

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.

FISCAL IMPACT: None.

COUNTERSIGNED: Matthew Phipps, County Board Chair

APPROVED: Tyler Martell, County Executive

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.

FISCAL IMPACT: None.

APPROVED: Tyler Martell, County Executive.

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.

FISCAL IMPACT: None.

APPROVED: Tyler Martell, County Executive.

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.

FISCAL IMPACT: None.

APPROVED: Tyler Martell, County Executive.

**INITIAL RESOLUTION AUTHORIZING NOT TO EXCEED ~~\$3,450,000~~
\$2,450,000 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~~ \$2,450,000 for the public purpose of financing capital projects, including road
3 resurfacing 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 \$2,450,000 by issuing its general obligation promissory notes (the "Notes") for the public purpose
13 of financing the Project. There be and there hereby is levied on all the taxable property in the
14 County a direct, annual tax in such years and in such amounts as are sufficient to pay when due
15 the principal and 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.

Respectfully submitted by the Finance Committee.

FISCAL IMPACT: No fiscal impact. This resolution authorizes the issuance of promissory notes, but has no fiscal impact until the county board adopts a resolution for the sale of the promissory notes. That resolution will contain a fiscal note.

LEGAL NOTE: Pursuant to Wis. Stat. § 67.045(1)(f), this resolution requires a vote of three-fourths of the members-elect. Reviewed and approved as to form by Corporation Counsel.

APPROVED: Tyler Martell, County Executive.

**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 expenses 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.

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.

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.

**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 and Human Services Board.

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

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.