

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
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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
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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
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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
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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
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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
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23 WHEREAS, Manitowoc County provides a long term disability policy to all regular
24 employees at no cost to the employee; and
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26 WHEREAS, the long term disability policy provides the same amount of partial salary as
27 short term disability does for an employee; and
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29 WHEREAS, the proposed policy change would ensure that employees use their long term
30 disability benefit after exhausting their short term disability; and
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32 WHEREAS, after careful consideration and review the Personnel Committee recommend
33 approval of the following amendments to the Manitowoc County Employee Policy Manual;
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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.

APPROVED: Bob Ziegelbauer, County Executive.

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

FISCAL IMPACT: Indeterminate

APPROVED: Bob Ziegelbauer, County Executive.

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

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

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

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

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

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

WHEREAS, the Manitowoc County had been truly fortunate to have such a dedicated and responsible public servant serving the highway needs of Manitowoc County for over 39 years.

NOW, THEREFORE, BE IT RESOLVED, that the Manitowoc County Board of Supervisors wish to formally recognize William Schramm for his dedication years of service to Manitowoc County and extend its deepest sympathy to his family for their loss.

Dated this 20th day of January 2026.

Respectfully submitted by the Highway Committee.

APPROVED: Bob Ziegelbauer, County Executive.

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
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4 WHEREAS, fees charged for the Intoxicated Driver Program help defray the costs of
5 providing the services; and
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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;
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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
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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;
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18 NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does
19 ordain as follows:
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21 Manitowoc County Code § 4.13(10) is amended to read as follows:
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23 (10) The Human Services Department shall charge the following fees for the Intoxicated
24 Driver Program:
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26 (a) Intoxicated Driver Program Assessment: ~~\$250~~\$300
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28 and
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30 BE IT FURTHER ORDAINED that if applicable, the table of contents shall be updated to
31 reflect this amendment; and
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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.

FISCAL IMPACT: Increasing the fee from \$250 per assessment to \$300 per assessment would
provide an approximate increase in revenue to the Manitowoc County
Human Services Department of approximately \$15,000 annually.

APPROVED: Bob Ziegelbauer, County Executive.