

**RESOLUTION AUTHORIZING ADDITION OF 1.0 FULL-TIME
EQUIVALENT HUMAN SERVICES EMPLOYEE**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Human Services Department has received a grant of \$68,850 to provide
2 AODA and mental health services to individuals incarcerated in the Manitowoc County Jail; and
3

4 WHEREAS, \$18,600 of the grant will be used to purchase medical supplies, medical
5 services, and the necessary office equipment for the position; and
6

7 WHEREAS, \$50,250 of the grant can be used to assist in funding a full-time Jail
8 Counselor/Case Manager position; and
9

10 WHEREAS, the total annual cost of the full-time Jail Counselor/Case Manager position is
11 estimated to be \$78,000; and
12

13 WHEREAS, once established this position may also provide mental health services that
14 are currently being purchased through a contract with Advanced Correctional Healthcare; and
15

16 WHEREAS, having these services provided by the Human Services Department will assist
17 individuals in accessing AODA and mental health services upon release from the Jail;
18

19 NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of
20 Supervisors authorizes the creation of a 1.0 Full-Time Equivalent Jail Counselor/Case Manager
21 position in Human Services Department; and
22

23 BE IT FURTHER RESOLVED that the 2019 Full-Time Equivalent Report (FTE) by
24 Department included in the 2019 Adopted Annual Budget Book is amended accordingly and that
25 the Comptroller/Auditor is directed to record such information in the official books of the County
26 for the year ending December 31, 2019 as may be required.

Dated this 17th day of September 2019.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

FISCAL IMPACT: Total annual cost of the position is estimated to be \$78,000. Grant funding will cover cost of the position in 2019 and required funding will be included in the County Executive's 2020 budget for this position.

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 IMPLEMENTATION OF 12 HOUR
SHIFTS FOR CORRECTIONS OFFICERS AND JAIL SUPERVISORS**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the increasingly complex needs of the Manitowoc County jail population
2 require the Sheriff's Office to explore ways to modernize daily operations; and
3

4 WHEREAS, in the interest of exploring efficiencies in the jail, the Sheriff's Office is
5 proposing to increase the regular shift of Corrections Officers and Jail Supervisors from 8.0 hours
6 to 12.0 hours; and
7

8 WHEREAS, changing to a 12 hour shift for Corrections Officers and Jail Supervisors will
9 increase the number of jail staff on duty per shift; and
10

11 WHEREAS, changing to a 12 hour shift will result in Corrections Officers and Jail
12 Supervisors working 60 fewer shifts per year and increasing the number of weekends off from one
13 per month to two per month; and
14

15 WHEREAS, changing to a 12 hour shift will mean that the number of paid time off hours
16 for Corrections Officers and Jail Supervisors will remain the same, but the number of days of paid
17 time off will be reduced due to Corrections Officers and Jail Supervisors having to use 12 hours
18 to cover one day off; and
19

20 WHEREAS, the proposal change to a 12 hour shift has been discussed with Corrections
21 Officers and Jail Supervisors and employees have been given the opportunity to provide feedback;
22 and
23

24 WHEREAS, increasing the regular shift for Corrections Officers and Jail Supervisors from
25 8 hours to 12 hours will result in 90 additional scheduled hours for each Corrections Officer and
26 Jail Supervisor at a cost to the County of approximately \$99,500; and
27

28 WHEREAS, approximately \$118,248 was spent in overtime in the Jail Division from
29 August 1, 2018 to July 31, 2018 and is largely attributed to paying overtime for over 10 hours per
30 shift; and
31

32 WHEREAS, reducing overtime paid to Corrections Officers and Jail Supervisors will help
33 to offset the cost of the additional 90 hours worked per Corrections Officer and Jail Supervisor;
34 and
35

36 WHEREAS, changing to a 12 hour shift will allow the conversion of one Jail Supervisor
37 position to a float position that can supplement services provided to the Court and Support Division
38 and also cover open Jail Supervisor shifts; and
39

40 WHEREAS, the current policy contained in § 18.02(2)(a) of the Manitowoc County
41 Employee Policy Manual requires that all hours worked in excess of 10 per shift be paid at an
42 overtime rate; and

43
44 WHEREAS, changing to a 12 hour shift requires that § 18.02(2)(a) of the Employee Policy
45 Manual be modified for Corrections Officers and Jail Supervisors to pay overtime for all hours
46 worked in excess of 12 hours per shift; and

47
48 WHEREAS, this proposal does not affect the regular shift of the Court Officer and Huber
49 Officer; and

50
51 WHEREAS, the Sheriff's Office intends to evaluate the effectiveness of the 12 hour shift
52 for the year 2020; and

53
54 WHEREAS, after careful consideration and review, the Personnel Committee recommends
55 amending the Manitowoc County Employee Policy Manual such that Corrections Officers and Jail
56 Supervisors shall be paid overtime for all hours worked in excess of 12 hours per shift;

57
58 NOW, THEREFORE, BE IT RESOLVED that the regular shift for Corrections Officers
59 and Jail Supervisors will be increased from 8 hours to 12 hours effective January 12, 2020; and

60
61 BE IT FURTHER RESOLVED that the annual hours worked by Corrections Officers and
62 Jail Supervisors is increased from 1950 hours to 2040 hours effective January 12, 2020; and

63
64 BE IT FURTHER RESOLVED that one Jail Supervisor position will be converted to a
65 float position that will provide additional court and support related services in addition to filling
66 in for vacant Jail Supervisor positions; and

67
68 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors amends
69 § 18.02(2)(a) of the Manitowoc County Employee Policy Manual to read as follows:

70
71 18.02 Overtime

72
73 (2) Non-exempt employees who are not subject to overtime provisions contained in a
74 collective bargaining agreement will be paid overtime in accordance with the
75 Federal Fair Labor Standards Act, with the following additions;

76
77 (a) Except as otherwise provided by Resolution of the Manitowoc County
78 Board of Supervisors, fFor hours worked in excess of 10 hours per shift;

79
80 and

81
82 BE IT FURTHER RESOLVED that pursuant to § 18.02(2)(a) of the Manitowoc County
83 Employee Policy Manual as amended herein, effective from January 12, 2020 to December 31,
84 2020 the Manitowoc County Board of Supervisors modifies the overtime rules contained in

85 § 18.02(2)(a) of the Employee Policy Manual to provide that Corrections Officers and Jail
86 Supervisors shall be paid overtime for hours worked in excess of 12 hours per shift; and

87

88 BE IT FURTHER RESOLVED that the authorization to implement a 12 hour shift for
89 Corrections Officers and Jail Supervisors shall expire at the end of 2020 unless included in the
90 2021 County Adopted Budget.

Dated this 17th day of September 2019.

Respectfully submitted by the
Personnel Committee

Susie Maresh, Chair

FISCAL IMPACT: Going to the 12 hour schedule adds 90 hours per full-time equivalent.
These additional hours will be paid at a straight time rate. Overtime is
expected to be reduced. If approved, this will be incorporated into the
County Executive's 2020 Budget Proposal.

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 ACCEPTING DONATIONS FOR MANITOWOC COUNTY SHERIFF'S OFFICE K9 UNIT

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, the Manitowoc County Sheriff's Office has a K9 Unit that permits officers to
2 respond to high-risk situations with their K9 partners; and

3
4 WHEREAS, K9s require nutrition, veterinary care, and specialized equipment; and

5
6 WHEREAS, Shipbuilders Credit Union has donated \$1,000 and A&W Restaurant has
7 donated \$600 to defer expenses and purchase equipment for the K9 Unit; and

8
9 WHEREAS, after careful consideration and review, the Public Safety Committee
10 recommends that the donations of Shipbuilders Credit Union and A&W Restaurant be accepted to
11 assist with the expense and cost associated with County K9 units;

12
13 NOW, THEREFORE, BE IT RESOLVED that the Manitowoc County Board of
14 Supervisors accept the donation from Shipbuilders Credit Union in the amount of \$1,000; and

15
16 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors accept
17 the donation from A&W Restaurant in the amount of \$600; and

18
19 BE IT FURTHER RESOLVED that upon receipt of the abovementioned funds, such funds
20 shall be deposited in account 756-23422 designated for the Manitowoc County Sheriff's Office
21 K9 Unit.

Dated this 17th day of September 2019.

Respectfully submitted by the
Public Safety Committee

Randy Vogel, Chair

FISCAL IMPACT: No tax levy impact. Increases funds available for Sheriff's Office K9 Unit.

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 THE PURCHASE OF THE TWO RIVERS
COMPOST SITE PROPERTY FROM JUNE PAASCH FOR \$65,000**

TO THE MANITOWOC COUNTY BOARD OF SUPERVISORS:

1 WHEREAS, Manitowoc County has leased a parcel of land comprised of 11.086 acres in
2 the Town of Two Rivers, identified as Lot #2 of Certified Survey Map No. 1183768 from Karl
3 and/or June Paasch since 1989 (the "Property"); and
4

5 WHEREAS, the Property includes a heated two-stall maintenance building with office; and
6

7 WHEREAS, the Property is licensed by the Wisconsin Department of Natural Resources
8 as a yard waste compost facility; and
9

10 WHEREAS, Manitowoc County currently operates the Property as a yard waste compost
11 facility to serve the residents of the City of Two Rivers and all of northeast Manitowoc County;
12 and
13

14 WHEREAS, Manitowoc County has a Right of First Refusal to purchase the Property
15 should the current owner, June Paasch, offer the Property for sale; and
16

17 WHEREAS, Ms. Paasch has offered the property to Manitowoc County at a sale price of
18 \$65,000.00; and
19

20 WHEREAS, Manitowoc County Dept. of Public Works staff recommends purchase of the
21 property for \$65,000.00 with an additional \$15,000.00 being expended to upgrade site access, the
22 compost tipping pad, and site security for an overall expense of \$80,000.00; and
23

24 WHEREAS, the current lease cost to Manitowoc County is \$7,920.00 annually, and
25

26 WHEREAS, the Return on Investment for this \$80,000.00 is 10.1 years, and ensures a
27 viable compost site for the residents of Manitowoc County for the foreseeable future; and
28

29 WHEREAS, Manitowoc County recently sold 146.36 acres of farmland for \$760,730.00,
30 which proceeds were deposited into the County's Economic Development Capital Projects Fund;
31 and
32

33 WHEREAS, after careful consideration and review, the Public Works Committee
34 recommends the purchase of the 11.086 acre Property with building for \$65,000.00 from Ms.
35 Paasch; and
36

37 WHEREAS, the Public Works Committee further recommends an additional investment
38 of \$15,000.00 into the Property for long-term site improvements; and

39 WHEREAS, the Public Works Committee recommends funding this land purchase and site
40 improvements from the County's Economic Development Capital Projects Fund; and
41

42 NOW, THEREFORE, BE IT RESOLVED that the County Board of Supervisors of the
43 County of Manitowoc approves the purchase of 11.086 acres in the Town of Two Rivers, identified
44 as Lot #2 of Certified Survey Map No. 1183768 from June Paasch for the sum of \$65,000.00 on
45 substantially the same terms as provided in the attached Vacant Land Offer to Purchase; and
46

47 BE IT FURTHER RESOLVED that the purchase of the Property shall be paid for from
48 existing funds in the Economic Development Capital Projects Fund; and
49

50 BE IT FURTHER RESOLVED that the Manitowoc County Board of Supervisors
51 authorizes the expenditure of \$15,000.00 from the Economic Development Capital Projects Fund
52 for long-term site improvements to the Property; and
53

54 BE IT FURTHER RESOLVED, that the County Board authorizes the County Executive,
55 County Board Chair, County Clerk, Corporation Counsel, Director of Public Works and such other
56 county officials as may be necessary to finalize and execute any and all documents required to
57 complete the purchase of the Property;

Dated this 17th day of September 2019.

Respectfully submitted by the
Public Works Committee

Rick Gerroll, Chair

FISCAL IMPACT: Decreases the amount available in the County's Economic Development
Capital Projects Fund by \$80,000.00.

FISCAL NOTE: Reviewed and approved by Comptroller. _____

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

APPROVED: _____
Bob Ziegelbauer, County Executive Date

