

**RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the Information Systems Department maintains and supports the geographic  
2 information system (GIS) used by multiple county departments and the GIS websites used by  
3 businesses and citizens of Manitowoc County; and  
4

5           WHEREAS, the software systems supporting this environment are in a state of constant  
6 change and the Information Systems Department must stay current with these changes through  
7 continuing education; and  
8

9           WHEREAS, Manitowoc County participates in the Wisconsin Land Information Program  
10 (WLIP) and has received a \$1,000 grant for the training and education of a county employee for  
11 the design, development, and implementation of a land information system; and  
12

13           WHEREAS, Manitowoc County pays annual software maintenance to Esri for its GIS  
14 software and that payment includes complimentary registration to the Esri International User  
15 Conference, a weeklong information exchange between the Esri user community and Esri staff;  
16 and  
17

18           WHEREAS, Esri is hosting its International User Conference from June 27 to July 1, 2016  
19 in San Diego, California; and  
20

21           WHEREAS, GIS Coordinator Cathy DeLain wishes to attend the ESRI International User  
22 Conference, the cost of which shall be partially offset by the application of the \$1,000 WLIP grant;  
23

24           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
25 Supervisors authorizes GIS Coordinator Cathy DeLain to attend the 5-day Esri International User  
26 Conference from June 27 to July 1, 2016 in San Diego, California at a total travel and conference  
27 costs, not to exceed \$1,500 which will be partially offset by the \$1,000 WLIP grant.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Finance Committee

\_\_\_\_\_  
Paul Hansen, Chair

FISCAL IMPACT: Total travel and conference costs, not to exceed \$1,500 which will be partially offset by a \$1,000 grant incorporated into the 2016 adopted budget of the Land Records Modernization activity. Estimated wages and benefits for the time at conference is \$2,037.

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**  
(Judy Wiesbrook)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the Manitowoc County Human Services Department is dedicated to evidence  
2 based practices in all aspects of juvenile justice; and  
3

4           WHEREAS, the Human Services Department hosted its first Kids at HOPE event in  
5 October, 2015 with the topic The Soul, Science and Culture of HOPE, which included a  
6 community presentation with Kids at Hope founders Rick Miller and Antwone Fisher; and  
7

8           WHEREAS, the first Kids at HOPE event was attended by hundreds of community leaders  
9 and county residents; and  
10

11           WHEREAS, Manitowoc County Restorative Justice Program Coordinator Judy  
12 Wiesbrook works with juveniles to create a positive outcome from past negative choices; and  
13

14           WHEREAS, a second Kids at HOPE event is being planned in the county to provide an  
15 introduction on the science and research behind the Kids at HOPE program; and  
16

17           WHEREAS, a Kids at Hope Master's Institute will be held from May 1 to 6, 2016, in  
18 Phoenix, Arizona; and  
19

20           WHEREAS, attendance at a Kids at HOPE Master's Institute provides training and  
21 information that will be used to expand and enhance the second Kids at HOPE event; and  
22

23           WHEREAS, all expenses to attend the Kids at HOPE Master's Institute will be paid by an  
24 Early Intervention Grant from the Wisconsin Department of Children and Families; and  
25

26           WHEREAS, staff will benefit from the information provided at the conference;  
27

28           NOW, THEREFORE, BE IT RESOLVED, that the Manitowoc County Board of  
29 Supervisors authorizes Judy Wiesbrook to travel out-of-state to attend the Kids at Hope Master's  
30 Institute from May 1 to 6, 2016, in Phoenix, Arizona.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Human Services Board

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Rick Henrickson, Chair

FISCAL IMPACT: No tax levy impact. Conference costs, including lodging, meals, and travel, will be paid by the Wisconsin Department of Children and Families program through a grant. Estimated personnel costs while away at the conference are \$982 and are not reimbursed by the grant.

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**  
(Stacy Ledvina)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the Human Services Department is required to keep current on Juvenile Court  
2 intake methods and processes; and

3

4           WHEREAS, Manitowoc County Youth and Family Services Supervisor Stacy Ledvina is  
5 the President of the Wisconsin Juvenile Court Intake Association (WJCIA); and

6

7           WHEREAS, the WJCIA President is encouraged to attend the National Council of Juvenile  
8 and Family Court Judges National Conference, a national conference, during their term as  
9 President; and

10

11           WHEREAS, attendees of the National Council of Juvenile and Family Court Judges  
12 National Conference benefit from the information provided at the conference; and

13

14           WHEREAS, the 2016 National Council of Juvenile and Family Court Judges National  
15 Conference will be held from March 20 to 23, 2016 in Las Vegas, Nevada; and

16

17           WHEREAS, all conference and travel expenses will be paid by WJCIA;

18

19           NOW, THEREFORE, BE IT RESOLVED, that the Manitowoc County Board of  
20 Supervisors authorizes Stacy Ledvina to travel out-of-state to attend the National Council of  
21 Juvenile and Family Court Judges National Conference from March 20 to 23, 2016, in Las Vegas,  
22 Nevada.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Human Services Board

\_\_\_\_\_  
Rick Henrickson, Chair

FISCAL IMPACT: No tax levy impact. Conference costs, including lodging, meals, and travel, will be paid by the Wisconsin Juvenile Court Intake Association. Estimated personnel costs while away at the conference are \$1,596 and are not reimbursed by WJCIA.

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 AMENDING EMPLOYEE POLICY MANUAL § 8.07  
(COUNTY PROPERTY) AND § 12.03 (HOLIDAYS)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

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

4           WHEREAS, Section 8.07 of the Employee Policy Manual provides Manitowoc County's  
5 policy regarding employee use of Manitowoc County property; and  
6

7           WHEREAS, Section 12.03 of the Employee Policy Manual provides Manitowoc County's  
8 policy regarding paid holiday time off; and  
9

10          WHEREAS, updates must be made to the Employee Policy Manual from time-to-time to  
11 keep the policies current, reflect current practice, and address new issues and circumstances; and  
12

13          WHEREAS, the proposed revision to § 8.07 (County Property) of the Employee Policy  
14 Manual provides employees with guidance on the permissible incidental use of the telephone and  
15 computer resources; and  
16

17          WHEREAS, the proposed revision to § 12.03 (Holidays) of the Employee Policy Manual  
18 provides clarification as to which days will be assigned as holiday time off when Christmas Eve,  
19 Christmas Day, New Year's Eve, and New Year's Day fall on a weekend;  
20

21          NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
22 Supervisors amends the Manitowoc County Employee Policy Manual §§ 8.07(3) to read as  
23 follows:  
24

- 25           (3)   Incidental use of the telephone and Computer Resources is permitted to the extent  
26               that the use does not interfere with the performance of job duties and does not  
27               create an expense for Manitowoc County.~~County property shall be used only for~~  
28               ~~County purposes. Use of County property for private or personal reasons is~~  
29               ~~prohibited. Theft or improper use of County property is sufficient grounds for~~  
30               ~~discipline, up to and including discharge.~~  
31

32 and  
33

34          BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors creates  
35 § 8.07(4) of the Manitowoc County Employee Policy Manual to read as follows:  
36

- 37           (4)   Other than for incidental use as expressly permitted by this Employee Policy  
38               Manual, County property shall be used only for County purposes. Use of County

39 property for private or personal reasons is prohibited. Theft or improper use of  
40 County property is sufficient grounds for discipline, up to and including discharge.

41  
42 and

43  
44 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors amends  
45 the Manitowoc County Employee Policy Manual §12.03(4) to read as follows:

- 46  
47 (4) For employees other than those in positions required to be staffed at all times,  
48 holidays are designated as follows: New Year’s Day, Spring Holiday, Memorial  
49 Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving Day,  
50 Christmas Eve, Christmas Day, and New Year’s Eve. Except as provided herein for  
51 Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day, ~~When~~ a  
52 designated holiday falls on a Saturday employees will be granted the holiday time  
53 off on the preceding Friday, and ~~When~~ a designated holiday falls on a Sunday  
54 employees will be granted holiday time off on the following Monday. ~~When~~  
55 Christmas Eve and Christmas Day fall on Saturday and Sunday respectively  
56 employees will be granted the following Monday and Tuesday as holiday time off.  
57 When New Year’s Eve and New Year’s Day fall on a Saturday and Sunday  
58 respectively employees will be granted the following Monday and Tuesday as  
59 holiday time off.

60  
61 and

62  
63 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors creates  
64 §§ 12.03(5) and (6) of the Manitowoc County Employee Policy Manual to read as follows:

- 65  
66 (5) When Christmas Day falls on a Saturday, employees will be granted the following  
67 Monday as holiday time off. When Christmas Eve and Christmas Day fall on  
68 Saturday and Sunday respectively employees will be granted the following  
69 Monday and Tuesday as holiday time off. When Christmas Eve and Christmas  
70 Day fall on a Sunday and Monday respectively employees will be granted the  
71 following Monday and Tuesday as holiday time off.

- 72  
73 (6) When New Year’s Day falls on a Saturday, employees will be granted the  
74 following Monday as holiday time off. When New Year’s Eve and New Year’s  
75 Day fall on a Saturday and Sunday respectively employees will be granted the  
76 following Monday and Tuesday as holiday time off. When New Year’s Eve and  
77 New Year’s Day fall on a Sunday and Monday respectively employees will be  
78 granted the following Monday and Tuesday as holiday time off.

79  
80 and

81  
82 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors  
83 rennumbers the former §§ 12.03(5) through (10) of the Manitowoc County Employee Policy

84 Manual to §§ §12.03(7) through (12) respectively.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Personnel Committee

\_\_\_\_\_  
Kevin Behnke, 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**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Veterans Service Department provides critical support to veterans, active  
2 duty military personnel, military retirees, members of the Wisconsin National Guard, reservists,  
3 and their families in obtaining the state and federal benefits for which they qualify; and  
4

5 WHEREAS, the Manitowoc County’s Veterans Service Officers must attend continuing  
6 education classes each year to stay current with changes in laws, regulations, statutes, and program  
7 guidelines and to maintain accreditation with the National Department of Veterans Affairs and  
8 other veterans service organizations; and  
9

10 WHEREAS, attendance at the National Association of County Veterans Service Officers  
11 annual conference will provide the necessary training for Aimee Augustine to achieve continuing  
12 education credits in compliance with accreditation through the National Association of County  
13 Veterans Service Officers;  
14

15 NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
16 Supervisors authorizes Deputy Veterans Service Officer Aimee Augustine to attend the National  
17 Association of County Veterans Service Officers Conference in South Carolina from May 14,  
18 2016 to May 20, 2016.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Personnel Committee

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

FISCAL IMPACT: Conference costs, including lodging, meals, and transportation, is estimated to cost \$2,070 which is included in the Veterans Service Office 2016 adopted budget. Estimated salary and benefit costs for Aimee Augustine while attending the conference are \$1,295.

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 ESTABLISHING ELECTED OFFICIAL'S COMPENSATION**  
(County Clerk, Register of Deeds, and Treasurer)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Wisconsin Stat. § 59.22 provides that the total annual compensation of  
2 certain elected officials, exclusive of reimbursements, must be established before the earliest time  
3 for filing nomination papers for office and that this compensation shall not be increased or  
4 decreased during the official's term; and  
5

6 WHEREAS, the Personnel Committee has reviewed the salary of the County Clerk,  
7 Register of Deeds, and Treasurer and recommends that the salary for these offices be increased by  
8 1.5 percent for 2017, 2 percent for 2018, 1.5 percent for 2019, and 1.5 percent for 2020; and  
9

10 WHEREAS, the Personnel Committee recommends that these elected officials be offered  
11 the same fringe benefit package that is offered to appointed, full-time Department Directors;  
12

13 NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
14 Supervisors set the following salaries as the total annual compensation for the elected offices of  
15 County Clerk, Register of Deeds, and Treasurer:  
16

	2017	2018	2019	2020
County Clerk	\$64,073.14	\$65,354.60	\$66,334.92	\$67,329.94
Register of Deeds	\$64,073.14	\$65,354.60	\$66,334.92	\$67,329.94
Treasurer	\$64,073.14	\$65,354.60	\$66,334.92	\$67,329.94

17 and  
18  
19

20 BE IT FURTHER RESOLVED that the total annual compensation set for 2020 will  
21 continue for ensuing terms unless changed by the County Board in accordance with State law; and  
22

23 BE IT FURTHER RESOLVED that each of these officials shall participate in the  
24 Wisconsin Retirement System (WRS) on a pre-tax basis in accordance with State law, that each  
25 elected official is required to pay his or her share of the total WRS contribution as required by law,  
26 that the County will pay only its share of the total WRS contribution as required by law, and that it  
27 is expressly recognized that the respective shares may change if State law is changed or if the WRS  
28 rate is adjusted as authorized by law; and  
29

30 BE IT FURTHER RESOLVED that these elected officials are eligible for and may elect to  
31 receive health insurance through the County's Group Health Insurance Plan on the same terms and  
32 conditions, such as co-pays, deductibles, and premium contributions, any of which may be  
33 modified from time to time, as are offered to full-time, appointed Department Directors; and  
34

35 BE IT FURTHER RESOLVED that these elected officials are eligible for and may elect to  
36 receive any other fringe benefits, such as dental, vision, or life insurance, on the same terms and  
37 conditions, any of which may be modified from time to time, as are offered to full-time, appointed  
38 Department Directors; and

39  
40 BE IT FURTHER RESOLVED that these elected officials are eligible for and may  
41 participate in such other programs, such as deferred compensation and wellness, on the same terms  
42 and conditions, any of which may be modified from time to time, as are offered to full-time,  
43 appointed Department Directors; and

44  
45 BE IT FURTHER RESOLVED that, the foregoing notwithstanding, these elected officials:  
46 a) are not eligible for; b) do not accrue; or c) are not paid for any leave, such as holiday leave,  
47 long-term disability, sick leave, or vacation leave; and

48  
49 BE IT FURTHER RESOLVED that the County shall make all disbursements, payments,  
50 and withholdings, such as for F.I.C.A., liability insurance, income taxes, and worker's  
51 compensation, as may be required by Federal and State law.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Personnel Committee

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

FISCAL IMPACT:	2017	2018	2019	2020
Wages	\$3,787.56	\$8,913.40	\$12,834.68	\$16,814.76
FICA	\$289.75	\$681.88	\$981.85	\$1,286.33
WRS	\$249.98	\$588.28	\$847.09	\$1,109.77
TOTAL	\$4,327.29	\$10,183.56	\$14,663.62	\$19,210.86

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 REPEALING AND RECREATING EMPLOYEE POLICY MANUAL  
SECTION 23 (COMPUTER RESOURCES) AND § 8.05 (PERSONAL BUSINESS)**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

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

4           WHEREAS, Section 23 of the Employee Policy manual provides Manitowoc County's  
5 policy regarding use of Manitowoc County computer resources; and  
6

7           WHEREAS, Section 8.05 of the Employee Policy manual provides Manitowoc County's  
8 policy regarding the conduct of personal business on Manitowoc County time; and  
9

10          WHEREAS, updates must be made from time-to-time to keep the policies current, reflect  
11 current practice, and address new issues and circumstances; and  
12

13          WHEREAS, the proposed revision to Section (Computer Resources) updates technology  
14 references, increases security for Manitowoc County Computer Resources, and establishes  
15 uniform practices throughout Manitowoc County; and  
16

17          WHEREAS, the proposed revision to §8.05 (Personal Business) establishes productivity  
18 standards for employees and addresses the use of mobile phones during work hours;  
19

20          NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
21 Supervisors repeals Section §23 Computer Resources in its entirety and recreates it to read as  
22 follows:  
23

24   23.01 Purpose  
25

26           Manitowoc County provides Computer Resources to its employees so that they can  
27 perform work necessary to the effective operation of Manitowoc County government.  
28 This Computer Resources Policy sets forth rules and guidelines for the security and use of  
29 Computer Resources. In addition to this Computer Resources Policy, the use of  
30 Manitowoc County Computer Resources is subject to all applicable County, local, state,  
31 and federal laws, policies, regulations, rules, and court orders.  
32

33   23.02 Reservation of Rights  
34

35           Because Computer Resources are provided for the purpose of conducting government  
36 business, Manitowoc County expressly reserves the right to monitor, access, and review  
37 the information placed on Computer Resources to ensure that no illegal or improper use  
38 occurs. Additionally, Manitowoc County expressly reserves the right to disclose such  
39 information as it deems necessary. This reservation of rights is subject to such limitations

40 as may be imposed by County, local, state, and federal laws, policies, regulations, rules and  
41 court orders.

42  
43 23.03 Definitions

- 44  
45 (1) “Computer Resources” means any hardware, software, data or intellectual property  
46 that is owned, managed, maintained, or created by Manitowoc County.  
47  
48 (2) “Computer User” is any person who uses a Computer Resource or personally  
49 owned device for the purpose of conducting County business.  
50  
51 (3) “Record” is as defined by Wisconsin Statutes 19.32(2), or any successor statute  
52 thereto.  
53

54 23.04 Legal Responsibility

- 55  
56 (1) Computer Users are subject to and responsible for complying with all applicable  
57 County, local, state, and federal laws, policies, regulations, rules, and court orders.  
58  
59 (2) Computer Users are responsible for complying with all contractual obligations  
60 related to Computer Resources, including all requirements and limitations  
61 contained in any contract, license, or agreement.  
62  
63 (3) Computer Users are responsible for reporting a violation of any County, local,  
64 state, or federal policy, regulation, rule, law, or court order to the Information  
65 Systems Director.  
66

67 23.05 Security of Computer Resources

- 68  
69 (1) Computer Users shall adhere to all Information Systems Department controls and  
70 procedures, avoid any action that would damage Computer Resources, and report  
71 any Computer Resource malfunctions to the Information Systems Department.  
72  
73 (2) Computer Users shall take reasonable precautions to prevent the disclosure of their  
74 password and are prohibited from disclosing their password to any person other  
75 than a member of the Information Systems Department. Computer Users shall  
76 immediately inform the Information Systems Department if their password  
77 becomes compromised, disclosed, lost or stolen.  
78  
79 (3) Computer Users shall not use any other person’s username and password. This  
80 prohibition does not apply to Information Systems employees.  
81  
82 (4) Computer Users shall abide by all administrative rights settings established by the  
83 Information Systems Department. Computer Users do not have administrative  
84 rights and privileges on any Computer Resource unless specifically authorized by  
85 the Information Systems Department. Administrative rights and privileges

86 granted by the Information Systems Department are limited to actions needed for a  
87 specific software program to function and do not allow other exceptions to this  
88 Computer Resources Policy. Computer Users exceeding the administrative rights  
89 and privileges granted may have those rights revoked.  
90

- 91 (5) Computer Users shall not connect personally owned devices to Computer  
92 Resources. Unauthorized personally owned devices that have been connected to  
93 Computer Resources will be removed by the Information Systems Department.  
94

95 23.06 Purchase and Installation of Computer Resources

- 96  
97 (1) The Information Systems Department is responsible for the research, selection, and  
98 purchase of all Computer Resources.  
99

- 100 (2) Computer Users shall not purchase or install Computer Resources unless  
101 authorized by the Information Systems Department.  
102

103 23.07 Electronic Mail (E-Mail)

- 104  
105 (1) E-Mail may not be used for any purpose that violates any Manitowoc County  
106 ordinance or policy.  
107

- 108 (2) Computer Users must include their signature block in all communications sent  
109 using Computer Resources and personally owned devices used to conduct County  
110 business. The signature block must contain the following: employee name, title,  
111 department and phone number.  
112

- 113 (3) Computer Users must clearly identify themselves as the author of any  
114 communication that they are sending on behalf of another user.  
115

- 116 (4) Stationary backgrounds and personal embellishments are not allowed. This  
117 prohibition includes, but is not limited to: pictures, quotations, slogans, icons or  
118 emoticons.  
119

- 120 (5) Manitowoc County does not normally inspect the contents of E-mail or disclose the  
121 contents of E-mail to anyone other than the sender or the intended recipient unless  
122 required to do so by County, local, state, or federal law, policy, regulation, rule, or  
123 court order. However, Manitowoc County expressly reserves all rights contained  
124 in Section 23.02 of this Computer Resources Policy. Further, Manitowoc County  
125 will cooperate with County, local, state, and federal law enforcement officials in  
126 any investigation relating to E-mail transmitted or received using Computer  
127 Resources or personally owned devices used to conduct County business, and may  
128 disclose such information consistent with the requirements of County, local, state,  
129 and federal laws, policies, regulations, rules, and court orders.  
130

131 (6) Computer Users receiving or transmitting HIPAA protected information must  
132 utilize a Computer Resource owned by Manitowoc County.

133  
134 (7) Computer Users who access County E-mail on a personally owned mobile device  
135 shall use a secure environment installed by the Information Systems Department on  
136 the Computer User's personally owned mobile device. Information Systems will  
137 install a secure environment only upon receipt of a written request from the  
138 Department Director.

139  
140 (8) Computer Users conducting County business on a Computer Resource or  
141 personally owned device are creating a Record as described in Section 23.03(3) of  
142 this Computer Resources Policy. The Record may be subject to disclosure as  
143 described in Section 23.07(5).

144  
145 23.08 Internet Access

146  
147 (1) Internet access may not be used for any purpose that violates any Manitowoc  
148 County ordinance or policy.

149  
150 (2) All Internet use must be in conformity with County, local, state, and federal laws,  
151 policies, regulations, rules, and court orders.

152  
153 (3) Password protected Wi-Fi Internet Access is limited to authorized Computer  
154 Resources.

155  
156 23.09 Social Media

157  
158 (1) Social media may not be used for any purpose that violates any Manitowoc County  
159 ordinance or policy.

160  
161 (2) All information released by the use of Social Media must be approved by the  
162 Department Director.

163  
164 (3) The use of Social Media is expressly limited to the dissemination of information.  
165 Social media platforms used may not allow the use of "Post" or "Reply." All  
166 comments should be deleted within 1 business day after posting.

167  
168 23.10 Prohibited Actions

169  
170 The use of Computer Resources is governed by this Computer Resources Policy, the  
171 Employee Policy Manual, the Manitowoc County Code, and by other County, local, state,  
172 and federal laws, policies, regulations, rules, and court orders. Computer Users are  
173 responsible for their use of Computer Resources and are advised that the following specific  
174 actions are expressly prohibited:

175

- 176 (1) Using Computer Resources for purposes that would violate any Manitowoc County  
177 ordinance or policy.  
178
- 179 (2) Accessing Computer Resources without permission or proper authorization.  
180
- 181 (3) Taking any action with the intention of corrupting, damaging, or destroying any  
182 Computer Resource.  
183
- 184 (4) Using Computer Resources in any way that results in a violation of intellectual  
185 property rights, including but not limited to copyrights and software licensing  
186 agreements.  
187
- 188 (5) Using Computer Resources to harass or threaten any person or to invade the  
189 privacy of any person in any way.  
190
- 191 (6) Using Computer Resources with the intention of accessing, viewing, storing, or  
192 distributing obscene or pornographic material except when doing so is necessary to  
193 perform official duties and is authorized by the Department Director.  
194

195 23.11 Contractor Access to Computer Resources  
196

197 Although this Employee Policy Manual is primarily designed to establish uniform policies  
198 and procedures regarding County personnel, there are instances where the policies and  
199 procedures contained herein must necessarily apply to entities and individuals beyond just  
200 the employees of Manitowoc County. The use of Computer Resources is one such  
201 instance. Accordingly, this Section 23 shall apply to any and all individuals and entities  
202 (collectively “Contractor”) that use Computer Resources. In addition to all of the  
203 preceding subsections of this Section 23, the following shall apply to any Contractor that  
204 uses Computer Resources:  
205

- 206 (1) Contractor access to computer resources is contingent upon the Contractor agreeing  
207 to and incorporating the terms of this Computer Resources Policy into the contract  
208 for services between Contractor and Manitowoc County.  
209
- 210 (2) If Contractor violates this Computer Resources Policy, Manitowoc County may, at  
211 its sole discretion, deny Contractor access to Computer Resources. In such a case,  
212 Contractor shall still be responsible to complete its duties and obligations under any  
213 contract with Manitowoc County without delay, and any additional expense  
214 incurred in doing so shall be paid solely by Contractor.  
215
- 216 (3) If Contractor’s violation of the Computer Resources Policy results in any damage  
217 to Manitowoc County, including but not limited to Computer Resources,  
218 Contractor shall be responsible for payment of damages.  
219

220 and  
221





**RESOLUTION ADOPTING THE 2016 MANITOWOC COUNTY PARKS AND OPEN SPACE PLAN**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Planning and Park Commission has identified the need to update the  
2 Manitowoc County Parks and Open Space Plan; and

3  
4 WHEREAS, staff of the Parks Department and the Planning and Zoning Department, in  
5 conjunction with Manitowoc County villages and cities have worked to update Manitowoc  
6 County’s Park and Open Space Plan; and

7  
8 WHEREAS, the Manitowoc County Parks and Open Space Plan provides guidance to  
9 Manitowoc County, as well as the cities, villages, and towns of Manitowoc County to meet the  
10 recreation needs of the people and to aid in preserving the natural resources of the area; and

11  
12 WHEREAS, adoption of the 2016 Manitowoc County Parks and Open Space Plan is a  
13 requirement to be eligible for certain financial aid opportunities administered by the State of  
14 Wisconsin and the Federal Government that regard recreation and open space programs;

15  
16 NOW, THEREFORE BE IT RESOLVED that the Manitowoc County Board does hereby  
17 approve and adopt the 2016 Manitowoc County Parks and Open Space Plan.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Planning and Park Commission

\_\_\_\_\_  
Melvin Waack, Chair

FISCAL IMPACT: Funds that paid for the cost of updating the plan were included in the Park  
Department Budgets.

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 GRANT APPLICATIONS**  
(Cherney Maribel Caves Park)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, due to the loss of trees during a storm that occurred in 2013 at Maribel Caves  
2 County Park, upgrades to the landscape are required to reduce erosion around the pavilion and  
3 bathrooms; and  
4

5           WHEREAS, the Wisconsin Department of Natural Resources is requiring Manitowoc  
6 County to install interpretive informational signage at Cherney Maribel Caves Park; and  
7

8           WHEREAS, there are two potential funding sources available that can help offset  
9 Manitowoc County's cost of upgrading the landscape and installing interpretive signage at  
10 Cherney Maribel Caves Park; and  
11

12           WHEREAS, the first potential source of funding is from the Friends of Resources Wildlife  
13 and Recreational Development (FORWARD) Endowment, a private non-profit organization; and  
14

15           WHEREAS, the second potential funding source is grant funding through the County  
16 Conservation Aids program of the Wisconsin Department of Natural Resources (WDNR); and  
17

18           WHEREAS, upgrading the landscape and installing interpretive signage at Cherney  
19 Maribel Caves Park is estimated to cost \$5,000.00; and  
20

21           WHEREAS, Manitowoc County has already budgeted \$2,000 in the Manitowoc County  
22 parks department 2016 adopted budget to upgrade the landscape and install interpretive signage at  
23 Cherney Maribel Caves Park; and  
24

25           WHEREAS, the remainder of the cost to upgrade the landscape and install interpretive  
26 signage at Cherney Maribel Caves Park would be funded by a \$3,000 grant from the FORWARD  
27 Endowment Fund; and  
28

29           WHEREAS, to the extent that Manitowoc County does not receive any or all of the \$3,000  
30 grant from the FORWARD Endowment Fund, Manitowoc County will apply for a grant from the  
31 WDNR County Conservation Aids program to ensure a total outside grant contribution of \$3,000;  
32

33           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
34 Supervisors authorizes the Parks Superintendent to apply for and accept grant funds from  
35 FORWARD Endowment Fund and the WDNR County Conservation Aids program in the total  
36 amount of up to \$3,000 for the project; and  
37





**RESOLUTION AUTHORIZING GRANT APPLICATION**  
(Harpt Lake Boarding Dock)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Manitowoc County provides public access facilities to Harpt Lake, including  
2 a boarding dock/fishing pier, boat ramp, and parking area; and  
3

4           WHEREAS, the public boarding dock/fishing pier on Harpt Lake is in need of major  
5 repairs; and  
6

7           WHEREAS, the State of Wisconsin Department of Natural Resources (“WDNR”)  
8 administers a Recreational Boating Facilities Grant program that provides cost sharing of up to  
9 50% of eligible expenses for projects related to water access; and  
10

11           WHEREAS, replacing the Harpt Lake boarding dock/fishing pier is estimated to cost  
12 \$20,000.00; and  
13

14           WHEREAS, the cost of replacing the Harpt Lake boarding dock/fishing pier will be funded  
15 as follows: 50% (\$10,000) by the Recreational Boating Facilities Grant; 25% (\$5,000) by the  
16 Manitowoc County Fish and Game Association (a private non-profit association); and, 25%  
17 (\$5,000) by the Manitowoc County Park Department; and  
18

19           WHEREAS, Manitowoc County’s \$5,000 contribution to the Harpt Lake boarding  
20 dock/fishing pier replacement will be funded as follows: \$1,000 will come from its 2016 adopted  
21 budget; and, \$4,000 will come from trading in two (2) existing piers; and  
22

23           WHEREAS, Manitowoc County wishes to request grant assistance from the WDNR for  
24 the purpose of replacing the public boarding dock/fishing pier on Harpt Lake;  
25

26           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
27 Supervisors authorizes the Park Superintendent to apply for and accept a Recreational Boating  
28 Facility Grant from the WDNR in the project amount of \$20,000.00 for the construction and  
29 installation of a public boarding dock/fishing pier on Harpt Lake; and  
30

31           BE IT FURTHER RESOLVED that Manitowoc County will meet the financial obligations  
32 of the Recreational Boating Facilities Grant if approved; and  
33

34           BE IT FURTHER RESOLVED that the Park Superintendent is authorized to sign  
35 documents and take actions necessary to complete the project as authorized in the Recreational  
36 Boating Facilities Grant application including obtaining any permits that may be required; and  
37

38 BE IT FURTHER RESOLVED that the Comptroller/Auditor is directed to record such  
39 information in the official books of the County for the year ending December 31, 2016 as may be  
40 required.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Planning and Park Commission

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Melvin Waack, Chair

FISCAL IMPACT: No tax levy impact. Increases the 2016 Park Department expenditure budget by \$19,000 and increases the 2016 Park Department revenue budget by \$19,000 as follows: \$10,000 from Recreational Boating Facility Grant; \$5,000 from Manitowoc County Fish and Game Association; and, \$4,000 Park Department revenue from trading in of 2 old docks. The \$20,000 total needed to complete the project is reached by including \$1,000 already in the Park Department 2016 adopted budget.

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 AUTHORIZING GRANT APPLICATIONS**  
(Silver Lake Waterway Project)

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, Silver Lake County Park, which is owned by the Holy Family Convent of  
2 Franciscan Sisters of Christian Charity and is leased to Manitowoc County on a 20 year lease, has  
3 experienced numerous flood events; and  
4

5           WHEREAS, while the berms and boat launch area were originally designed that a flood  
6 event that occurs once in a twenty-five year time period, Silver Lake is experiencing flood events  
7 that are occurring twice every five years; and  
8

9           WHEREAS, the numerous flood events are affecting the water quality of Silver Lake,  
10 which in turn affects the fish population and stimulates the growth of invasive plant species; and  
11

12           WHEREAS, upgrades to the berms, boat launch area, and replacement of the current  
13 bridge are required to reduce flooding and improve the water quality in Silver Lake; and  
14

15           WHEREAS, the following funding sources are available to pay for the project: the  
16 Wisconsin Department of Natural Resources (WDNR) County Conservation Aids Program;  
17 WDNR Recreational Boating Facilities Grant (RBF) program; and, Friends of Resources Wildlife  
18 and Recreational Development (FORWARD) Endowment (a private non-profit association); and  
19

20           WHEREAS, the project cost is estimated to be \$300,000.00 (\$85,000.00 for engineering  
21 fees, \$65,000.00 to raise the berms, and \$150,000.00 for the bridge and boat launch replacement),  
22 which will be funded 50% (\$150,000.00) by the grant funds mentioned above and 50%  
23 (\$150,000.00) in matching funds committed in writing by the Holy Family Convent of Franciscan  
24 Sisters of Christian Charity;  
25

26           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
27 Supervisors authorizes the Park Superintendent to apply for and accept grants from the WDNR  
28 and FORWARD in the total amount of up to \$150,000.00 for the project; and  
29

30           BE IT FURTHER RESOLVED, that the Park Superintendent is authorized to invoice and  
31 accept a donation on behalf of Manitowoc County from the Franciscan Sisters of Christian Charity  
32 of up to \$150,000.00 to be used for the project; and  
33

34           BE IT FURTHER RESOLVED that the Park Superintendent is authorized to sign  
35 documents and take actions necessary to complete the project as authorized in the grant  
36 application, including obtaining any permits that may be required; and  
37

38 BE IT FURTHER RESOLVED that the Comptroller/Auditor is directed to record such  
39 information in the official books of the County for the year ending December 31, 2016 as may be  
40 required.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Planning and Park Commission

\_\_\_\_\_  
Melvin Waack, Chair

FISCAL IMPACT: No tax levy impact. Increases Park Department revenues and expenses by like amounts, up to \$300,000 based upon the amounts authorized by the granting agencies (WDNR and FORWARD) and Franciscan Sisters of Christian Charity matching donation.

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







**ORDINANCE AMENDING ZONING MAP**  
(Marek Enterprises)

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 January 25, 2016; 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 in  
6 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 W<sup>1</sup>/<sub>4</sub>, SE<sup>1</sup>/<sub>4</sub>, SW<sup>1</sup>/<sub>4</sub>, Section 5, T20N, R23E, Town of  
12 Kossuth, commencing at the S<sup>1</sup>/<sub>4</sub> Corner of said Section 5; thence westerly  
13 approximately 990 feet; thence northerly approximately 35 feet to the north r/w of  
14 CTH K which is the point of real beginning; thence continue northerly  
15 approximately 710 feet; thence westerly approximately 325 feet; thence southerly  
16 approximately 710 feet; thence easterly along the north r/w of CTH K  
17 approximately 325 feet to the point of real beginning, said parcel containing  
18 approximately 5.30 acres of land and is hereby rezoned from General Agriculture  
19 (GA) to Commercial Business (CB); and  
20

21           A parcel of land located in the W<sup>1</sup>/<sub>4</sub>, SE<sup>1</sup>/<sub>4</sub>, SW<sup>1</sup>/<sub>4</sub>, Section 5, T20N, R23E, Town of  
22 Kossuth, commencing at the S<sup>1</sup>/<sub>4</sub> Corner of said Section 5; thence westerly  
23 approximately 990 feet; thence northerly approximately 745 feet which is the point  
24 of real beginning; thence continue northerly approximately 580 feet; thence  
25 westerly approximately 325 feet; thence southerly approximately 580 feet; thence  
26 easterly approximately 325 feet to the point of real beginning, said parcel  
27 containing approximately 4.33 acres of land and is hereby rezoned from General  
28 Agriculture (GA) to Exclusive Agriculture (EA).

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Planning and Park Commission

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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: \_\_\_\_\_  
James Brey, County Board Chair Date

APPROVED: \_\_\_\_\_  
Bob Ziegelbauer, County Executive Date



**ORDINANCE AMENDING ZONING MAP**  
(Meadowlawn Acres, LLC)

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 January 25, 2016; 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 in  
6 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 the SW<sup>1</sup>/<sub>4</sub>, SW<sup>1</sup>/<sub>4</sub> and part of the NW<sup>1</sup>/<sub>4</sub>, SW<sup>1</sup>/<sub>4</sub>,  
12 Section 1, T20N, R24E, Town of Two Rivers, commencing at the SW<sup>1</sup>/<sub>4</sub> Corner of  
13 said Section 1; thence N00°37'44"E, 1,063 feet along the west line of the SW<sup>1</sup>/<sub>4</sub> of  
14 said Section 1; thence N89°22'16"E, 35.00 feet to the east r/w of Tannery Road,  
15 which is the point of real beginning; thence N00°37'44"E, 405.27 feet along east  
16 r/w of Tannery Road; thence N89°22'16"E, 287.45 feet; thence S00°37'44"W,  
17 405.27 feet; thence S89°22'16"W, 287.45 feet to the point of real beginning, said  
18 parcel containing approximately 2.69 acres of land and is hereby rezoned from  
19 General Agriculture (GA) to Small Estate (SE); and  
20

21           A parcel of land located in part of the SW<sup>1</sup>/<sub>4</sub>, SW<sup>1</sup>/<sub>4</sub> and part of the NW<sup>1</sup>/<sub>4</sub>, SW<sup>1</sup>/<sub>4</sub>,  
22 Section 1, T20N, R24E, Town of Two Rivers, commencing at the SW<sup>1</sup>/<sub>4</sub> Corner of  
23 said Section 1; thence N00°37'44"E, 1,038 feet along the west line of the SW <sup>1</sup>/<sub>4</sub> of  
24 said Section 1; thence N89°22'16"E, approximately 35.00 feet to the east r/w of  
25 Tannery Road, which is the point of real beginning; thence N00°37'44"E, 25.00  
26 feet along east r/w of Tannery Road; thence N89°22'16"E, 287.45 feet; thence  
27 N00°37'44"E, 405.27 feet; thence S89°22'16"W, 287.45 feet; thence  
28 N00°37'44"E, 506.50 feet; thence N89°22'16"E, 430.00 feet; thence  
29 S00°37'44"W, 936.77 feet; thence S89°22'16"W, 430.00 feet to the point of real  
30 beginning, said parcel containing approximately 6.60 acres of land and is hereby  
31 rezoned from General Agriculture (GA) to Exclusive Agriculture (EA).

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Planning and Park Commission

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Melvin Waack, Chair





**RESOLUTION AUTHORIZING ACCEPTANCE OF 2015 COPS OFFICE  
ANTI-HEROIN TASK FORCE GRANT FUNDS**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1           WHEREAS, the Manitowoc County Sheriff’s Office has been awarded a 2015 COPS  
2 Office Anti-Heroin Task Force Grant from the Wisconsin Department of Justice; and  
3

4           WHERE, 2015 COPS Office Anti-Heroin Task Force Grant runs over the 2016 and 2017  
5 calendar years; and  
6

7           WHEREAS, the Wisconsin Department of Justice will allocate additional resources to  
8 local multi-jurisdictional drug task forces for reimbursement of overtime hours spent on  
9 conducting heroin and opiate investigations, further enhancing existing agency partnerships, and  
10 increasing intelligence sharing; and  
11

12           WHEREAS, the Wisconsin Department of Justice will also enhance the statewide  
13 intelligence database that is populated with intelligence information that will help identify  
14 distribution networks in support of drug investigative enforcement efforts, enhance de-confliction  
15 efforts, and create a statewide list of resource agencies;  
16

17           NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of  
18 Supervisors hereby authorizes the Manitowoc County Sheriff’s Office to accept the 2015 COPS  
19 Office Anti-Heroin Task Force Grant funds from the Wisconsin Department of Justice; and  
20

21           BE IT FURTHER RESOLVED that the 2015 COPS Office Anti-Heroin Task Force Grant  
22 funds be allocated over a two year project period including the years 2016 and 2017 in the amount  
23 of of \$12,600 per year (\$25,200 total over the two year project period); and  
24

25           BE IT FURTHER RESOLVED that the 2016 budget is amended by the amount of the  
26 grant funds allocated and that the Comptroller/Auditor is directed to record such information in the  
27 official books of Manitowoc County for the year ending December 31, 2016 as may be required.

Dated this 23rd day of February 2016.

Respectfully submitted by the  
Public Safety Committee

\_\_\_\_\_  
Rick Henrickson, Chair

FISCAL IMPACT: No tax levy impact. Increases revenue (27500.43211 COPS Grant) by \$12,600 and expenditures (27500.51250 Metro Overtime) by \$4,200 and

(27500.52999 Other Contract Services) by \$8,400 in the 2016 budget.

FISCAL NOTE: Reviewed and approved by Comptroller. \_\_\_\_\_

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

APPROVED: \_\_\_\_\_  
Bob Ziegelbauer, County Executive                      Date

