



## MINUTES

### 1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:00 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL BY CITY CLERK

Councilmembers: Mark Bittner, Douglas Brandt, Bill LeClair, Darla LeClair, Tim Petri, Scott Stechmesser, Adam Wachowski

**ABSENT AND EXCUSED:** Bonnie Shimulunas, Shannon Derby

**ALSO PRESENT:** Kassie Paider, Finance Director; Jeff Dawson, Library Director; Mike Mathis, Parks and Recreation Director; Dave Murack, Fire Chief; Joe Metzen, Tourism Director; Matt Heckenlaible, Public Works Director; Rick Powell, IT Supervisor; Brian Dellemann, Electric Utility Director; Andrew Sukowaty, Water Utility Director; Ben Meinnert, 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

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski stated that he received several communications regarding the Uni-Mart property located on Washington Street. He also received a communication from a resident who opposes the extension of the agreement for this property.

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

Councilmember D. LeClair reported on Two Rivers Main Street: December 13, the Quilt Shop will hold a ribbon cutting; November 21 open house at Bump and Beyond Family Wellness; Downtown Christmas Parade currently has 48 parade entries, if interested in participating contact Main Street.

Councilmember Wachowski reported on the Personnel and Finance Committee stating the final budget meeting will be held on Tuesday, November 19 at 8:00 AM. They will be discussing borrowing and the General Fund.

### 9. CITY MANAGER'S REPORT

- A. Invited Guests
  - Mr. Buckley reported there are no invited guests.
  
- B. Status Update/Reports
  - 1. Staffing Updates
    - Mr. Buckley reported on the ongoing recruitments: Police Clerk/Evidence Custodian – Accepting Applications; Community Development Director/City Planner – Accepting Applications
  
  - 2. Congratulations to Amanda Baryenbruch on becoming a Wisconsin Certified Municipal Clerk
    - Mr. Buckley reported the City received a letter from the Wisconsin Municipal Clerks Association in October, confirming the certification of Amanda on her Wisconsin Municipal Clerk Certification.
  
  - 3. Lead Water Service Lateral Replacement, 2024-2025 Contract
    - Mr. Buckley reported the contract provides for replacement of 300 public side services, 200 private side services and sanitary laterals incidental to water service replacement. As of last Friday, 29 public side water laterals had been replaced, 0 private side laterals replaced (plus 16 sanitary laterals with the ROW).
  
  - 4. Roosevelt Avenue Project
    - Mr. Buckley reported this project has been completed.
  
  - 5. Sandy Bay Highlands Subdivision Phase 3 Infrastructure
    - Mr. Buckley reported the sanitary sewer main and laterals have been installed in the initial stretch of Orchard Lane and Rawley Court. Water main and services have been installed in the initial stretch of Orchard Lane and Rawley Court. Some grading and graveling has been completed on Orchard Lane near Lake Breeze Way. The contractor started storm sewer work on Orchard Lane November 15. Anticipate storm sewer and the remainder of the grading and graveling on Orchard Lane and Rawley Court to be completed around Thanksgiving or the first couple of days in December. The Contractor will then begin the remaining utility, road grading and graveling along with storm water treatment facility work in early December.
  
  - 6. Re-Opening of Central Park West Ice Skating Loop
  - 7. Electric Department Will Start Annual Tree Trimming
  - 8. Closing on 2024 Safe Drinking Water Loans Occurred on November 14
    - \$1,304,058 G.O. Notes at 0.25% interest for 20 years for lead water service lateral replacement
    - \$941,987 Revenue Bonds at 2.365% interest for 20 years for Roosevelt Avenue water main replacement
  - 9. Closing on the Purchase of 1303 19th Street Occurred on November 15
    - Mr. Buckley reported
  
  - 10. Upcoming Events
    - a. K-9 Program Fundraiser at Port Sandy Bay, November 20, 2024
    - b. Cool City Christmas Tree Decorating Contest, November 22-24, 2024
    - c. Two Rivers Senior Center Thanksgiving Community Meal, November 28, 2024
    - d. Two Rivers Main Street Shop Small November, November 30, 2024
    - e. Two Rivers Main Street Hometown Christmas Parade, November 30, 2024
    - f. 2nd Annual Cool City Christmas, December 14, 2024
  - 11. Other
  
- C. Legislative/Intergovernmental Update
  - Water Director reported that the new EPA lead regulations require that the City notify residents

if they have lead, galvanized or unknown services for water., The first round of such mailing went out last week, the whole point of this was the EPA wanted people to be aware what is in their home. The properties whose services are classified as “unknown” are those homes where the Water Utility has not been in the home in awhile or does not have data on that home.

## 10. CONSENT AGENDA

- A. Presentation of Minutes
  - 1. City Council Regular Meeting, October 21, 2024
  - 2. City Council Work Session, October 28, 2024
  - 3. City Council Regular Meeting, November 4, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

- B. Minutes of Meetings
  - 1. Lester Public Library, October 8, 2024
  - 2. Public Works Committee, November 6, 2024
  - 3. Plan Commission, November 11, 2024
  - 4. Personnel and Finance Committee, October 10, 17, and November 5, 2024
  - 5. Joint Personnel and Finance Committee/Utilities Committee, November 7, 2024
  - 6. Board of Canvassers, November 6, 2024
  - 7. Committee on Aging, October 7, 2024
  - 8. Business Improvement District Board, November 11, 2024

Recommended Action:

Motion to receive and file

- C. Department Reports, November 2024
  - 1. City Clerk
  - 2. Electric
  - 3. Library
  - 4. Parks & Recreation
  - 5. Police
  - 6. Public Works
  - 7. Tourism
  - 8. Water

Recommended Action:

Motion to receive and file

- D. Finance Reports, September 2024
  - 1. Debt Service
  - 2. General Fund
  - 3. Lester Library
  - 4. Utilities Report

Recommended Action:

Motion to receive and file

**RECOMMENDED ACTION FOR CONSENT AGENDA**

**Motion to approve the Consent Agenda with the various actions recommended**

Mr. Buckley stated that he had received communication from citizen Andre Robitaille, regarding the November 4 Council minutes (Agenda Item A-3); specifically, Mr. Robitaille had expressed a concern about how comments during Input from the public, from he and Jeff Dahlke, were reported in the minutes. Mr. Buckley stated that, in response to that concern, he and the City Clerk had conferred on a modification to those minutes, which was distributed to each of the Council members just prior to the convening of tonight's meeting. Councilmember Bittner responded to the citizen allegations stating: he was the unknown Councilmember that disputed and challenged the claims of some of the things that they said about seeking a signature petition. He also stressed the fact that he discussed his actions with the city attorney to see if he was in violation of the code of conduct or of petition rights and as an elected official he has the rights to talk to the constituents of the community. He also stated he did not challenge them to sign and just wanted to sought their opinion of the situation.

Motion carried with a voice vote.

Motion made by Wachowski seconded by B. LeClair to approve the consent agenda with the amendment to the minutes as presented and to include Mr. Bittner's the comments in the minutes for tonight's meeting.

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

## 11. CITY COUNCIL - FORMAL ITEMS

- A. Ordinance to amend Section 4-1-4 of the Municipal Code regulating Construction and Repair of Sidewalks within the City, based on the recommendation of the Public Works Director and the Public Works Committee

Recommended Action:

Motion to waive reading and adopt the ordinance

Mr. Wachowski made several suggestions about including in this ordinance amendment references to other sections of the City Ordinances that also relate to property owner responsibilities related to public sidewalks, such as clearance from trees and landscaping plantings on private property bordering sidewalks, and City policies related to sidewalk repairs necessary because of the roots on public, terrace trees. Mr. Buckley suggested that such issues might be addressed in an informational brochure, which could be shared with residents to advise them on such matters. Mr. Heckenlaible suggested that staff and the Public Works Committee could give this matter further review.

Motion carried with a voice vote.

Motion made by B. LeClair seconded by Wachowski to refer this item to the Public Works Committee to revise with changes as recommended by the Council.

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

- B. Consider Agreement with Search Consultant to Assist With City Manager Recruitment and Selection

Recommended Action:

Motion to authorize the City Manager to execute a Municipal Executive Search Services Agreement with Public Administration Associates of Whitewater, WI, at cost of \$17,800, plus additional costs for testing and other supplemental services by the consultant, up to \$1,500, as may be authorized by the City Council's City Manager Recruitment and Selection Committee

Councilmember Wachowski added for the record that he is voting against the motion due to

concerns about citizens not being involved in the recruitment and because he has received communications from citizens about mayor-council form of government.

Councilmember Bittner added for the record that he has received several communications from citizens in favor of the city manager – council form of government

Council President Stechmesser added he also has received communication in favor of the current form of government.

Motion carried with a roll call vote.

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

C. Final Approval of Plat for Sandy Bay Highlands Subdivision No. 3

Recommended Action:

Motion to approve the plat, based on the recommendations of the City Engineer and the Plan Commission

Motion carried with a voice vote.

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

D. Resolution Authorizing Conveyance of the 32 Home Sites in Sandy Bay Highlands Subdivision No. 3 from the City to the Community Development Authority

Recommended Action:

Motion to waive reading and adopt the resolution

Councilmember Wachowski added for the record that the pricing agreed on is what the lots should be sold as since the money is borrowed and any pricing changes should be voted on by the City Council. Mr. Buckley stated that this message would be clearly conveyed to the CDA, which also has two Council members serving as members.

Motion carried with a roll call vote.

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

E. Consideration of an Amendment to the Agreement for Sale of Real Estate Dated April 28, 2022 (as Previously Amended in June and September 2023) Between the City and Wine Not LLC, Pertaining to the Purchase and Development of the Property at 2023 Washington Street

Recommended Action:

Motion to direct the City Manager regarding key provisions to be included in an amendment

Motion carried with a roll call vote.

Motion made by Wachowski seconded by B. LeClair to direct the City Manager to prepare an amendment to the Agreement for Sale of Real Estate, to include the key provisions identified in the City Manager's report on this matter.

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

- F. Authorization for the City Manager to execute the WDOT Pedestrian Crosswalk Permit Applications for Taylor Street and Memorial Drive (STH 42), Columbus Street and Memorial Drive (STH 42), Madison Street and Memorial Drive (STH 42) and 12 Street and Memorial Drive (STH 42).

Recommended Action:

Motion to authorize the City Manager to execute the applications

Motion carried with a roll call vote.

Motion made by B. LeClair seconded by Brandt.

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

**12. FOR INFORMATION ONLY**

- A. Personnel and Finance Committee Meeting, Tuesday, November 19, 2024 at 8:00 AM
- B. City Council Work Session Meeting, Monday, November 25, 2024 at 6:00 PM
- C. City Council Regular Meeting, Monday, December 2, 2024 at 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

- Discuss possible property acquisition
- Discuss possible assistance to development project
- Discuss matters pertaining to property sale agreement

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

Motion carried with a roll call vote.

Motion made by Bittner seconded by Brandt to convene in closed session at 7:38 PM.

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

**14. RECONVENE IN OPEN SESSION**

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

Motion carried with a voice vote.

Motion made by Wachowski seconded by B. LeClair reconvene in open session at 8:03 PM.

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

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn at 8:03 PM

Motion carried with a voice vote.

Motion made by Bittner seconded by D. LeClair

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

Respectfully submitted,

Amanda Baryenbruch  
City Clerk