



MINUTES

1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:01 PM

2. PLEDGE OF ALLEGIANCE

Council President Stechmesser asked for a moment of silence in the memory of Jacob Baer

3. ROLL CALL BY CITY CLERK

Councilmembers: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski

Also Present: Kassie Paider, Finance Director; Jeff Dawson, Library Director; Mike Mathis, Parks and Recreation Director; Ben Meinnert, Police Chief; Matt Heckenlaible, Public Works Director; Joe Metzen, Tourism Director; Dave Murack, Fire Chief; Rick Powell, IT Manager; Brian Dellemann, Electric Utility Director; Andrew Sukowaty, Water Utility Director
Participating by conference call, Andrew Adams, City Attorney

4. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION

Motion carried with a roll call vote.

Motion made by Bittner seconded by Brandt to allow Councilmember B. LeClair to participate from a remote location.

Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

5. PUBLIC HEARING

6. INPUT FROM THE PUBLIC

Jeff Dahlke (3727 Adams Street) – Reported there is a large ice spot located in the 3000 block of Adams Street. He also stated that he has heard chatter on the type of government; some residents wish for the City to switch to mayoral.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski reported the Winter Parking Ban is not being enforced at the moment and the City Manager and Police Chief will monitor any upcoming snowstorms.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the Main Street Board stating the Christmas Parade was a success and they are wrapping up the season.

Council President Stechmesser reported on the CDA, stating that the committee approved a pricing structure for the 32 lots of Phase 3 at Sandy Bay Highlands will allow for cost recovery as directed by the Council. If the CDA would give any discounts to purchasers, it will first have to be approved by Council.

9. CITY MANAGER'S REPORT

Thank you to all the agencies involved in the search for and recovery of Jacob Baer.

Ongoing Recruitments: Police Evidence Custodian - Applications closed and under review; City Planner/Community Development Director - Accepting Applications;

Thank you to TR Main Street for brightening up the downtown

A. Invited Guests--None

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: Police Clerk/Evidence Custodian – Applications closed and are under review; City Manager – search consultant approved by City Council on November 18, will begin engagement with Recruitment and Selection Committee in January 2025 with goal of filling position by July 2025; City Planner/Community Development Director – Accepting applications

2. Thank You to Everyone Involved in the 2024 Hometown Christmas Parade

Mr. Buckley reported on the 2024 Hometown Christmas Parade and thanked the parade organizers and everyone involved.

3. Reminder on Ordinance Requirements for Clearing Snow and Ice from Sidewalks

4. Candidacy Packets Available in Clerk's Office for those Interested in Running for City Council

Mr. Buckley reported candidacy packets are available in the City Clerk's Office for those interested in running for City Council. Nomination papers for the Spring Election must be filed by 5:00 PM on Tuesday, January 7.

5. Winter Parking Ban Status

Mr. Buckley reported the Winter Parking Ban takes effect December 1 but the Police Department in consultation with the City Manager's Office, will evaluate weather conditions and will suspend enforcement if there are extended periods of snow-free conditions. Residents should watch the Two Rivers City Hall and Two Rivers Police Department Facebook Pages and website for updated information on the parking ban.

6. Lead Water Service Lateral Replacement, 2024-25 Contract

Mr. Buckley reported currently all pavement restoration is completed on 34th Street, 33rd Street and 32nd Street. One service was replaced on Garfield due to medical issues under contract. No additional pavement replacement is expected this year due to weather and frost. No service replacements expected the week of December 2 due to weather and frost. Service replacements on 31st Street expected to resume the week of December 9, weather permitting. Replacements as of 11-30-2024: 53 – Public water services replaced; 32 – public sewer laterals replaced; 3 – private water services replaced; 1 – private sewer lateral replaced

7. Sandy Bay Highlands Subdivision Phase 3

Mr. Buckley reported the project construction – water, sanitary sewer, and storm sewer mains

and laterals have been installed in the initial stretch of Orchard Lane and Rawley Court. Some grading and graveling has been completed on Orchard Lane just north of Lake Breeze Way. Anticipate storm sewer and the remainder of the grading and graveling on Orchard Lane and Rawley Court to be completed this week. Contractor hopes to begin the remaining utility, road grading and graveling work in early December. Phase 3 lot sales update: CDA on November 26 voted to: accept deed of Phase 3 lots from City, approve covenants for Phase 3, Approve lot pricing structure, authorize listing contract with current realtor through March 31, 2025 and issue realtor RFP for period beginning April 1, Approve exclusions to listing contract

8. West River Lofts Project

Mr. Buckley reported project developer Scott Crawford, Inc. of Milwaukee informed the City in mid-November that it would be returning the Low Income Housing Tax Credits awarded to this project by WHEDA, and pursuing other options and partnerships for redeveloping the site. The following statement was supplied to share with the City Council and the community: "Due to a change in partnership, Scott Crawford, Inc. has made the strategic decision to reconfigure our work on West River Lofts, We still anticipate housing and commercial development, but have to adjust the project to meet the current market conditions. We appreciate your patience and understanding as we navigate these changes, and we're looking forward to sharing more details with you in the next few weeks. Thank you for your continued support and commitment. We are optimistic about the future of the project"

9. Electric Department Will Start Annual Tree Trimming In Early December

Mr. Buckley reported the Electric Department will be trimming trees on the East Side of the City from December through March 2025.

10. Christmas Tree Display in Central Park East

Mr. Buckley reported 30 trees were donated by Sprang Tree Farm and thank you to all who participated in this event. 1st Place – Lester Public Library; 2nd Place – Metal Ware; 3rd Place – Mathis Family.

11. Upcoming Events

- a. Lester Public Library Events, December 5 & 12, 2024
- b. Hamilton Wood Type & Printing Museum Holiday Letterpress Workshop, December 7, 2024, 9:00 AM
- c. 2nd Annual Cool City Christmas, December 14, 2024, 10:00 AM
- d. Breakfast with Santa at the Two Rivers Fire Department, December 15, 2024, 9:30 AM
- e. Explore Two Rivers, "Is Your Business Ready for the 2025 Draft?", December 16, 2024, 6:00 PM
- f. Two Rivers Public Schools, Ribbon Cutting Ceremony & Tour of New and Remodeled Facilities at L.B. Clarke Middle School, December 10, 2024, 6:00 PM

12. Other

Mr. Buckley reported the Police Department recently updated its patch for the first time in 30 years.

Mr. Buckley referenced a recent email to the Council and City Manager from a citizen, regarding closed sessions. City Attorney Adams offered comments on this matter.

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council Regular Meeting, November 18, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Committee on Aging, November 4, 2024
2. Architectural Control Committee, November 19, 2024
3. Business and Industrial Development Committee/
Community Development Authority, November 26, 2024
4. Police and Fire Commission, November 14, 2024

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. New "Class B" license from Bujar LLC for 3911 Lincoln Ave, Drita Bequiri, Agent, Business formally known as Machut's Supper Club.

Recommended Action:

Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by Shimulunas, seconded by Derby. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

11. CITY COUNCIL - FORMAL ITEMS

A. Agreement with Blue Heron Condo Association, Regarding Provision of Certain City Services Within That Private Condominium Development

Recommended Action:

Motion to Authorize the City Manager and City Council to sign the agreement on behalf of the City.

Motion carried with a roll call vote.

Motion made by D. LeClair, seconded by Shimulunas. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

B. Resolution Adopting the General Fund Budgets for the Fiscal Year Ending December 31, 2025

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by D. LeClair, seconded by Brandt. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

C. Resolution Adopting Budgets for Other Funds for Fiscal Year Ending December 31, 2025

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and

the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by D. Leclair, seconded by Brandt. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

- D. Resolution Adopting the Debt Service Fund Budget for the Fiscal Year Ending December 31, 2025

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by Shimulunas, seconded by Derby. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

- E. Resolution Adopting Tax Levy for the Fiscal Year Ending December 31, 2025

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by Brandt, seconded by Shimulunas. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

- F. Resolution Approving Business Improvement District Levy and Assessment Rate for 2025

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the Business Improvement District Board

Motion carried with a roll call vote.

Motion made by Bittner, seconded by Derby. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

- G. Discuss Possible Need for Work Session/Special Meeting on December 23, 2024 for Hearing and Action on a Conditional Use Permit-- Does Council Wish to Make That Meeting a Work Session?

After discussion it was agreed that Council will meet on Monday December 23, 2024 for a Special Meeting.

12. FOR INFORMATION ONLY

- A. City Council Joint Meeting with Plan Commission--For Plan Review for 3000 Forest Avenue, Monday, December 9, 2024, 6:00 PM
B. City Council Regular Meeting, Monday, December 16, 2024, 6:00 PM

13. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or

conducting other specified public business, whenever competitive or bargaining reason require a closed session

14. RECONVENE IN OPEN SESSION

To consider possible actions in follow-up to closed session discussions

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn at 7:33 PM

Motion carried with a voice vote.

Motion made by Wachowski, seconded by Derby. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

Respectfully submitted by,

Amanda Baryenbruch
City Clerk