



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

DATE: June 16<sup>th</sup>, 2026

TIME: 6:00 PM

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 Klein**
- III. Pledge of Allegiance**
- IV. Roll Call**

**V. REPORTS**

- A. Planning and Park Petitions:
  - 1. Gibbs – Town of Schleswig
  - 2. Hoban – Town of Schleswig
  - 3. Miller – Town of Gibson
  - 4. Otto – Town of Liberty
  - 5. Schoenberger - Town of Eaton

**VI. PROCLAMATION**

- A. Commemorating the Life and Service of Former County Board Supervisor Michael Williams.
- B. Honoring Janet Galien for 27-years of service to Manitowoc County.
- C. Honoring the Reedsville Boys' Varsity Basketball Team WIAA Division 5 State Champions.

**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 May 19, 2026 County Board Minutes
- B. Appointments by County Board Chair
  - 1. Land Conservation Committee  
Appoint two members for a two-year term ending April 2028.
    - a. Justin Otto
    - b. Ted Hoffman
- C. Appointments by County Executive
  - 1. Board of Adjustment  
Appoint two members to succeed Dave Christel and Robert Salm for a three-year term ending July 2029.
    - a. Dave Christel
    - b. Robert Salm

2. Joint Dispatch Board  
Appoint one member to fill a vacancy for a term expiring December 2026.
  - a. Craig Jansen

D. Ordinances and Resolutions

1. Executive Committee
  - a. Ordinance 2026/2028-16 Amending Manitowoc County Code S. 2.04(7) (Boards, Commissions, and Committees; Land Conservation Committee).
2. Personnel Committee
  - a. Resolution 2026/2028-17 Amending Employee Policy Manual S. 8.08 (Gifts, Gratuities and Kickbacks).
  - b. Resolution 2026/2028-18 Amending Employee Policy Manual S. 13 (Employee Benefits).
  - c. Resolution 2026/2028-19 Amending Employee Policy Manual § 23.07 (Electronic Mail (E-Mail)).

**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

1. Initial Resolution 2026/2028-20 Authorizing not to Exceed \$3,450,000 General Obligation Promissory Notes for Capital Projects.

G. Highway Committee

1. Resolution 2026/2028-21 Authorizing Application for Safe Streets and Road for All (SS4A) Grant Program and Committing Local Match Funding.

H. Human Service Board

I. Land Conservation Committee/UW-Extension Education and Agriculture Committee

J. Personnel Committee

1. Resolution 2026/2028-22 Authorizing Addition of 1.0 Full-Time Equivalent Human Services Employee (ESS Quality Control Specialist).

K. Planning & Park Commission

L. Public Safety Committee

M. Public Works Committee

N. Transportation Coordinating Committee

**X. COUNTY BOARD CHAIRMAN COMMENTS**

**XI. ANNOUNCEMENTS**

**XII. ADJOURNMENT**

Matthew Phipps, 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.

**ORDINANCE AMENDING MANITOWOC COUNTY CODE S. 2.04(7)**  
(Boards, Commissions, and Committees; Land Conservation Committee)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1       WHEREAS, Manitowoc County Code s. 2.07(7) establishes the membership of the Land  
2 Conservation Committee; and

3  
4       WHEREAS, the Code provides that the Land Conservation Committee is to consist of seven  
5 (7) members, five of which are county board supervisors who are members of the UW-Extension  
6 Education and Agriculture Committee, one who is the chairperson of the County Farm Service  
7 Agency Committee (or designee thereof), and one who is a conservation congress delegate from  
8 Manitowoc County; and

9  
10       WHEREAS, in 2023, the State of Wisconsin changed the requirement that the Land  
11 Conservation Committee must include the chairperson of the County Farm Service Agency  
12 Committee to a person “engaged in an agricultural use” as that term is defined in statute; and

13  
14       WHEREAS, currently the Land Conservation Committee consists of the five county board  
15 members of the UW-Extension Education and Agriculture Committee and two citizens, neither of  
16 whom is either the chairperson of the County Farm Service Agency Committee or a conservation  
17 congress delegate; and

18  
19       WHEREAS, limiting citizen membership on the Land Conservation Committee to only the  
20 chairperson of the County Farm Service Agency Committee and a conservation congress delegate  
21 prevents other potentially interested and engaged individuals from participating on the Land  
22 Conservation Committee; and

23  
24       WHEREAS, after careful consideration and review, the Executive Committee recommends  
25 that Manitowoc County Code s. 2.07(7) be amended to remove the requirement that the two citizen  
26 members be limited to the chairperson of the County Farm Service Agency Committee (or  
27 designee thereof) and a conservation congress delegate;

28  
29       NOW, THEREFORE, the county board of supervisors of the county of Manitowoc does  
30 ordain as follows:

31  
32 Manitowoc County Code s. 2.07(7) is amended as follows:

- 33  
34       (7) Land Conservation Committee. The Land Conservation Committee is created  
35 pursuant to Wis. Stat. § 92.06, for the purpose of performing policy formulation and  
36 program responsibilities authorized by Wis. Stat. ch. 92. The committee will be  
37 composed of the UW-Extension Education and Agriculture Committee, ~~the~~  
38 ~~chairperson of the County Farm Service Agency Committee or a member of the~~  
39 ~~County Farm Service Agency Committee designated by the Chairperson of the County~~

40 ~~Farm Service Agency Committee, and a Conservation Congress Delegate from~~  
41 ~~Manitowoc County~~ and two citizen members, one of whom is engaged in an  
42 “agricultural use” as that term is defined under Wis. Stat. § 91.01(2)(a)1. to 7.,  
43 appointed by the county board chair subject to approval of the county board. Each  
44 committee member’s term will begin on the 3rd Tuesday in April in even-numbered  
45 years and continue for two years or until a successor is appointed, whichever is longer.  
46 Committee members may be reappointed. The County Board will designate a  
47 representative of the Planning and Park Commission and the Public Works Committee  
48 to serve as advisers to the committee.

49  
50 and

51  
52 BE IT FURTHER ORDAINED that if applicable, the table of contents shall be updated to  
53 reflect this amendment; and

54  
55 BE IT FURTHER ORDAINED that this ordinance shall be effective upon publication.

Dated this 16th day of June 2026.

Respectfully submitted by the  
Executive Committee

\_\_\_\_\_  
Matthew Phipps, Chair

FISCAL IMPACT: None.

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

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

COUNTERSIGNED: \_\_\_\_\_  
Matthew Phipps, County Board Chair Date

APPROVED: \_\_\_\_\_  
Tyler Martell, County Executive Date

**RESOLUTION AMENDING EMPLOYEE POLICY MANUAL S. 8.08**  
**(Gifts, Gratuities and Kickbacks)**

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 8 (Performance Standards) of the Employee Policy Manual outlines  
5 the performance standards expected of all County employees; and  
6

7 WHEREAS, Section 8.08 includes guidance regarding employees' responsibilities related  
8 to gifts, gratuities, and kickbacks; and  
9

10 WHEREAS, similar provisions are also addressed in Manitowoc County Code ch. 30,  
11 Manitowoc County Ethics Code; and  
12

13 WHEREAS, maintaining guidance on the same subject in multiple policies may create  
14 confusion and inconsistencies for employees; and  
15

16 WHEREAS, after careful consideration and review, the Personnel Committee recommends  
17 approval of the following amendment to the Manitowoc County Employee Policy Manual;  
18

19 NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
20 county of Manitowoc amends the Manitowoc County Employee Policy Manual Section 8.08  
21 (formerly titled "Gifts, Gratuities, and Kickbacks") as follows:  
22

23 8.08 Gifts, Gratuities and Kickbacks Ethics  
24

25 (1) Employees must comply with Manitowoc County Code Chapter 30, Ethics, regarding an  
26 employee or public official's ethical obligations with respect to gifts and gratuities,  
27 including the duty to report potential violations of the Ethics Code.  
28

29 ~~(1) No employee or public official may solicit or accept from any person anything of value~~  
30 ~~that may tend to influence the employee or public official in the discharge of his or her~~  
31 ~~duties.~~  
32

33 ~~(2) No employee or public official may solicit or accept from any person anything of value,~~  
34 ~~such as a bribe, kickback, rebate, reimbursement, or other inducement, for himself or~~  
35 ~~herself or any member of his or her family, in connection with the purchase or provision~~  
36 ~~of any benefit, good, or service that is paid or directly or indirectly, wholly or in part with~~  
37 ~~county funds.~~  
38

- 39 ~~(3) This policy does not preclude the acceptance of rebates that are available to the general~~  
40 ~~public. An employee or public official may accept awards for meritorious achievements or~~  
41 ~~contributions, may accept loans from banks or other financial institutions on customary~~  
42 ~~terms of finance for personal use, and may participate in student loan or scholarship~~  
43 ~~programs.~~  
44  
45 ~~(4) Manitowoc County Code Chapter 30, Ethics, provides further guidance regarding an~~  
46 ~~employee or public official's ethical obligations with respect to gifts and gratuities,~~  
47 ~~including the duty to report potential violations of the Ethics Code.~~

Dated this 16th day of June 2026.

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:

\_\_\_\_\_  
Tyler Martell, County Executive

\_\_\_\_\_  
Date

**RESOLUTION AMENDING EMPLOYEE POLICY MANUAL S. 13  
(Employee Benefits)**

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 13 outlines some of the benefits offered to employees; and

5  
6           WHEREAS, amendments must be made to the Employee Policy Manual from time-to-time  
7 to keep policies current, reflect current practice, and address new issues and circumstances; and

8  
9           WHEREAS, the current policy does not permit employees to receive nominal or *de minimis*  
10 benefits as a result of their employment; and

11  
12           WHEREAS, the proposed addition of Section 13.07 (De Minimis Benefits) establishes  
13 guidelines regarding receipt of benefits of minimal value that may be provided to employees in  
14 the ordinary course of County operations; and

15  
16           WHEREAS, after careful consideration and review the Personnel Committee recommend  
17 approval of the following amendment to the Manitowoc County Employee Policy Manual;

18  
19           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
20 Supervisors amends the Manitowoc County Employee Policy Manual Section (Employee  
21 Benefits) to add s. 13.07 to read as follows:

22  
23           13.07 De Minimis Benefits

24  
25           Employees may receive de minimis items or benefits owned, purchased, or  
26 otherwise controlled by the County, provided such items or benefits are of nominal  
27 value. Approval for de minimis items or benefits distributed within a specific  
28 department shall be granted by the applicable Department Director. Approval for  
29 de minimis items or benefits distributed County-wide shall be granted by the  
30 Personnel Committee.

Dated this 16th day of June 2026.

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:

\_\_\_\_\_  
Tyler Martell, County Executive

\_\_\_\_\_  
Date

**RESOLUTION AMENDING EMPLOYEE POLICY MANUAL § 23.07**  
(Electronic Mail (E-Mail))

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 23.07 sets forth the requirements and expectations for employees in  
5 the use of electronic mail (email); 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 permit an employee to include backgrounds and  
11 personal embellishments; and  
12

13          WHEREAS, the proposed revision would permit employees to include professional  
14 identifiers within their email signature lines, including work-related logos, certifications,  
15 professional endorsements, industry affiliations, and organizational recognitions, provided such  
16 content directly relates to the employee's role, department, or authorized business activities  
17

18          WHEREAS, after careful consideration and review, the Personnel Committee recommends  
19 approval of the following amendment to the Manitowoc County Employee Policy Manual;  
20

21          NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
22 county of Manitowoc amends Section 23.07 (Electronic Mail (E-Mail)) of the Manitowoc County  
23 Employee Policy Manual Section 23 (Computer Resources) as follows:  
24

25           23.07 Electronic Mail (E-Mail)  
26

27 ...  
28

29           (4) Employees are permitted to include approved professional identifiers within their  
30 email signature lines, including work-related logos, certifications, professional  
31 endorsements, industry affiliations, and organizational recognitions, provided such  
32 content directly relates to the employee's role, department, or authorized business  
33 activities. Stationary backgrounds and personal embellishments are not allowed.  
34 This prohibition includes, but is not limited to: pictures, quotations, slogans, icons  
35 or emoticons.

Dated this 16th day of June 2026.

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:

\_\_\_\_\_  
Tyler Martell, County Executive

\_\_\_\_\_  
Date

**INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED \$3,450,000  
GENERAL OBLIGATION PROMISSORY NOTES FOR CAPITAL  
PROJECTS**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Manitowoc County, Wisconsin (the "County") is in need of an amount not to  
2 exceed \$3,450,000 for the public purpose of financing capital projects, including road resurfacing  
3 projects and law enforcement center upgrades (the "Project"); and  
4

5           WHEREAS, it is desirable to authorize the issuance of general obligation promissory notes  
6 for such purpose pursuant to Wis. Stat. ch. 67;  
7

8           NOW, THEREFORE, BE IT RESOLVED by the county board of supervisors of the county  
9 of Manitowoc that:  
10

11           Section 1. Authorization. The County shall borrow an amount not to exceed \$3,450,000  
12 by issuing its general obligation promissory notes (the "Notes") for the public purpose of financing  
13 the Project. There be and there hereby is levied on all the taxable property in the County a direct,  
14 annual tax in such years and in such amounts as are sufficient to pay when due the principal and  
15 interest on such Notes.  
16

17           Section 2. Sale of the Notes. The County Board of Supervisors hereby authorizes and  
18 directs that the Notes be offered for public sale. At a subsequent meeting, the County Board of  
19 Supervisors shall consider such bids for the Notes as may have been received and take action  
20 thereon.  
21

22           Section 3. Notice of Sale. The County Clerk (in consultation with PMA Securities, LLC  
23 ("PMA")) be and hereby is directed to cause notice of the sale of the Notes to be disseminated in  
24 such manner and at such times as the County Clerk may determine and to cause copies of a  
25 complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as  
26 the County Clerk may determine.  
27

28           Section 4. Official Statement. The County Clerk (in consultation with PMA) shall cause  
29 an Official Statement to be prepared and distributed. The appropriate County officials shall  
30 determine when the Official Statement is final for purposes of Securities and Exchange  
31 Commission Rule 15c2 12 and shall certify said Official Statement, such certification to constitute  
32 full authorization of such Official Statement under this resolution.

Dated this 16th day of June 2026.



**RESOLUTION AUTHORIZING APPLICATION FOR SAFE STREETS  
AND ROAD FOR ALL (SS4A) GRANT PROGRAM AND COMMITTING  
LOCAL MATCH FUNDING**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Manitowoc County recognizes that roadway fatalities and serious injuries are  
2 preventable; and  
3

4           WHEREAS, according to the federal Fatality Analysis Reporting System (FARS), 54 fatal  
5 crashes occurred within Manitowoc County between 2019 and 2023, resulting in a 5-year annual  
6 average fatality rate of 13.27 fatalities per 100,000 people; and  
7

8           WHEREAS, Manitowoc County remains committed to improving transportation safety for  
9 all roadway users throughout the County; and  
10

11           WHEREAS, the United States Department of Transportation has established the Safe  
12 Streets and Roads for All (SS4A) Grant Program to support regional, local, and tribal initiatives  
13 aimed at preventing roadway deaths and serious injuries; and  
14

15           WHEREAS, Manitowoc County desires to apply for FY 2026 SS4A Planning and  
16 Demonstration Grant funding in the amount of \$200,000 for the development of a Comprehensive  
17 Safety Action Plan (SAP); and  
18

19           WHEREAS, the proposed SAP will include a comprehensive safety analysis, stakeholder  
20 and public engagement activities, development of a High-Injury Network (HIN), identification of  
21 evidence-based safety strategies, and preparation of a framework to guide future transportation  
22 safety improvements; and  
23

24           WHEREAS, the total estimated cost of the proposed SAP is \$250,000, with the federal  
25 share representing 80 percent of eligible project costs and the required local match representing 20  
26 percent, or \$50,000; and  
27

28           WHEREAS, Manitowoc County is prepared to provide the required local funding match  
29 should the grant application be selected for award; and  
30

31           WHEREAS, after careful consideration and review, the Highway Committee recommends  
32 Manitowoc County apply for a grant from the SS4A Grant Program to develop a SAP;  
33

34           NOW, THEREFORE, BE IT RESOLVED, that the county board of supervisors of the  
35 county of Manitowoc to apply for and accept a FY2026 SS4A Grant from the United States  
36 Department of Transportation for development of a SAP; and  
37

38 BE IT FURTHER RESOLVED that the Highway Commissioner is authorized to sign  
39 documents and take the actions necessary to undertake, direct, and complete the project authorized  
40 in the grant; and

41  
42 BE IT FURTHER RESOLVED that Manitowoc County commits to providing the required  
43 20 percent non-federal local match in the amount of \$50,000 should the grant funding be awarded;  
44 and

45  
46 BE IT FURTHER RESOLVED that revenues and expanses in the Highway Department  
47 budget are amended by the amount of any grant award approved by the United States Department  
48 of Transportation, and the Finance Director is directed to record such information in the official  
49 books of the County for the year ending December 31, 2026, with carryover to 2027 as may be  
50 required.


Dated this 16th day of June 2026.

Respectfully submitted by the  
Highway Committee

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

FISCAL IMPACT: No levy impact. Appropriate revenue and expense accounts in the Highway Department budget will be increased by the amount of any grant amount authorized except for the \$50,000 local match, which will be funded through monies available in the Highway Fund.

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: \_\_\_\_\_  
Tyler Martell, County Executive Date

**RESOLUTION AUTHORIZING ADDITIONAL 1.0 FULL-TIME  
EQUIVALENT HUMAN SERVICES EMPLOYEE  
(ESS Quality Control Specialist)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the mission of the Human Services Department's Economic Support Unit is  
2 to promote individual and family self-sufficiency and family unity by accessing all available  
3 individual, private and public resources, and to provide services based on changing federal, state  
4 and county program regulations; and  
5

6           WHEREAS, as part of its mission, the Economic Support Unit processes applications for  
7 Manitowoc County residents seeking assistance through the Wisconsin FoodShare Program; and  
8

9           WHEREAS, the purpose of the Wisconsin FoodShare Program is to stop hunger and  
10 improve nutrition and health by helping eligible low-income individuals and families buy the food  
11 they need for good health; and  
12

13           WHEREAS, FoodShare is Wisconsin's version of the federal Supplemental Nutrition  
14 Assistance Program (SNAP); and  
15

16           WHEREAS, as a result of changes in federal law, the federal government has established  
17 new FoodShare error rate standards; and  
18

19           WHEREAS, as a result of these new standards the nine-county consortium of which  
20 Manitowoc County is a part, has allocated funding for ESS Quality Control Specialists to monitor  
21 claims and ensure accuracy; and  
22

23           WHEREAS, Manitowoc County has been allocated funding of \$141,775 for one full time  
24 ESS Quality Control Specialist; and  
25

26           WHEREAS, the ESS Quality Control Specialists position will terminate and be removed  
27 from the Full-Time Equivalent Report (FTE) by Department included in the applicable Adopted  
28 Annual Budget Book FTE report when funding is no longer available through the state; and  
29

30           WHEREAS, after careful consideration and review, the Human Services Board and the  
31 Personnel Committee recommends the creation of a 1.0 full-time equivalent ESS Quality Control  
32 Specialists position as described in this Resolution;  
33

34           NOW, THEREFORE, BE IT RESOLVED that the county board of supervisors of the  
35 county of Manitowoc authorizes the creation of a 1.0 full-time equivalent ESS Quality Control  
36 Specialist position in the Human Services Department; and  
37

38 BE IT FURTHER RESOLVED that the 1.0 full-time equivalent ESS Quality Control  
39 Specialist position shall terminate and be removed from the Full-Time Equivalent Report (FTE)  
40 by Department included in the applicable Adopted Annual Budget Book FTE report when funding  
41 through the state is no longer available; and  
42

43 BE IT FURTHER RESOLVED that the 2026 Full-Time Equivalent Report (FTE) by  
44 Department included in the 2026 Adopted Annual Budget Book is amended accordingly and that  
45 the Finance Director is directed to record such information in the official books of the County for  
46 the year ending December 31, 2026 as may be required.

Dated this 16th day of June 2026.

Respectfully submitted by the  
Personnel Committee


\_\_\_\_\_  
Susie Maresh, Chair

Human Services Board

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

FISCAL IMPACT: No levy impact as revenues and expenses offset. The cost of the position is to be funded through the state.

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: \_\_\_\_\_ Date  
Tyler Martell, County Executive