



CITY COUNCIL MEETING

Monday, October 16, 2023 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 Wachowski called the meeting to order at 6:00 PM.

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

ALSO PRESENT: Andrew Sukowaty, Water Utility Director; Matthew Heckenlaible, Director of Public Works; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Police Chief, Dave Murack, Fire Chief; Jeff Dawson, Library Director; Brian Dellemann, Electric Utility Director; Dave Buss, Finance Director; Ben Meinnert, Police Chief; Elizabeth Runge, Community Development Director Rick Powell, IT Supervisor; 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. Conditional Use Permit, Operation of a Drive-Through Accessing 15th Street, at 1509 Washington Street, submitted by David Church, Applicant, and Owner

Recommended Action:

Motion to approve the Conditional Use Permit, as recommended by the Plan Commission

City Manager Greg Buckley provided background on the ordinance amendment.

The public hearing was opened by Council President Wachowski and three calls for public input were made. There was no one present and wishing to comment on the ordinance.

Motion carried upon a roll call vote.

Motion made by Dahlke, seconded by B. LeClair.

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

Voting no: Koach.

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens:

Councilmember Dahlke had the following communications:

- He stated he received a certified letter regarding the wind tower located in the industrial park.

- He received a question regarding an update on Spectrum. City Manager Greg Buckley responded he has not received a definitive answer on the status of the project.
- He received a question regarding the cleanliness of 34th Street Laundromat.
- He received a question asking what the City's Bond rating is. Dave Buss, Finance Director will provide this information.

Councilmember Petri had the following communications:

- He received a question regarding zoning usage at the old Kingdom Hall building on 45th Street. Community Development Director Elizabeth Runge responded that a letter has been sent to the property owner to stop advertising outdoor storage in violation of the Zoning Code. The Zoning Officer will follow-up with the resident phone call regarding this question.
- He received a concern that the park near the library has broken swings. Mike Mathis, Park & Recreation Director, stated that he will have his staff inspect and repair the swings.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following boards:

-- Environmental Advisory Board: The Board is concentrating on scheduling the Winter Educational Series; on October 5th, Electric Utility Director Brian Dellemann and Brady Steinhoff, representative from Focus on Energy, discussed renewable energy resources. On November 2nd, Parks & Recreation Director Mike Mathis will be presenting on creating resilient parks and creating fun within the parks. There will not be a presentation in December but the series will resume in January, February, March, and April 2024.

-- Main Street Board: The Fall Wine and Beer Walk is on October 27, 2023 from 5 PM – 8:30 PM. Downtown Trick or Treat is on Saturday October 28, 2023 from 11 AM – 2 PM. The Two Rivers Hometown Christmas Parade of Lights is quickly approaching, if interested in participating, an application can be picked up from Main Street along with the requirements.

Councilmember Dahlke reported on the Finance and Personnel Committee: The Committee has reviewed the preliminary numbers from the City Manager on the special revenue funds. The next meeting is scheduled for Thursday, October 19th and everyone is welcome to attend the meeting at 6:00 PM.

Councilmember Wachowski reported that the Advisory Recreation Board has reviewed the online questions for the open space plan survey which will be out soon. He stated the new playground at Neshotah Beach is open and the board discussed the ice-skating rink and skate rentals.

9. CITY MANAGER'S REPORT

A. Invited Guests

1. Benjamin Dax, Public Works Maintenance Worker
Director of Public Works Matt Heckenlaible introduced Public Works Maintenance Worker Benjamin Dax to the Council.

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: Building Inspector: Accepting / Reviewing Applications. Police Secretary – Evidence Custodian: Interviews Underway. Community House Receptionist: Interviews Completed. Recreation Clerk: Interviews Completed. Tourism

Director: upcoming.

2. Employee Recognition

Mr. Buckley asked for Andrew Sukowaty, Water Director and Brian Dellemann, Electric Director to provide details on recent employee awards.

a. Public Works Mechanic Kris Wondrash: AWWA 2023 Gimmicks and Gadgets Award, Kris salvaged the Water Utility's valve turner from old truck 22 and retrofitted it to be easily placed in and out of the new leased trucks. Kris's ingenuity on this project was recognized by the WI Section of the American Water Works Association, which awarded him the 2023 AWWA Gimmicks and Gadgets Award.

b. Utilities Administrative Assistant Gina Sampe, WPPI Shining Star Award, presented at WPPI Annual Meeting.

3. Leaf Collection Underway; Continues Through November

Mr. Buckley reported leaf pick up is scheduled to begin October 16. New for 2023 the City is split between 14 sections, crews will continue working through the City on an area by area basis. Areas will be selected based upon quantity of leaves and area updates will be posted on the City website and social media.

4. Neshotah Park Playground Project

a. Project Completion Status

Mr. Buckley shared a Parks and Recreation announcement that the fences are down, the swings are hung, and the slides are fast. The NEW Neshotah Park playground is open! The Wang Family was the first to stop in just as the fence came down..

b. Dedication Event: Rescheduled to October 22, Noon to 2:00 PM

Mr. Buckley reported the rescheduled dedication is on Sunday, October 22, 12:00 noon to 2:00 PM. Free cider and donuts. Cool City Brewing Company on-site serving coffee drinks, with all proceeds to support continued park improvements.

5. East River Street Trail Extension

Mr. Buckley reported that the new segment of the East River Street Bike Trail is complete and open to pedestrian traffic, with plans to extend it to connect to the Washington Street Bridge in 2024.

6. East Side Water Tower Maintenance and Painting

Mr. Buckley reported the crews from Utility Service Company have been performing maintenance work on the east side water tower on Picnic Hill for the past month. The tower has been drained down and the interior inspected, sandblasted and re-coated. They worked hard to beat the weather, crews from Utility Service performed touch-up work on the water tower's exterior and applied the City's name and logo.

7. Two Rivers Rotary Applefest Was Saturday, October 14

Mr. Buckley congratulated and thanked Rotary Club of Two Rivers and all the volunteers and sponsors of the event. Applefest 2023 was a great success.

8. Upcoming Events:

a. Senior Health & Information Fair, Wednesday, October 18, 10:00 AM - Noon, Rocheleau Gym

b. Main Street Fall Wine & Beer Walk, Friday, October 27, 5:00 - 8:30 PM, Downtown Two Rivers

c. Main Street Downtown Trick-or-Treating, Saturday, October 28, 11:00 AM - 2:00 PM

d. Halloween Trick-or-Treat, Tuesday, October 31, 4:30 - 7:00 PM, Two Rivers Neighborhoods

9. Other

Mr. Buckley shared a photo of a flash from the past: Two Rivers City Council, City Manager, City Clerk and City Attorney from 1925.

Mr. Buckley reported the Two Rivers Senior Center along with sponsors will be serving a Community Thanksgiving Meal Thursday, November 23, 2023. If you are interested in volunteering, please call 920-793-5597.

Mr. Buckley reported the park restrooms will be closed for the season after October 23, 2023.

C. Legislative/Intergovernmental Update-None.

10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council, October 2, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Lester Public Library, September 12, 2023

2. Advisory Recreation Board, September 13, 2023

3. Public Utilities Committee, October 3, 2023

4. Public Works Committee, October 2, 2023

5. Personnel & Finance Committee, September 28, 2023

6. Board of Review, September 28, 2023

7. Environmental Advisory Board, September 19, 2023

Recommended Action:

Motion to receive and file

C. Department Reports, September, 2023

1. City Clerk

2. Community Development

3. Electric

4. Fire

5. Inspections

6. Library

7. Parks & Recreation

8. Police

9. Public Works

10. Safety

11. Water

Recommended Action:

Motion to receive and file

D. Finance Reports, September, 2023

1. Debt Service

2. General Fund

3. Lester Library

4. Utilities Report

Recommended Action:

Motion to receive and file

- E. Applications and Petitions
 - 1. Application for Combination "Class A"/Class"A" License from Family Dollar Stores of Wisconsin LLC located at 1909 Washington Street
Recommended Action:
 Motion to approve the application and authorize issuance of the license
- F. Summary of Verified Bills for the Month of September 2023 for \$2,347,470.60
Recommended Action:
 Motion to receive and file
- G. Zoning Text Ordinance Amendment Regarding Permitted Roofing Materials in Section 10-1-20 of the Zoning Code
Recommended Action:
 Motion to schedule a public hearing for November 6, 2023 at 6:00 PM, as recommended by the Plan Commission meeting on September 11, 2023

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

11. CITY COUNCIL - FORMAL ITEMS

- A. Resolution adopting Amendment No. 1 to the Project Plan for Tax Incremental District 14 at the Woodland Industrial Park
Recommended Action:
 Motion to waive reading and adopt the resolution
 Motion carried with a roll call vote.

 Motion made by B. LeClair, seconded by Dahlke.
 Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski
- B. Consideration of Three-Year Renewal of Agreement, for Calendar Years 2024-2026, With the Lakeshore Humane Society and the City of Manitowoc, Providing for the Housing and Care of Stray Animals From the Two Cities
Recommended Action:
 Motion to authorize the City Manager to sign the agreement on behalf of the City
 Motion carried with voice vote.

 Motion made by D. LeClair, seconded by Dahlke.
 Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski.

Moved agenda item **14.FOR INFORMATION ONLY** before going into closed session.

- 1. Personnel and Finance Committee-Budget Review, Thursday, October 19 and 26, 2023
- 2. City Council Work Session Meeting, Monday, October 30, 2023, 6:00 PM
- 3. City Council Regular Meeting, Monday, November 6, 2023, 6:00 PM

12. 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 requires a closed session.

--Consider possible City assistance to development project

Motion carried with a roll call vote.

Motion made by Stechmesser, seconded by Dahlke to convene in closed session at 6:59 PM.

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

13. RECONVENE IN OPEN SESSION

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

Motion carried with a voice vote.

Motion made by Dahlke, seconded by D. LeClair to reconvene in open session at 7:08 PM.

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

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:08 PM.

Motion carried with a voice vote.

Motion made by Dahlke, seconded by B. LeClair.

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

Respectfully submitted,

Lisa Kuehn
Deputy City Clerk