

**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.

FISCAL IMPACT: None.

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.

**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.

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

APPROVED: Bob Ziegelbauer, County Executive.

ORDINANCE AMENDING ZONING MAP
(Brad and Chris Engelbart)

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.

FISCAL IMPACT: None.

APPROVED: Bob Ziegelbauer, County Executive.

ORDINANCE AMENDING ZONING MAP
(James Kunst)

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

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

40 S54°-52'-12"W along said westerly line, a distance of 90.85 feet; thence
41 S10°-22'-40"E along said westerly line, a distance of 133.10 feet; thence
42 S28°-13'-40"W (recorded as N27°-50'-39"E) along said westerly line, a distance of
43 127.34 feet to the point of beginning, said parcel containing 194,453 square feet
44 (4.464 acres) of land
45

46 is hereby rezoned from Small Estate Residential (SE) District to Large Estate Residential
47 (LE) District; and
48

49 A parcel of land located in a part of Lot One (1) of Certified Survey Map as recorded in
50 Volume 26 of Certified Survey Maps on Page 71 as Document No. 1011960 of Manitowoc County
51 Records; being part of the Northwest Quarter (NW1/4) of the Southeast Quarter (SE1/4) of Section
52 Twenty-Three (23), Township Seventeen (17) North, Range Twenty-One (21) East, Town of
53 Schleswig, Manitowoc County, Wisconsin, more particularly described as follows:
54

55 Commencing at the south quarter corner of said Section 23; thence S89°-50'-35"E
56 along the south line of Government Lot 2 of said Section 23, a distance of 620.95
57 feet; thence N00°-09'-25"E 697.26 feet to the southeast corner of Lot 1 of Certified
58 Survey Map as recorded in Volume 37 of Certified Survey Maps on Page 195 as
59 Document No. 1274829 of Manitowoc County Records (also a point on the
60 centerline of Louis Corners Road); thence northwesterly 183.15 feet along the arc
61 of a curve to the left (being the southerly line of said Lot 1 of Volume 37 and said
62 centerline), having a radius of 1145.72 feet and a chord which bears
63 N58°-26'-36"W (recorded as N58°-49'-37"W) 182.95 feet; thence N63°-01'-23"W
64 (recorded as N63°-24'-24"W) along said southerly line and said centerline, a
65 distance of 52.32 feet to the southwest corner of Lot 1 of said Volume 37; thence
66 continue N63°-01'-23"W (recorded as N63°-24'-24"W) along the southerly line of
67 said Lot 1 of Volume 26, a distance of 321.76 feet and said centerline; thence
68 northwesterly 153.33 feet along the arc of a curve to the right (being the southerly
69 line of said Lot 1 and said centerline), having a radius of 573.69 feet and a chord
70 which bears N56°-04'-27"W (recorded as N56°-28'-57"W) 152.87 feet to the
71 southwest corner of said Lot 1 and a point on the west line of said Government Lot
72 2; thence N00°-22'-08"E (recorded as N00°-03'-17"W) along said west line, a
73 distance of 263.41 feet to the south line of the NW1/4 of the SE1/4 of said Section
74 23 and the point of beginning; thence continue N00°-22'-08"E (recorded as
75 N00°-03'-17"W) along said west line, a distance of 122.78 feet; thence
76 N89°-58'-28"E 271.07 feet; thence S81°-45'-38"E 235.36 feet to the northerly
77 extension of the westerly line of Lot 1 of said Volume 37; thence S03°-30'-12"E
78 along said westerly line and its northerly extension, a distance of 89.11 feet to the
79 south line of said NW1/4 of the SE1/4; thence S89°-58'-28"W along said south line,
80 a distance of 510.24 feet to the point of beginning, said parcel containing 58,230
81 square feet (1.337 acres) of land
82

83 is hereby rezoned from Natural Area (NA) District to Large Estate Residential (LE) District; and
84

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.

FISCAL IMPACT: None.

APPROVED: Bob Ziegelbauer, County Executive.

**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.

APPROVED: Bob Ziegelbauer, County Executive.

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 10th, 2025
12 by rezoning a 2.5-acre parcel of property owned by Michael and Tara Bastian from R-1
13 (Residential District) 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
16 Manitowoc County Board of Supervisors 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 Manitowoc County Board of
20 Supervisors approves the Town of Newton's amended zoning ordinance that rezones certain
21 property a 2.5-acre parcel of property owned by Michael and Tara Bastian from R-1 (Residential
22 District)to B-1 (Business District) and was adopted by the Town Board of Newton on November
23 10th, 2025.

Dated this 16th day of December, 2025.

Respectfully submitted by Ryan Phipps, Supervisor, District 11.

FISCAL IMPACT: None.

APPROVED: Bob Ziegelbauer, County Executive.

**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.

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>

APPROVED: Bob Ziegelbauer, County Executive.

RESOLUTION AMENDING EMPLOYEE POLICY MANUAL § 4.01
(Hiring Procedure for Regular Positions)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County has authorized an Employee Policy Manual to establish
2 uniform personnel policies and procedures; and
3

4 WHEREAS, Section 4.01 (Hiring Procedure for Regular Positions) outlines the specific
5 hiring procedures for both internal and external applicants being considered for Manitowoc County
6 vacancies; 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, the current process does not limit when an employee may post into an internal
12 position; and
13

14 WHEREAS, supervisors invest significant time and resources into training new employees,
15 and new employees deserve a fair opportunity to become comfortable and proficient in their
16 positions before deciding to apply for a transfer; and
17

18 WHEREAS, the proposed revision to Section 4.01 (Hiring Procedure for Regular
19 Positions) adds a requirement that employees must have either completed their probationary period
20 or have been in their current position for at least 6 months (whichever is later) to be eligible to post
21 for an internal position, except with a recommendation by the Department Director; and
22

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

26 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the
27 county of Manitowoc amends Section 4.01 (Hiring Procedure for Regular Positions) of the
28 Manitowoc County Employee Policy Manual Section 4 (Selection) as follows:
29

30 4.01 Hiring Procedure for Regular Positions
31

32 ...
33

- 34 (1) Positions will be posted internally so current employees have an opportunity to be
35 considered. Current employees must demonstrate that they are qualified for the
36 vacant position. Qualifications may be determined on the basis of written tests,
37 physical capacity test, and oral interviews. Except with a recommendation from
38 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.

APPROVED: Bob Ziegelbauer, County Executive.

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

36 (3) Leaves for Illness or Disability:

- 37
- 38 (a) Length of Leave. Employees may be granted an unpaid leave of absence
- 39 for up to twelve (12) consecutive months for prolonged illness or disability
- 40 due to injury.
- 41
- 42 (b) Notice of Leave. An employee requesting such leave must notify his or
- 43 her respective department director who will in turn contact the Personnel
- 44 Committee in writing.
- 45
- 46 (c) Medical Certificates. The employee shall be required to furnish the
- 47 Personnel Department with a physician's statement which identifies the
- 48 illness or injury and estimates the length of time anticipated to be absent.
- 49 An updated statement shall be required every two (2) months. The
- 50 Personnel Department may require the employee to be examined by a
- 51 physician designated by the Personnel Department and in such instance the
- 52 County shall pay the cost of such examination.
- 53
- 54 (d) Continuation of Insurance Coverage. An employee on an unpaid leave of
- 55 absence in excess of one (1) calendar month shall be permitted to continue
- 56 insurance coverage through their rights under COBRA. The premium for
- 57 this COBRA coverage ~~continued coverage~~ shall be paid by the employee;
- 58 ~~prior to the month coverage is to extended, to the cunty Treasurer's office.~~
- 59 Manitowoc County will reimburse an employee for the portion of any
- 60 required COBRA premium that exceeds the normal employee premium for
- 61 any month in which COBRA coverage is required and the employee has
- 62 actively returned to work.

Dated this 16th day of December 2025.

Respectfully submitted by the Personnel Committee.

APPROVED: Bob Ziegelbauer, County Executive.

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.

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.

APPROVED:

Bob Ziegelbauer, County Executive.