



CITY COUNCIL MEETING

Monday, January 06, 2025 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:02 PM

2. PLEDGE OF ALLEGIANCE

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: Ben Meinnert, Police Chief; Jeff Dawson, Library Director; Rick Powell, IT Supervisor; Dave Murack, Fire Chief; Joe Metzen, Tourism Director; Matt Heckenlaible, Public Works Director; Kassie Paider, Finance Director; Mike Mathis, Parks and Recreation Director; Andrew Sukowaty, Water Director; Andrew Adams, City Attorney via Phone; 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

- A. 25-001** A. Public Hearing on Proposed Site and Architectural Plans for Proposed Planned Unit Development at 3000 Forest Avenue (Proposed 52-Unit Apartment Development)

Recommended Action:

Motion to approve the Site and Architectural Plans as recommended by the Plan Commission

Council President Stechmesser opened the first call for public input on the public hearing. No one spoke. The first call for public input was closed.

Council President Stechmesser opened the second call for public input on the public hearing. No one spoke. The second call for public input was closed.

Council President Stechmesser opened the third and final call for public input on the public hearing. No one spoke. The third and final call for public input was closed.

Motion carried with a roll call vote.

Motion made by D. LeClair seconded by B. LeClair

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

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Councilmember Wachowski stated he received a concern about the City requiring a fence at a property on Roosevelt, from someone who is not in favor of it. He believes they are referring to the old Quality State Oil property. He stated he also received a question on the credit card bill that appears in the packet. They are looking for more detailed information. He also stated he received a message from a resident who lives by the arboretum. They said they were not contacted as part of the last discussion and were in favor of a buffer zone around the arboretum because they feel they do have problems with rodents, snakes, etc.

Councilmember Petri stated he received a concern about a slide at Veteran’s Park. A segment is broken or cracked. Mike Mathis, Parks and Recreation Director Mathis said it is broken and staff is checking with the equipment manufacturer. He will make sure it is blocked off.

Councilmember Bittner stated he had the same question regarding credit cards. He checked with the Finance Department and two department heads to confirm procedures. Receipts are attached to the expense account and the department head reviews and approves.

Councilmember B. LeClair stated he received a complaint about trash in the river and trash blowing all over the city. He also stated he received a comment on the tax increase and assessment, and an issue with not hearing back from the assessing company.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bittner reported the Room Tax Committee approved the budget for 2025 & ended the year with a successful room tax collection of an estimated \$332,000. The overpayment by Baeten was proven legitimate by the Finance Department’s investigation, and the Room tax Commission has the funds to support the entire overpayment without violating any statutory regulations. Councilmember Bittner gave an update from the Committee on Aging. In 2024, the Trust Car has given over 3900 rides, there were over 11,000 visits at the senior center from community members, over 17,000 meals were delivered, and there were over 13,665 volunteer hours from citizens.

Councilmember D. LeClair reported the Mainstreet Board will be getting new officers. Some members are reaching the end of their term. Mainstreet needs volunteers. Contact them if interested.

9. CITY MANAGER’S REPORT

A. Invited Guests

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: Police Clerk/Evidence Custodian – Interviews completed, finalist candidates identified; City Manager – search consultant approved by City Council on November 18, will begin engagement with Recruitment and Selection Committee at a meeting on Thursday, January 9, 2025, at 7:00 PM. Goal is to fill the position by July 2025.

2. April 2025 Council Election Candidates

Mr. Buckley reported as of today, January 6, 2025, three Candidates for City Council have filed nomination papers that have been reviewed and approved by the City Clerk: Jeff Dahlke; Scott Stechmesser; Andre Robitaille. Papers were also filed today by incumbents Bill LeClair and Tim Petri; they are being reviewed.

3. Absentee Ballot Requests for 2025 Calendar Year

Mr. Buckley reported absentee ballot requests for 2025 calendar year can be requested by mail or online at www.myvote.wi.gov

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

Mr. Buckley reported snow and ice must be removed from any public sidewalk within 24 hours from the time when the snow ceases to fall. For corner lots, this includes the sidewalk and any ramps. Do not shovel or blow snow into the street, or onto a neighboring property without the owner's permission.

5. Winter Parking Ban

Mr. Buckley reported like last winter, 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. For now, the long-range forecast looks cold, but dry. Watch Two Rivers City Hall and Two Rivers Police Dept. Facebook pages for notifications on any such suspensions.

6. Christmas Tree Pick-up

Mr. Buckley reported free Christmas tree collection will be offered by Manitowoc Disposal the week of January 8 thru January 12, on the same day as garbage/recycling collection for your neighborhood. During that week, Christmas trees may also be dropped off at the Public Works Garage, 1415 Lake Street between 7:00 am and 3:00 pm. No artificial trees, plastic tree bags, tinsel, decorations, lights, flocking or any other types of contaminants are allowed on trees, either curbside or at the DPW. Artificial trees or contaminated trees must be stickered and will be picked up by the garbage hauler. No other yard waste or brush will be picked up during this Christmas tree collection. Do not place trees at curbside before 6:00 PM of the day before your regular collection day.

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

Mr. Buckley reported on replacements as of 12-31-2024: 74 – Public Water Services Replaced; 51 – Public Sewer Laterals Replaced; 13 – Private Water Services Replaced; 9 – Private Sewer Lateral Replaced. Service lateral replacements are suspended temporarily due to weather. Work will resume when frost is out of the ground. Service lateral replaced on Forest Ave. on December 30 due to leaking water service.

8. Sandy Bay Highlands Subdivision Phase 3

Mr. Buckley reported all of the water mains and sanitary sewer mains have been installed. Storm sewer will be installed while waiting for safe water samples. Gravel street is drivable, Orchard Lane from Lake Breeze Drive to Rawley Court and for the length of Rawley Court. Phase 3 lots are now officially listed with Amy Townsend of Starck Real Estate, through March 31. First offer has been received and accepted; closing in January.

9. Community and Economic Development Update

Mr. Buckley reported on the following economic development updates:

a. City Council and Plan Commission met in joint session on December 9 for site and architectural plan review for a 52-unit market rate apartment complex proposed for construction on the former Hansen the Florist site at 3000 Forest Avenue. Public hearing on the site plan for this project is on January 6, 2025, at 6:00 PM. Draft development agreement for possible City TIF grant assistance is being reviewed by the developer.

b. City closed December 30 on the sale of a 2.5 acre site at the Woodland Industrial Park to Driver Solutions, Inc., DBA Rush Logistics. Current in leased space in Manitowoc, the company plans to build a 6,000 SF facility in Two Rivers in 2025

c. Construction continues on downtown projects at Sauve's Automotive and the Violet Inn.

10. Thank You to Everyone Involved in Decorating Downtown for Christmas

11. Upcoming Events

- a. Two Rivers Environmental Advisory Board presents, "Great Lakes Fishes: Conservation, Management, and Recipes!" January 9, 2025, 6:00 PM at Lester Public Library
- b. Woodland Dunes presents, "Wild Wanderers: Animal Homes," January 11, 2025, 9:00 AM - 10:30 AM
- c. Friends of the Two Rivers Senior Center presents, "Cork and Canvas," January 16, 2025, 6:00 PM at the Community House

12. Changes to Agenda and Archived Council Meeting Videos

Mr. Buckley reported agenda items will be assigned numbers to facilitate better accuracy for tracking and searching. Council videos will be time-stamped on the city website to help residents search for key terms.

C. Legislative/Intergovernmental Update

1. AWWA Filing for Court Review of EPA's Recently Announced Lead and Copper Rule Improvements (LCRI)

Mr. Buckley reported that AWWA has filed a petition of the LCRI citing concerns of lead on private property. The petition also noted it can cause significant affordability challenges, particularly for households that struggle to pay for essential needs. Also, the 2037 deadline to replace all lead service lines and galvanized lines is not feasible.

2. ARPA Funding Agreements with Manitowoc County

Mr. Buckley reported the two ARPA Funding Agreements with Manitowoc County were signed by the City's representatives with the amounts that were approved at the council meeting on December 16, 2024. The City has requested from the County Corporation Counsel and the Finance Director the ability to amend those contracts and earlier contracts in 2025 to shift funding to where we will be underspending our ARPA dollars in those existing contracts.

3. Other

10. CONSENT AGENDA

A. 25-002 A. Presentation of Minutes

- 1. City Council Regular Meeting, December 16, 2024
- 2. City Council Special Meeting, December 23, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

B. 25-003 B. Minutes of Meetings

- 1. Business and Industrial Development Committee & Community Development Authority, December 27, 2024

Recommended Action:

Motion to receive and file

C. 25-004 C. Applications and Petitions

- 1. Application for Temporary "Class B" Wine License for Friends of the Two Rivers Senior Center for Cork and Canvas event, January 16, 2025, 5:30 PM to 8:30 PM at the Two Rivers Senior Center
- 2. Application for Temporary Class "B" Beer License for Knights of Columbus

Council 1957 for Annual Knights of Columbus Cornhole Tournament event,
February 1, 2025, 7:30 AM to 5:00 PM at the J.E. Hamilton Community House

Recommended Action:

Motion to approve the application and authorize issuance of the license

- D. **25-005** D. Summary of Verified Bills for the Month December 2024 for \$622,317.00

Recommended Action:

Motion to receive and file

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 Wachowski.

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

11. CITY COUNCIL - FORMAL ITEMS

- A. **25-006** A. Amendment to Agreement for Sale of Real Estate With Wine Not, LLC, Pertaining to the Property at 2023 Washington Street

Recommended Action:

Motion to authorize the City Manager and City Clerk to sign the amendment on behalf of the City

Motion carried with a roll call vote.

Motion made by Petri seconded by B. LeClair to approve the agreement with the provisions of finding out the costs before February 7, 2022; receive the two invoices that were missed and the modifications to the first of right refusal and the additional invoice from Vision Architecture.

Finding out the costs before February 7, 2022; receive the two invoices that were missed and the modifications to the first of right refusal.

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

- B. **25-007** B. Resolution Authorizing a Refund of Room Taxes for Multiple Short-Term Rental Properties, Based on Duplicate Payments Made (Tabled from December 23, 2024 Special Meeting)

Recommended Action:

Motion to refer this matter to the Personnel and Finance Committee, for its review and recommendation back to the City Council (Referral Requested by Committee Chair)

Motion carried with a voice vote.

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

**C. 25-008 C. Staff Report and Discussion Regarding Status of City Funding Applications for
2025 Water and Sanitary Sewer Projects**

Recommended Action:

No action; discussion only

No action taken. The Council engaged in discussion

Mr. Buckley and the Public Works Director Matt Heckenlaible provided an overview of the city
funding applications for the 2025 water and sanitary sewer projects.

12. FOR INFORMATION ONLY

- A. Personnel and Finance Committee Meeting, Thursday, January 9, 2025, at 6:00 PM
- B. City Council Regular Meeting, Monday, January 20, 2025 at 6:00 PM
- C. City Council Work Session, Monday, January 27, 2025 at 6:00 PM

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 8:04
PM

Motion carried with a roll call vote.

Motion made Derby seconded by Wachowski

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

Respectfully submitted,

Amanda Baryenbruch
City Clerk