed since 2017; and  
13

14 WHEREAS, the Human Services Board has reviewed the existing fees charged for the  
15 Intoxicated Driver Program and after careful consideration and review recommends that the fee  
16 for the Intoxicated Driver Program Assessment be increase from \$250 to \$300;  
17

18 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does  
19 ordain as follows:  
20

21 Manitowoc County Code § 4.13(10) is amended to read as follows:  
22

23 (10) The Human Services Department shall charge the following fees for the Intoxicated  
24 Driver Program:  
25

26 (a) Intoxicated Driver Program Assessment: ~~\$250~~\$300  
27

28 and  
29

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

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

Dated this 20th day of January 2026.

Respectfully submitted by the  
Human Services Board

\_\_\_\_\_  
Douglas Klein, Chair



**RESOLUTION AMENDING EMPLOYEE POLICY MANUAL § 12.14**  
(Short Term Disability Income Continuation)

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 12.14 (Short Term Disability Income Continuation) outlines the  
5 County’s rules and conditions for employees applying for coverage under Manitowoc County’s  
6 short term disability plan; and  
7

8           WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time  
9 to keep policies current, reflect current practice, and address new issues and circumstances; and  
10

11           WHEREAS, Manitowoc County’s short term disability plan may provide eligible  
12 employees with up to fifteen (15) weeks of partial salary continuation; and  
13

14           WHEREAS, the current policy regarding short term disability only addresses the  
15 continuation of income, but does not address the continuation of employment during this period;  
16 and  
17

18           WHEREAS, the current policy does not include any restriction or waiting period regarding  
19 when an employee may again become eligible to receive up to fifteen (15) weeks of short term  
20 disability benefits for the same medical condition after returning to work from an unpaid medical  
21 leave; and  
22

23           WHEREAS, Manitowoc County provides a long term disability policy to all regular  
24 employees at no cost to the employee; and  
25

26           WHEREAS, the long term disability policy provides the same amount of partial salary as  
27 short term disability does for an employee; and  
28

29           WHEREAS, the proposed policy change would ensure that employees use their long term  
30 disability benefit after exhausting their short term disability; and  
31

32           WHEREAS, after careful consideration and review the Personnel Committee recommend  
33 approval of the following amendments to the Manitowoc County Employee Policy Manual;  
34

35           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
36 Supervisors amends the Manitowoc County Employee Policy Manual Section 12.05 (Paid and  
37 Unpaid Leave) as follows:  
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39   12.14 Short Term Disability Income and Employment Continuation

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- (1) Regular employees who have been employed for a minimum of six months who become disabled for a minimum of 5 consecutive calendar days may be eligible to receive short term disability income and employment continuation.
  - (2) Short term disability income and employment continuation begins on the date that all other paid time off is exhausted or after 5 consecutive calendar days of certified disability, whichever is later.
  - (3) In the case of an inpatient hospitalization, short term disability income and employment continuation begins on the day that all other paid time is exhausted or on the first day of inpatient hospitalization, whichever is later.
  - (4) Short term disability income and employment continuation may be provided for a maximum of 15 calendar weeks per medical incident and any condition(s) relating to that medical incident that continues disability. A later, but separate, reoccurrence of the medical incident will be treated as a separate medical incident.
  - (5) For hourly employees, short term disability income continuation is calculated by multiplying the standard hours for the employee by the base hourly rate in effect when the employee becomes eligible for short term disability income continuation by 60%.
  - (6) For salaried employees, short term disability income continuation is calculated by multiplying the weekly salary in effect when the employee becomes eligible for short term disability income continuation by 60%.
  - (7) Health, dental, and life insurance will continue to be provided to an employee who is receiving short term disability income and employment continuation benefits on the same basis as when the employee was actively at work.
  - (8) Eligibility for short term disability income and employment continuation is contingent upon the employee providing medical certification of a condition that prevents the employee from performing the essential functions of his or her position. Medical certification must be updated every 30 days.
  - (9) An employee may be required to obtain a second medical opinion. Any out-of-pocket cost for the second opinion would be reimbursed to the employee. Short term disability income and employment continuation would continue to be provided during the time required to obtain the second medical opinion.

Dated this 20th day of January 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