



**TWO  
RIVERS**  
WISCONSIN

# CITY COUNCIL MEETING

Monday, April 03, 2023 at 6:00 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## MINUTES

### 1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:00 p.m.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski. There is one vacancy on the Council at this time.

**ALSO PRESENT:** Jeff Dawson, Library Director, Brian Dellemann, Electric Utility Director, Matt Heckenlaible, Public Works Director; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Police Chief; Dave Murack, Interim Fire Chief; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Jack Bruce, City Attorney; Dave Buss, Finance Director; Melissa Wiesner, Assistant Police Chief and Greg Buckley, City Manager

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

None.

### 5. PUBLIC HEARING

None.

### 6. INPUT FROM THE PUBLIC

Dorothy Tinkham Delo, 2100 Garfield Street: Addressed concerns of the maintenance of sidewalks throughout the City. Also, addressed concerns of safety of pedestrians and bicyclists on sidewalks near the beach.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember D. LeClair reported that all members of Council received a letter stating the Wi-Fi hotspots throughout downtown are not operating. Rick Powell, IT Manager gave an update about the current Wi-Fi outage. There have been hardware failures and replacement will happen in the next 30 to 60 days.

Councilmember Dahlke reported that he received the following questions and comments from residents:

- He received a letter about the proposed yarn bombing throughout downtown. The citizen requested the City speak with a horticulturist about the harm and damage the yarn can cause to the trees. Councilmember D. LeClair stated the yarn bombing will happen on the light poles, not the trees throughout downtown.
- He received a call questioning when the boat docks will be placed. Mike Mathis, Parks & Recreation Director stated the docks will be placed very soon.

- He received a call questioning if there is audio equipment in the hallways of City Hall. Mr. Buckley reported there is not any audio monitoring in use at City Hall.

## **8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

Councilmember D. LeClair reported on the following Boards:

--Main Street: On April 12<sup>th</sup>, the Main Street State Director is visiting Two Rivers to meet with downtown businesses. Potential Main Street Spring Wine Walk. American Pickers is coming to Wisconsin this Summer, Main Street has more information on this event. Fool Around Downtown is having a sales promotion downtown from April 1<sup>st</sup> to April 10<sup>th</sup>. There are prizes and gift certificates along with Cool City Cash. On April 6<sup>th</sup>, an early spring hike is scheduled at Woodland Dunes.

--Environmental Advisory Board: On April 6<sup>th</sup>, Jim Knickelbine from Woodland Dunes will be presenting on Green Infrastructure and different initiatives that are happening at Woodland Dunes. On May 18<sup>th</sup>, Steve Lankton from UW-Manitowoc Extension Master Gardener Program will be presenting on pollinators and pollinator gardens. The signs for the Front-Yard Vegetable Gardens have been ordered. There are 20 spots available in the program and it is on a first come first serve basis. Applications will be available as soon as the signs are received. If interested in participating in the program, contact the City for more information.

Councilmember B. LeClair reported on the following Board:

--Committee on Aging: The Senior Center has over 1,013 members and has distributed over 1,000 meals using volunteers, who have contributed over 400 hours. If interested in becoming a member, reach out to the Senior Center, it is \$15 annually for a membership. On May 12<sup>th</sup>, the Senior Center will be celebrating reaching over 1,000 members with a pizza party.

## **9. CITY MANAGER'S REPORT**

Legislative Update - State Sen. Jacque will hold a town hall meeting at City Hall on Monday, April 17 from 3:30 PM to 5:00 PM. He will also attend the Council meeting at 6:00 PM on that date, along with State Rep. Shae Sortwell to talk about the upcoming State Budget and issues related to local government.

### **A. Invited Guests**

#### **1. New Recreation Supervisor Kenny Shillcox**

Mr. Buckley reported that Kenny Shillcox will be attending the next City Council meeting.

### **B. Status Update/Reports**

#### **1. Spring Election, Tuesday, April 4, 2023, Polls Open 7:00 AM - 8:00 PM**

Mr. Buckley reported there is a State Supreme Court race on the ballot State Referendum questions and local City council and School Board races.

#### **2. Staffing Updates**

Mr. Buckley reported on the Ongoing Recruitments: Fire Chief – Applications will be reviewed by the Police and Fire Commission on April 13, 2023 along with recommendations from other Chiefs who reviewed the applications; Public Works Maintenance Worker – Currently accepting applications; Tourism Media & Marketing Coordinator – Currently conducting interviews; Police Officer – Currently accepting applications; Seasonal Public Works Laborer – Currently accepting applications; Temporary Parks Maintenance Worker – Currently accepting applications.

#### **3. Congratulations to Utilities Administrative Assistant Gina Sampe on Completion of**

#### Municipal Electric Utilities of Wisconsin Management Training Program

Mr. Buckley reported that Gina Sampe completed the Municipal Electric Utilities of Wisconsin Management Training Program that requires attendance of six different courses.

#### 4. Central Park West 365 Project Update

Mr. Buckley reported there is currently regrading happening in the location. The new pavilion building is currently being constructed that will house a rental area, restrooms, and pumps and controls for the water feature. Two Rivers Rotary hosted its 21<sup>st</sup> annual fund-raising dinner at Sepia Chapel on Saturday, April 1<sup>st</sup>; all proceeds from the event will benefit the Central Park West 365 Project. City Manager Greg Buckley was named a Paul Harris Fellow in recognition of service to the community at the Rotary event.

#### 5. Lincoln Street Reconstruction Project

Mr. Buckley reported construction has begun on Lincoln Street. The signage has been placed and some trees have been removed. The contractor is laying out temporary water services and removing the pavement on the east side.

#### 6. Harbor Design Deficiency Study by U.S. Army Corps of Engineers

Mr. Buckley reported that on March 22<sup>nd</sup> City Staff met with planning staff from the USACE Chicago Office and they confirmed that the Corps has a \$200,000 appropriation to undertake a “design deficiency analysis” of the federal harbor at Two Rivers. That analysis will determine whether design changes might alleviate longstanding problems with shoaling in the harbor channel and wave action coming down the channel and causing hazardous conditions in the inner harbor. A site visit by USACE Chicago staff will be scheduled for May.

#### 7. Police Department Therapy Dog

Mr. Buckley reported that the Police Department will be welcoming a therapy dog in Mid-April. Assistant Chief Wiesner reported to the Council that the therapy dog was donated to the department in partnership with the WI Law Enforcement Death Response Team. The therapy dog will be available to officers, victims, community schools, retirement homes, participate in community events, sit in with people during interviews and help calm people during or after crisis intervention.

#### 8. Annual Utility Shut Off Moratorium Ends on April 15

Mr. Buckley reported customers with past due balances can avoid disconnection of their utility service by making payments or setting up a payment plan to clear the delinquent balance. The Wisconsin Home Energy Assistance Program and Manitowoc County Human Services can provide assistance to income-eligible residents with payment.

#### 9. Electric Power Cost Adjustment Reducing Bills in March

Mr. Buckley reported TRU customers will notice a credit on their March bill. WPPI Energy’s actual average power costs were 7.6% below budget for the March wholesale billing period.

#### 10. Check Out WI State Parks at Your Lester Public Library

Mr. Buckley reported the Lester Public Library has been selected to participate in the “Check Out Wisconsin’s State Parks at Your Library” program. Library Director Jeff Dawson reported to Council that this program is designed to introduce new users to the library system and Wisconsin State Parks. This partnership program is provided at no cost and is made possible through many organizations. Participating libraries will receive approximately 20-40 daily park admission passes and state parks information and education kits. The program begins on May 1<sup>st</sup>.

#### 11. Reminder: Grant Program to Assist Tree Planting on Private Properties

Mr. Buckley reported the City has expanded on the Shade Tree Program offered by the Two Rivers Electric Department & WPPI Energy. Property owners can qualify for grants to cover up

to 2/3 of the cost of a new tree (max. grant \$100 per tree) up to three trees. There is a \$10,000 budget for this program; funding is available on a first-come, first-serve basis. You must apply to get pre-qualified by May 1<sup>st</sup>. For questions and additional information citizens can call the Electric Department or Customer Service.

12. Reminder: Pilot Program for Front Yard Produce Gardens

Mr. Buckley reported that the pilot program signs have been ordered. Participation in the program is capped at 20 properties. For more information, citizens can contact the Public Works Office.

13. Upcoming Events:

- a. Annual Fundraiser Spring Tree & Shrub Sale, Tuesday, March 21, 2023 to Friday, April 28, 2023, Van der Brohe Arboretum, order online [vanderbrohearboretum.org](http://vanderbrohearboretum.org)
- b. Green Infrastructure Design & Implementation, Presented by the Two Rivers Environmental Advisory Board, Thursday, April 6, 6:00 PM, Lester Public Library
- c. 11th Annual Fish Boil Two Rivers Firefighters Local 423, Friday, April 7, 2023, 3:00-7:00 PM, 2122 Monroe Street
- d. Pancakes with the Easter Bunny, Saturday, April 8, 9:00 -11:00 AM, Koska Room, J.E. Hamilton Community House
- e. Optimist Club Easter Egg Hunt, Saturday, April 8, 11:00 AM, Neshotah Park

14. Other

C. Legislative/Intergovernmental Update

1. State Senator Andre Jacque to Hold Listening Session at City Hall on Monday, April 17, 3:30 PM to 5:00 PM

Mr. Buckley reported on April 17<sup>th</sup>, Senator Andre Jacque will hold a listening session at City Hall. The public is encouraged to come speak with Senator Jacque.

2. State Senator Andre Jacque and State Representative Shae Sortwell to Attend April 17 City Council Meeting to Discuss 2023-25 State Budget and Other Issues of Importance to Two Rivers

Mr. Buckley reported that Senator Andre Jacque and State Representative Shae Sortwell will be attending the April 17<sup>th</sup> City Council Meeting. Mr. Buckley requested they speak about the State biannual budget and other issues of importance.

## 10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council, March 6, 2023; City Council, March 20, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Environmental Advisory Board, March 21, 2023
2. Advisory Recreation Board, February 15, 2023
3. Police and Fire Commission, March 22, 2023
4. Personnel and Finance Committee, March 15, 2023

Recommended Action:

Motion to receive and file

- C. 1. Application for New Combination Class "B" Beer/"Class B" Liquor License Application for the period of April 4, 2023 to June 30, 2023 for Montana Rae's Pub LLC, 1713 East Street - Montana Anderson, Agent (dba Montana Rae's Pub)

Recommended Action:

Motion to approve the application and authorize issuance of the license

2. Application for Temporary Class "B"/"Class B" Retailer's License Application for the period of April 27-29, 2023 from 6:00 PM to 11:00 PM, Heart-A-Rama, 1710 West Park Street

Recommended Action:

Motion to approve the application and authorize issuance of the license

3. Application for Temporary Class "B"/"Class B" Retailer's License Application for the period of May 4-6, 2023 from 6:00 PM to 11:00 PM, Heart-A-Rama, 1710 West Park Street

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 B. LeClair, Seconded by Dahlke.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

**11. CITY COUNCIL - FORMAL ITEMS**

A. Sex Offender Residency Appeal

Recommended Action:

Motion to deny the requested waiver, based on the recommendation by the Assistant Police Chief

Police Chief Meinnert presented his reasons for recommending denial of the request by Mr. Patrick C. Beeman to reside in the City of Two Rivers.

Patrick C. Beeman was present and requested to speak to the Council. His girlfriend was also present and requested a variance of the ordinance. Mr. Beeman explained he is currently homeless and is a disabled vet. He wanted to reside in the City of Two Rivers to help him become a better person and create a better life for his children.

Motion carried upon a roll call vote.

Motion made by Shimulunas, Seconded by B. Leclair.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Wachowski

Abstain: Stechmesser

B. Award of Bid for Repaving of Zlatnik Drive, 17th to Pierce (2023 Capital Budget Project, budgeted at \$188,000)

Recommended Action:

Motion to award the contract to Northeast Asphalt, Inc. in its low qualifying bid amount of \$86,352.00

Motion carried upon a voice vote.

Motion made by Dahlke, Seconded by Koach.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

- C. Award of Bid for Replacement of Private Water and Sanitary Sewer Laterals on Lincoln Street, in Conjunction with Street Reconstruction Project

Recommended Action:

Motion to award the contract to Van Rite Plumbing Inc. of Green Bay, Wisconsin in its low qualifying bid amount of \$220,825.00

Motion carried upon a voice vote.

Motion made by D. LeClair, Seconded by Stechmesser.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

- D. Resolution Amending 2023 Streets and City Hall Capital Budgets to Transfer Funds Needed for City Hall HVAC Control System Project From Streets Capital Projects Where Costs Have Come in Below Budget

Recommended Action:

Motion to waive reading and adopt the resolution

Mr. Buckley reported the HVAC system is +30 years old. It has a pneumatic system that would be replaced with electronic controls. Schaus Mechanical presented a preliminary quote of \$306,839. This project does not have to go for bid and it does not meet the requirements of a Public Works construction project.

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Stechmesser.

Voting Yea: Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski  
Voting Nay: Dahlke

- E. Proclamation of Arbor Day 2023

Recommended Action:

Motion to waive reading and adopt the proclamation

Motion carried upon a voice vote.

Motion made by Koach, Seconded by B. LeClair.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

- F. Resolution Amending 2023 Industrial Park Development Capital Budget to Provide Funding for Emergency Replacement of Loading Dock Leveler at City Owned Industrial Incubator at 1429A Wentker Court

Recommended Action:

Motion to amend budget to transfer \$12,000 from Fund 290

Community Development Director Elizabeth Runge explained the need for this budget amendment, to fund replacement of a loading dock leveler at this City-owned building, leased to GT Machine.

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Petri.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

- G. Consider Authorizing the Hiring of One Additional Full-Time Firefighter/Paramedic to Help Meet Staffing Needs in Light of Anticipated Shift Vacancies Due to Employee Medical Leaves

Recommended Action:

Motion to authorize the additional staff position

Mr. Buckley and Acting Chief David Murack explained the need for this position, to alleviate overtime hours that will result from two upcoming long-term family medical leaves in the department.

Motion carried upon a roll call vote.

Motion made by Koach, Seconded by Dahlke.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

**12. FOR INFORMATION ONLY**

A. City Council Regular Meeting, Monday, April 17, 2023, 6:00 PM

B. City Council Re-Organizational Meeting, Tuesday, April 18, 2023, 6:00 PM

C. City Council Work Session Meeting, Monday, April 24, 2023, 6:00 PM

**13. CLOSED SESSION**

Motion 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 requires a closed session.

--Discuss matters pertaining to right of first refusal held by the City, relative to property at the southwest corner of the intersection of STH 310 and Woodland Drive

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Petri.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

**14. RECONVENE IN OPEN SESSION**

Motion to reconvene in open session to consider possible actions in follow-up to closes session discussions.

Motion carried upon a voice vote.

Motion made by Stechmesser, Seconded by Koach.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

Motion made to retain the right of first refusal held by the City for a five-acre parcel at the southwest corner of STH 310 and Woodland Drive, adjacent to the Woodland Industrial Park.

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by D. LeClair.

Voting Yea: Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Wachowski

Abstain: Dahlke, Shimulunas

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn the meeting at 8:16 PM.

Motion carried upon a voice vote.

Motion made by Dahlke, Seconded by Petri.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Stechmesser, Shimulunas, Wachowski

Respectfully submitted,

Amanda Baryenbruch  
City Clerk