

**CITY OF TWO RIVERS
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE
AND
COMMUNITY DEVELOPMENT AUTHORITY
REGULAR MEETING
Tuesday, June 24, 2025, 5:15 PM
Committee Room, City Hall**

1. Call to Order

The meeting was called to order by BIDC and CDA Chair Greg Coenen at 5:15 PM.

2. Roll Call

BIDC members present were Greg Coenen, Dave Kalista, Tracey Koach, Darla LeClair, Keith Lyons. Absent and excused: Betty Bittner, Doug Brandt and Thomas Christensen. The Chair noted that a quorum of five of nine BIDC members were present, with three absent and one vacancy.

CDA members present were Greg Coenen, Dave Kalista, Tracey Koach, Keith Lyons, Darla LeClair and Dan Wettstein. Absent and excused: Doug Brandt. The Chair noted that a quorum of six of seven CDA members were present.

Others present: Gregory Buckley, City Manager.

3. Approval of Meeting Minutes

For the BIDC, Koach moved, supported by Lyons, to approve the minutes of the May 27, 2025 regular meeting, as presented. The motion was approved by voice vote, without dissent.

For the CDA, Koach moved, supported by Lyons, to approve the minutes of the May 27, 2025 regular meeting, as presented. The motion was approved by voice vote, without dissent.

4. Election of Officers for Terms Ending May 1, 2026

BIDC: Koach placed in nomination the incumbent slate of BIDC officers: Gregory Coenen, President; Keith Lyons, Vice President; City Manager Gregory Buckley as Secretary/Treasurer. There were no other nominations offered. Koach moved, supported by Lyons, to close nominations and cast a unanimous ballot for the individuals nominated. The motion was approved by voice vote, without dissent.

CDA: Koach placed in nomination the incumbent slate of CDA officers: Gregory Coenen, President; Keith Lyons, Vice President; City Manager Gregory Buckley as Secretary/Treasurer. There were no other nominations offered. Koach moved, supported by Lyons, to close nominations and cast a unanimous ballot for the individuals nominated. The motion was approved by voice vote, without dissent.

5. Update on Sandy Bay Highlands Phase 3 Construction and Marketing

Mr. Buckley reported that construction under the initial contract for Phase 3 infrastructure (roadway graveling and graveling and installation of water, sanitary sewer and storm sewer utilities) by Advance Construction is nearing completion. A contractor for the City's electric utility is currently installing conduit for underground electric and fiber—those utilities should be installed by mid-July. WPS has not yet started to install natural gas, but that utility work should be done by the end of August.

The City's Engineering Department will be advertising for bids for installation of concrete curb and gutter and the base course of asphalt street pavement in July; that contract should be awarded in August and the work completed in the Fall.

Buckley also reported that the listing contracts with the new realtor, Wiechert/Cornerstone of Two Rivers, have been executed. He still needs to review and sign the site condition disclosure documents. A large Phase 3 directory sign has been installed by the realtor and then relocated by the City due to complaints from an existing lot owner. Smaller realtor signs are also being placed on the individual lots, he reported.

The City Manager also stated that closing on the sale of two of the four lots under contract with Lakeshore Residential should take place within the next two weeks. Closing on the other two lots will occur later in the year.

6. Update on Local Development Projects

The City Manager provided updates on various projects, including Violet Inn, Pop Start Pizza and Darkside Strength.

7. Closed Executive Session of the CDA

It was noted that all committee members present were CDA members, as that body considered a motion to go into closed session for a matter of CDA business.

Tracey Koach moved, supported by Keith Lyons, for the CDA to enter into closed session at 5:40 PM, per Wisc. Stats. 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

It was noted that the matter to be discussed in closed session, per the meeting agenda, involved the status of purchase agreements with owners of as-yet undeveloped parcels in the Sandy Bay Highlands Subdivision.

The motion was approved by the following roll call vote. Voting yes: Coenen, Kalista, Koach, LeClair, Lyons and Wettstein. Voting no: none.

8. Reconvene in Open Session

Wettstein moved, supported by Kalista, to adjourn the closed session and reconvene in open session at 6:00 PM. The motion was approved by voice vote, without dissent.

9. Action in Follow-Up to Closed Session Discussion

LeClair moved, supported by Wettstein, to communicate to lot owner Mark Liska that the CDA is not willing to consider any extensions to the timetable for completion of a home on his lot in the Sandy Bay Highlands Subdivision beyond the date of October 1, 2025 that was provided in an agreement in October 2024, which had already extended that timetable; provided further that the CDA would waive the \$10,000 penalty provided for in that October 2024 agreement, if Mr. Liska by July 7 signs an agreement to re-convey the lot to the CDA, for the amount that he originally paid for it (\$48,000).

The motion was approved by voice vote, without dissent.

10. Next Regular Meeting

Mr. Coenen noted that he would not be present for the August 22, 2025 meeting.

11. Adjournment

Koach moved, supported by Lyons, to adjourn the BIDC meeting at 6:02 PM. The motion was approved by voice vote, without dissent.

Koach moved, supported by Lyons, to adjourn the CDA meeting at 6:02 PM. The motion was approved by voice vote, without dissent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregory E. Buckley". The signature is stylized with a large, looped "G" and a distinct "B".

Gregory E. Buckley
City Manager
Secretary for the BIDC and CDA