

**RESOLUTION AUTHORIZING DESIGNATION,
CARRY-OVER, TRANSFER, AND REAPPROPRIATION
OF SPECIFIED FUNDS FROM 2010 TO 2011**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, events occur after the adoption of the Annual Budget that affect various program
2 activities and their appropriations for a given budget year; and
3

4 WHEREAS, some of the activities, programs, and projects that were planned for the 2010
5 budget year did not take place, were not completed, or are on-going and must be carried-over into
6 the next budget year; and
7

8 WHEREAS, the Comptroller/Auditor has compiled a pre-audit list designating those activities,
9 programs, projects, and funds that should be carried forward and reappropriated in the 2011 budget;
10 and
11

12 WHEREAS, the appropriate oversight committees and the Finance Committee have reviewed
13 the requests and recommend that the designation, carry-over, and reappropriation requests be
14 approved; and
15

16 WHEREAS, Wisconsin statutes and county board rules require that the county board take
17 official action to authorize the designation, carry-over, and reappropriation of funds; and
18

19 WHEREAS, sound financial practice requires that such carry-over designations be recorded
20 in the official books of the County; and
21

22 WHEREAS, any additional items or adjustments that may be required at the completion of the
23 County's external audit will be brought to the County Board in a separate resolution at the conclusion
24 of the field work of the external audit;
25

26 NOW, THEREFORE, BE IT RESOLVED by the Manitowoc County Board of Supervisors
27 that the following unreserved, designated funds are authorized to be carried over from the official
28 books of the county for the year ended December 31, 2010 to the official books of the county for the
29 year ending December 31, 2011; that the funds are reappropriated and may be expended as required;
30 and that the 2011 Annual Budget is amended and the appropriate line items in the General Fund may
31 be increased by the amounts shown:
32

Description/Purpose	Account	Amount
Unres/Desig-Planning Conservation	100.34230	3,182.00
Unres/Desig-Mapping	100.34232	40,771.45
Unres/Desig-Area Plan PP	100.34233	53,576.26
Unres/Desig-Silver Lake Dona	100.34235	7,205.50
Unres/Desig-Maribel Caves	100.34236	204.45

40	Unres/Desig-Cato Falls	100.34237	2,836.76
41	Unres/Desig-PZ Coastal Grant	100.34238	10,000.00
42	Unres/Desig-Public Health	100.34240	0.00
43	Unres/Desig- Park Snow Mobile	100.34241	177,026.98
44	Unres/Desig-Veterans Srv	100.34245	30,352.24
45	Unres/Desig-Capital Proj PW - IS Lab	100.34248	15,000.00
46	Unres/Desig-Lnd Rec Modern	100.34270	140,892.29
47	Unres/Desig-ROD Redaction	100.34271	22,743.20
48	Unres/Desig-Sheriffs Dept	100.34275	4,817.00
49	Unres/Desig-Vehicle Pool PW	100.34277	41,945.00
50	Unres/Desig-EM Communication	100.34279	56,250.00
51	Unres/Desig-Emgt Hazmat	100.34280	179,928.99
52	Unres/Desig-UW Extension	100.34284	9,255.34
53	Unres/Desig-Elections CC	100.34289	65,297.36
54	Unres/Desig-Treasurer Outlay	100.34290	15,000.00
55	Unres/Desig-Communications E-911 #21650	100.34293	49,381.00
56	Unres/Desig- PW-PBX Pone System	100.34294	9,714.56;

57
58 and
59

60 BE IT FURTHER RESOLVED that the following unreserved, designated funds are authorized
61 to be carried over from the books of the County for the year ended December 31, 2010 to the official
62 books of the County for the year ending December 31, 2011; but that the funds may not be
63 reappropriated or expended without further action by the County Board:

64				
65				
66	Department	Activity	Account	Amount
67				
68	Public Works	Future Capital Projects	100.34295	76,468.80;

69
70 and
71

72 BE IT FURTHER RESOLVED that remaining funds in the County's Special Revenue Funds,
73 Debt Service Funds, and Capital Projects Funds be carried forward for their intended purpose as
74 previously approved by the County Board; and

75
76 BE IT FURTHER RESOLVED that the following grant and project funds are authorized to
77 be carried over from the official books of the County for the year ended December 31, 2010 to the
78 official books of the County for the year ending December 31, 2011; that they may be expended; and
79 that the 2011 Annual Budget is amended and the following line items are increased by the amounts
80 shown:

81				
82	Description/Purpose	Account	Category	Amount
83				
84	Soil & Water US EPA Grant Rev.	61201.43280	Revenue	(525,000)
85	Soil & Water US EPA Grant Exp.	61201.55910	Expense	525,000
86	Parks – Devil's River Stewardship Grant	52001.43570.08	Revenue	(333,146.63)

87 Parks – Devil's River Outlay Land Improve. 52001.58250 Expense 333,146.63;

88

89 and

90

91 BE IT FURTHER RESOLVED that the Comptroller/Auditor is directed to record such
92 information in the official books of the County for the year ended December 31, 2010 and for the
93 year ending December 31, 2011 as may be required.

Dated this 19th day of April 2011.

Respectfully submitted by the
Finance Committee

Mary Muench, Chair

FISCAL IMPACT: Carries over the amounts specified from the 2010 budget to the 2011 budget
and amends the 2011 Annual Budget as stated.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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:

Bob Ziegelbauer, County Executive

Date

**RESOLUTION APPROVING AMENDMENT TO EMPLOYEE POLICY MANUAL
(Pay Period and Pay Day)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS

1 WHEREAS, Manitowoc County has adopted an Employee Policy Manual to ensure fair
2 and equal treatment of County employees and compliance with Federal and State employment
3 laws; and
4

5 WHEREAS, requiring that all employees and elected officials receive payment of wages
6 via direct deposit will allow Manitowoc County to increase operational efficiencies by
7 eliminating the expense of purchasing paper check forms, no longer having to reissue lost or
8 damaged paychecks, no longer having to perform reconciliations of outstanding paychecks, and
9 no longer having to mail paychecks to employees who are on vacation or a medical leave of
10 absence; and
11

12 WHEREAS, the disbursement of direct deposit advice slips is done via electronic mail
13 which increases privacy of paychecks and eliminates time spent sorting, folding, and delivering
14 paychecks; and
15

16 WHEREAS, the implementation of this policy is contingent upon the enactment and
17 publication of enabling legislation by the State of Wisconsin; and
18

19 WHEREAS, this change in policy will not affect Health Department employees
20 represented by Local 5068 until the expiration of their agreement; and
21

22 WHEREAS, this change in policy will not affect the Sheriff's Deputies represented by
23 WPPA;
24

25 NOW, THEREFORE, BE IT RESOLVED that the Employee Policy Manual be amended
26 to include the attached revised policy requiring direct deposit of paychecks as soon as legally
27 possible.

Dated this 19th day of April 2011.

Respectfully submitted by the
Personnel Committee

Norbert A. Vogt, Chair

FISCAL IMPACT: Operational efficiencies are difficult to quantify.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

APPROVED:

Bob Ziegelbauer, County Executive

Date

**RESOLUTION APPROVING AMENDMENT TO EMPLOYEE POLICY MANUAL
(Hiring Procedure for Regular Positions)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS

1 WHEREAS, Manitowoc County has adopted an Employee Policy Manual to ensure fair
2 and equal treatment of County employees and compliance with Federal and State employment
3 laws; and
4

5 WHEREAS, 2011 Wisconsin Act 10 has eliminated the job posting requirements contained
6 within Manitowoc County's collective bargaining agreements with AFSCME Locals 986, 986-A,
7 and 986-B; and
8

9 WHEREAS, this Policy will not impact Health Department employees represented by
10 Local 5068 until the expiration of their Agreement and this Policy will not impact Sheriff's
11 Department employees represented by WPPA; and
12

13 WHEREAS, a policy on the hiring procedure for regular positions exists in the current
14 Employee Policy Manual; and
15

16 WHEREAS, the existing policy has been slightly modified to improve the clarity of
17 language and process; and
18

19 WHEREAS, the implementation of this policy is contingent upon the enactment and
20 publication of enabling legislation by the State of Wisconsin; and
21

22 NOW, THEREFORE, BE IT RESOLVED that the Employee Policy Manual be amended
23 to include the attached revised policy on hiring procedures for regular positions as soon as legally
24 possible.

Dated this 19th day of April 2011.

Respectfully submitted by the
Personnel Committee

Norbert A. Vogt, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

APPROVED:

Bob Ziegelbauer, County Executive

Date

**RESOLUTION APPROVING AMENDMENT TO EMPLOYEE POLICY MANUAL
(Holiday Schedule)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS

1 WHEREAS, Manitowoc County has adopted an Employee Policy Manual to ensure fair and
2 equal treatment of County employees and compliance with Federal and State employment laws; and

3

4 WHEREAS, this Policy will not impact Health Department employees represented by Local
5 5068 until the expiration of their agreement; and

6

7 WHEREAS, changing the holiday schedule by increasing the existing two half-day holidays
8 to full day holidays and eliminating the current floating holiday will increase organizational
9 efficiency; and

10

11 WHEREAS, the change in holiday schedules will result in all County Departments observing
12 holidays on the same day; and

13

14 WHEREAS, the implementation of this policy is contingent upon the enactment and
15 publication of enabling legislation by the State of Wisconsin; and

16

17 NOW, THEREFORE, BE IT RESOLVED that the Employee Policy Manual be amended to
18 include the attached revised Holiday policy as soon as legally possible.

Dated this 19th day of April 2011.

Respectfully submitted by the
Personnel Committee

Norbert A. Vogt, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

APPROVED:

Bob Ziegelbauer, County Executive

Date

**RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL
(Aimee Augustine)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS

1 WHEREAS, the Veterans Service Office provides veterans and their families information and
2 assistance in obtaining state and federal veterans benefits; and

3
4 WHEREAS, timely and effective service to veterans and their families is dependent upon the
5 ability to access information from the Department of Veterans Affairs; and

6
7 WHEREAS, access to information from the Department of Veterans Affairs requires
8 accreditation by the National Association of County Veterans Service Officers, and the training
9 provided at the National County Veterans Service Officer Conference will meet all requirements for
10 accreditation; and

11
12 WHEREAS, adequate funds exist in the Veterans Service Office 2011 budget to cover the cost
13 of attending the National County Veterans Service Officer conference;

14
15 NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of Supervisors
16 authorizes Deputy County Veterans Service Officer Aimee Augustine to attend the National County
17 Veterans Service Officers Conference in Biloxi, Mississippi from June 6 to June 10, 2011.

Dated this 19th day of April 2011.

Respectfully submitted by the
Personnel Committee

Norbert A. Vogt, Chair

FISCAL IMPACT: Sufficient funds to cover the total cost, not to exceed \$2,500, are included
in the Veterans Service Office budget. Conference - \$350; hotel - \$900;
meals - \$322; air fare - \$500; and other transportation/mileage - \$150.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

APPROVED: _____
Bob Ziegelbauer, County Executive Date

RESOLUTION AUTHORIZING 2011-2012 SNOWMOBILE TRAIL PROGRAM

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Wisconsin Snowmobile Aids Program provides funds for the acquisition,
2 development, and maintenance of public snowmobile trails in eligible counties; and
3

4 WHEREAS, Manitowoc County has completed 38 years of participation in the Wisconsin
5 Snowmobile Aids Program by acquiring, developing, insuring, and maintaining public snowmobile
6 trails in the county in accordance with Wisconsin Department of Natural Resources standards; and
7

8 WHEREAS, Manitowoc County is eligible to continue its participation in the Snowmobile
9 Aids Program and has budgeted \$61,275 for a Snowmobile Trail Program to cover the costs for
10 245.1 miles of trail; and
11

12 WHEREAS, the Planning and Park Commission has provided the County Board with a trail
13 system map showing the 245.1 miles of trail that are included in the Snowmobile Trail Program;
14

15 NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of Supervisors
16 approves the trail system map provided by the Planning and Park Commission; and
17

18 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors hereby
19 designates the Manitowoc County Planning and Park Commission as the agency to act on behalf of
20 Manitowoc County in submitting applications for state snowmobile aids for acquisition, bridge
21 rehabilitation, development, insurance, and maintenance costs of the county's public snowmobile
22 trail system; and
23

24 BE IT FURTHER RESOLVED that the Park Supervisor is authorized to sign documents and
25 take the actions necessary to undertake, direct, and complete the 2011-2012 Snowmobile Trail
26 Program; and
27

28 BE IT FURTHER RESOLVED that upon completion of acquisition, development, and
29 redevelopment of the snowmobile trails through the Snowmobile Trail Program, the trails will be
30 designated as public snowmobile trails; and
31

32 BE IT FURTHER RESOLVED that Manitowoc County will, subject to the limits of funds
33 appropriated for such purposes, provide for adequate maintenance of the trails and facilities that have
34 been funded for acquisition and maintenance through the Wisconsin Snowmobile Trail Program in
35 accordance with DNR requirements and funding criteria; comply with state and federal rules for the
36 program; maintain the completed project in an attractive, inviting, and safe manner; keep facilities
37 open to the general public during reasonable hours consistent with the type of facility; and obtain
38 approval in writing from the DNR before any changes are made in the use of the project site.

Dated this 19th day of April 2011.

Respectfully submitted by the
Planning and Park Commission

Melvin Waack, Chair

FISCAL IMPACT: No tax levy impact. \$61,275 is included in the 2011 approved budget, and the State reimburses the County the total amount spent on the program.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

APPROVED:

Bob Ziegelbauer, County Executive

Date

**ORDINANCE AMENDING ZONING MAP
(Virginia Kress)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Planning and Park Commission, after providing the required notice, held a
2 public hearing on a petition for a zoning ordinance amendment on March 28, 2011; 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 amended petition be approved for the
6 reasons stated 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 the SE¼, NW¼, Section 1, T21N-R23E, Town of Gibson,
12 commencing at the center of said Section 1; thence northerly approximately 965 feet;
13 thence westerly approximately 450 feet which is the point of real beginning; thence
14 continue westerly approximately 276.43 feet; thence northeasterly approximately 260
15 feet; thence southeasterly approximately 276.43 feet; thence southwesterly
16 approximately 260 feet to the point of real beginning, said parcel containing
17 approximately 1.65 acres of land, is hereby rezoned from A3 Exclusive Agriculture
18 District to A1 Agriculture District.

Dated this 19th day of April 2011.

Respectfully submitted by the
Planning and Park Commission

Melvin Waack, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

COUNTERSIGNED: _____
Paul R. Tittl, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date

**ORDINANCE AMENDING ZONING MAP
(Thomas Worsfold)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Planning and Park Commission, after providing the required notice, held a
2 public hearing on a petition for a zoning ordinance amendment on March 28, 2011; 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 amended petition be approved for the
6 reasons stated 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 the SW¼, NE¼, Section 35, T20N-R23E, Town of
12 Kossuth, commencing at the N ¼ corner of said Section 35; thence southerly
13 approximately 1320 feet; thence easterly approximately 711 feet which is the point of
14 real beginning; thence continue easterly approximately 405 feet to the west r/w of
15 CTH R; thence southwesterly along the west r/w of CTH R approximately 597 feet;
16 thence westerly approximately 375 feet; thence northeasterly approximately 590 feet
17 to the point of real beginning, said parcel containing approximately 5.42 acres of
18 land, is hereby rezoned from B2 Business District to I1 Industrial District.
19

Dated this 19th day of April 2011.

Respectfully submitted by the
Planning and Park Commission

Melvin Waack, Chair

FISCAL IMPACT: None.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

COUNTERSIGNED: _____
Paul R. Tittl, County Board Chair Date

APPROVED: _____
Bob Ziegelbauer, County Executive Date

RESOLUTION CREATING AEGIS SYSTEM ADMINISTRATOR POSITION

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS

1 WHEREAS, the Information Systems Department provides technical support and
2 administration for the Aegis System and all other protective service related equipment and
3 software 24 hours per day, 7 days per week, 365 days per year; and
4

5 WHEREAS, all protective service agencies in Manitowoc County are dependent upon the
6 Aegis system in the exercise of their duties, and a failure of this system would have a critical,
7 detrimental effect on the provision of protective services; and
8

9 WHEREAS, the level of support responsibility has increased considerably since the initial
10 Aegis System Administrator position was created in 2005, and a single Aegis System
11 Administrator position can no longer meet the demands placed on the System; and
12

13 WHEREAS, the creation of the second Aegis System Administrator position will provide a
14 guarantee of continuation of services in the event that the current Aegis System Administrator
15 would no longer be available; and
16

17 WHEREAS, adequate funds exist in the Information Systems budget to cover the cost of
18 the position in 2011;
19

20 NOW, THEREFORE, BE IT RESOLVED that the number of authorized positions for the
21 Information Systems Department is increased by 1.0 full time equivalent Aegis System
22 Administrator position; and
23

24 BE IT FURTHER RESOLVED that the 2011 budget is amended accordingly and that the
25 Comptroller/Auditor is directed to record such information in the official books of the county for
26 the year ended December 31, 2011 as may be required.

Dated this 19th day of April 2011.

Respectfully submitted by the
Finance Committee

Mary Muench, Chair

Personnel Committee

Norbert A. Vogt, Chair

FISCAL IMPACT: The estimated total cost of this position for the six months 2011 is \$48,000.

**RESOLUTION AUTHORIZING
LAKE MANAGEMENT PLANNING GRANT**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County's lakes are important resources that are used by the public
2 for recreation and enjoyed for their natural beauty; and

3
4 WHEREAS, Manitowoc County is required to enforce the provisions of Wisconsin
5 Administrative Code ch. NR 115 through a Shoreland Zoning Ordinance; and

6
7 WHEREAS, the Wisconsin Department of Natural Resources has completed a major
8 revision to Wisconsin Administrative Code ch. NR 115 and the county's Shoreland Zoning
9 Ordinance needs to be revised to comply with new standards that have been adopted; and

10
11 WHEREAS, the Department of Natural Resources has grant funding available to assist the
12 county with its revision of the Shoreland Zoning Ordinance; and

13
14 WHEREAS, the county can meet its obligations under the grant by using resources that are
15 already included in the 2011 budget for the Planning and Zoning Department;

16
17 NOW, THEREFORE, BE IT RESOLVED THAT the Manitowoc County Board of
18 Supervisors authorizes Planning and Zoning Director Tim Ryan to submit an application to the
19 State of Wisconsin for a Lake Management Planning Grant; to sign such documents and take
20 such actions as may be necessary to undertake, direct, and complete the grant; and to submit
21 reimbursement claims and supporting documentation on behalf of the county; and

22
23 BE IT FURTHER RESOLVED that the appropriate line items in the 2011 budget are
24 amended by the amount of the grant received and that the Comptroller/Auditor is directed to
25 record such information in the official books of the County for the year ending December 31,
26 2011 as may be required.

Dated this 19th day of April 2011.

Respectfully submitted by

Mary Muench, Supervisor

FISCAL IMPACT: No tax levy impact. Increases revenues and expenditures by the amount of any grant funds that are received.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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:

Bob Ziegelbauer, County Executive

Date

