



CITY COUNCIL MEETING

Monday, April 07, 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 6:11 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,

Absent: Adam Wachowski (arrived at 6:14 PM)

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

Motion carried with a roll call vote.

Motion made by Bittner seconded by Brandt to allow Councilmember B. LeClair and Councilmember D. LeClair to participate in this meeting from a remote location

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser

5. PUBLIC HEARING

None.

6. INPUT FROM THE PUBLIC

Betty Bittner (3311 Monroe Street) – A representative from Rotary Club expressed her appreciation to the community and businesses to help making their 23rd annual fundraising event to benefit Incourage a success. They also awarded Teri Ehle and Ben Meinnert the Paul Harris Fellow Award which is the highest award a Rotarian can offer.

William Otto (1800 Jefferson Street) – expressed his concerns of the deteriorating condition of the Farm Museum

Clerk Note: Councilmember Wachowski arrived during public input

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski stated the Council received a communication regarding the Plan Commission appointment that is listed on tonight's agenda.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bittner reported on recent activities from the Committee on Aging and the Personnel and Finance Committee. He shared several upcoming events organized by the Committee on Aging, including a fundraiser and rummage sale scheduled for May 22, as well as an upcoming car donation opportunity that will offer tax-deductible receipts. The committee is also working on assembling birthday party celebration kits to be donated to the local food pantry and is currently selling Kwik Trip car wash cards as a fundraising effort. Additionally, a spring clean-up day is being planned to focus on major parks and streets throughout the community. Bittner also reported that the Personnel and Finance Committee reviewed the City's strategic goals to evaluate whether they have been met and completed the City Manager's performance review.

Councilmember Derby reported on the Environmental Advisory Board, noting that the board will be hosting an upcoming session as part of their Winter Series. This presentation will focus on light pollution and its impact on pollinators and will be delivered by Michael Ditmer.

Council President Stechmesser reported on the Public Works Committee, stating that the committee reviewed the detour and ongoing road construction on Memorial Drive. To help improve traffic flow during the project, the stop lights at 14th and Madison, as well as 16th and Monroe, have been adjusted. Additionally, the Department of Transportation is monitoring traffic patterns and intersections to determine if further changes are needed.

9. CITY MANAGER'S REPORT

A. Invited Guests

A. New Water Utility Operator, Gabe Butler

Water Utility Director Andrew Sukowaty introduced Gabe Butler to the City Council.

B. New Parks and Recreation Lead Worker, Facilities and Playgrounds, Kevin Drossart

Parks and Recreation Director Mike Mathis introduced Kevin Drossart to the City Council.

B. Status Update/Reports

1. Recap of April 1, 2025 City Council Election Results; Reminder of Annual Council Reorganizational Meeting, Tuesday, April 15, 2025, 6:00PM

Mr. Buckley reported incumbents Scott Stechmesser, Tim Peach Petri, and Bill LeClair were re-elected to serve a 3-year term as City Councilmember. The annual council Reorganizational Meeting will be held on April 15, 2025 at 6:00 PM in Council Chambers.

2. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: City Planner / Community Development Director – accepting applications; City Manager Recruitment – position profile and video have been posted. Application deadline is April 28, 2025; Recruitment for Seasonal Positions – now hiring for many Parks and Recreation seasonal positions; Other – many summer seasonal openings available. Recent Hires: Lead Worker for Facilities and Playgrounds – Kevin Drossart

3. Youth Apprentices Working in City Departments

Mr. Buckley reported Daniel Karlin is the YA Program Assistant for Parks and Recreation in Two Rivers. He is a senior at Two Rivers High School with plans to attend UW-Whitewater to pursue Sports Management. Daniel helps organize and manage youth sports programs and special events, handling everything from logistics to coordination along with creating and

managing social media content to promote local activities.

The Two Rivers Fire Department recently hired their first ever paid youth apprentice. Chris Parker is a junior at Two Rivers High School. He is involved in wrestling and football. Chris is a Two Rivers native and enjoys giving back to the community with community service.

4. April 18 Recognized as Line Worker Appreciation Day

Mr. Buckley reported April 18th is recognized as Line-Worker Appreciation Date. Thank you to all our Line-Worker staff.

5. City Staff Recognitions at April 5, 2025 Two Rivers Rotary Annual Dinner

Mr. Buckley reported Rotary honored the Two Rivers Police Department for its work throughout 2024, including the search and investigation related to the death of Elijah Vue. Police Chief Ben Meinnert and Lester Library Children's Services Director Terry Ehle were honored as Paul Harris Fellows.

6. City Clerk Awarded Grant to Attend International Municipal Clerks Conference

Mr. Buckley reported the City Clerk has been awarded a grant to attend the International Institute of Municipal Clerks (IIMC) Annual Conference. Only two clerks are selected from our region – Iowa, Minnesota, and Wisconsin – making this a significant honor. The conference brings together municipal clerks from around the world to share knowledge and strengthen the profession. This opportunity reflects the Clerk's ongoing commitment to professional growth and serving our community with excellence.

7. Police Department Involvement with Big Brothers/Big Sisters

Mr. Buckley reported Bigs with Badges is a one-to-one mentoring program through Big Brothers Big Sisters that connect youth with local police officers in partnership with our public schools. These relationships give kids a healthy role model, help children develop into confident adults, and help build stronger bonds between law enforcement and the families they serve. This mentoring program has been studied and proven to be an effective method for breaking the cycle associated with poverty, criminal behaviors, and instability. Seven TRPD officers currently participate.

8. City Hall Elevator Upgrade Project

Mr. Buckley reported as of today, and after a total of 6 weeks, the City Hall elevator is operational again. The new elevator features include: cutting edge technology, energy saving features; advanced safety features; new hydraulics; new control system; new digital LCD display; floor voice announcement; equipped with "Schindler Ahead" advanced diagnostic system and digital alarm and monitoring. All meetings will resume in their usual locations.

9. Annual Utility Shut Off Moratorium Ends on April 15

Mr. Buckley reported the statewide utility disconnection moratorium ends on April 15 of each year. If customers have an outstanding balance on their utility account the City encourages them to contact Two Rivers Utilities' Customer Service Department as soon as possible to set up a payment plan or explore assistance options. Staying ahead of the deadline can help avoid interruption of service. For more information and support, please call Customer Service at 920-793-5523 or visit the office during normal business hours (Monday – Thursday 7:30am – 5:00pm and Friday 7:30am – 11:30am). Customer Service is located inside City Hall at 1717 E. Park Street.

10. State Highway 42/Memorial Drive Project

Mr. Buckley reported the project has started. This project consists of milling, concrete repair/replacement; storm sewer repair/replacement; and bridge deck mill and overlay. The road is expected to be reopened to through traffic by Memorial Day weekend, 2025. A link is

available on the City's website homepage for updates. Starting Friday, April 11, a two-week outlook for upcoming road impacts will be available at www.511wi.gov.

11. Water Utility Service Line Inventory Approved by WI DNR

Mr. Buckley reported Two Rivers Water Works previously submitted its Service Line Inventory to the WI DNR as required by the EPA. During the review process, some of the classifications were not fully aligned with the EPA requirements and a Public Notice of Violation was sent out to all customers as required by EPA and DNR regulations. Corrections were made to the inventory, and it was re-submitted to the WI DNR. The inventory has now been approved by the DNR for compliance with EPA regulations.

12. Bid Opening for East Side Street/Utility Reconstruction--Coming to Council
for award on April 21, 2025

Mr. Buckley reported four bids were received and opened on March 20th. The apparent low responsive bid came from Vinton Construction. Construction unit costs are higher than those for the 2024 Roosevelt Avenue reconstruction project, but still the total bid was still within budget. Engineering is preparing for an April 21st public hearing for assessments, with an informational meeting prior to the hearing. Recommendation to award the contract will occur following the assessment public hearing. Once awarded, staff will be able to get a proposed construction schedule.

13. Community and Economic Development Update

Mr. Buckley reported Sauve's Auto Service project nearing completion downtown, \$1 million project, assisted with \$200,000 pay-as-you-go TID grant; Rush Logistics new facility plans were approved by the Plan Commission on March 10 and approved by BIDC and CDA on March 25; new building by Growth Garage at Lincoln Ave and 33rd was approved by Plan Commission at a special meeting held on March 19.

14. 18-Year Anniversary of Lester Library Flickr Site: 12 Million Visitors to Date, Over
36,000 Images

Mr. Buckley reported it has been 18 years since the Lester Public Library started their Flickr site. This website is available free of charge to use by the public, there are images of every season of Two Rivers available for use. There is a direct link located on the City's website.

15. Upcoming Events

- a. Environmental Advisory Board program, "Light Pollution: The Harm to Wildlife & Ecosystems," Thursday, April 10, 2025, 6:00PM at Lester Public Library
- b. Two Rivers Optimist Club, "In Remembrance Night," Luminaries placed in Two Rivers Cemeteries, April 12, 2025
- c. Coffee with a Cop
 1. Starbucks, April 16, 2025, 9:00AM-10:00AM
 2. Senior Center, April 30, 2025, 10:00AM-11:00AM
- d. Woodland Dunes Event, "Emerald Ash Borer Field Day," Wednesday, April 16, 2025, 4:00PM-7:00PM
- e. Estate Planning Workshop, Thursday, April 17, 2025, 6:00PM-7:30PM, at Lester Public Library
- f. Two Rivers Fire Department Fish Boil, Friday, April 18, 2025, 3:00PM-7:00PM, at the TR Fire Department
- g. Pancakes with the Easter Bunny, Saturday April 19, 2025, 8:30AM-10:30AM, at the Community House
- h. Two Rivers Optimist Club Easter Egg Hunt, Saturday, April 19, 2025, 11:00AM, in Neshotah Park
- i. Parks and Recreation Kayaking Programs

16. Other

Mr. Buckley reported the entire Community House Building, including the Fitness Center, will be closed Sunday, April 13, 2025 for maintenance.

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. 25-058 Presentation of Minutes

1. City Council Regular Meeting, March 3, 2025
2. City Council Regular Meeting, March 17, 2025
3. City Council Work Session, March 31, 2025

Recommended Action:

Motion to waive reading and adopt the minutes

B. 25-059 Minutes of Meetings

1. Explore Two Rivers Board, February 11 and March 11, 2025
2. Room Tax Commission, March 5, 2025
3. City Manager Recruitment and Selection Committee, March 20, 2025
4. Personnel and Finance Committee, March 6,13,17,19 and April 1, 2025
5. Business and Industrial Development Committee/Community Development Authority, March 25, 2025
6. Board of Municipal Canvassers, Statement of the Board of Canvassers, Wednesday, April 2, 2025

Recommended Action:

Motion to receive and file

C. 25-060 Summary of Verified Bills for the Month of March 2025 for \$4,717,166.74

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 Shimulunas seconded by Wachowski

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

11. CITY COUNCIL - FORMAL ITEMS

A. 25-061 Proclamation Designating April 18 as Line Worker Appreciation Day

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Shimulunas seconded by Derby to read and adopt the proclamation.

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

B. 25-062 Opportunity to Hear Appeal of Previous Council Decision Denying Variance from Sex Offender Residency Restrictions (Applicant Has Been Advised of Ability to Appeal)

Recommended Action:

Motion to uphold the denial

No action taken.

Clerk Note: Individual did not appear at meeting to appeal previous Council decision.

C. 25-063 Resolution Supporting Reauthorization of State Funding for Knowles-Nelson Stewardship Program

Recommended Action:

Motion to read and approve the resolution, for forwarding to Two Rivers area State Legislators

Motion carried with a roll call vote.

Motion made by Bittner seconded by Brandt to waive reading and adopt the resolution, for forwarding to Two Rivers area State Legislators

Voting Yea: Bittner, Brandt, Derby, B. LeClair, Petri, Shimulunas, Stechmesser, Wachowski
Abstain: D. LeClair (due to not being present for this item)

D. 25-068 Appointment to Plan Commission -- Appoint Patricia Klein to a Term Expiring May 1, 2027

Recommended Action:

Motion to approve the appointment, as recommended by the City Manager

Motion carried with a voice vote.

Motion made by Derby seconded by B. LeClair

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

E. 25-064 Award of Bid for Paving Project-- Pierce Street Within Neshotah Park, 21st Street to Zlatnik Drive, Plus Streetside Parking Areas (2025 Budgeted Capital Project)

Recommended Action

Motion to award the contract to Northeast Asphalt Inc of Greenville, based on its lowest qualified bid, in the amount of \$150,298.00

Motion carried with a roll call vote.

Motion made by Bittner seconded by Shimulunas

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

F. 25-065 Consideration of an Amendment to the City's Revenue Recognition Policy, Retroactive to January 1, 2024, to State that Revenues May be Recognized if Received Within 60 days Following Year-End, Except that Grant Revenue May be Recognized Within 180 days Following Year-End

Recommended Action:

Motion to approve the policy amendment, as recommended by the Personnel and Finance

Committee, retroactive to January 1, 2024

Motion carried with a roll call vote.

Motion made by Shimulunas seconded by Derby

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

- G. 25-066** Review and Action on City Strategic Goals and Objectives - Review of 2024 Accomplishments and Updating of Goals for 2025, as Recommended by the Personnel and Finance Committee

Recommended Action:

Motion to adopt the progress report and revised goals for 2025

Motion carried with a roll call vote.

Motion made by Derby seconded by Shimulunas to adopt the progress report and revised goals for 2025 with the addition to a goal to evaluate the City-owned property located at 18th Street and Hawthorne Avenue for residential development.

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

- H. 25-067** Action Regarding City Manager's 2025 Wage Adjustment, as Recommended by the Personnel and Finance Committee

Recommended Action:

Motion to authorize a 3 percent wage increase, retroactive to January 1, 2025, consistent with other non-union employees, based on the Personnel and Finance Committee's review and recommendation.

Councilmember Bittner noted that action on the City Manager's 2024 wage adjustment had been deferred to this time, pending a review of the City's progress in pursuit of the 2024 Goals and Objectives.

Motion carried with a roll call vote.

Motion made by Brandt seconded by Shimulunas

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

12. FOR INFORMATION ONLY

City Council Reorganizational Meeting, Tuesday, April 15, 2025, 6:00PM

City Council Regular Meeting, Monday, April 21, 2025, 6:00PM

City Council Work Session, Monday, April 28, 2025, 6:00PM

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:32 PM.

Motion carried with a voice vote.

Motion made by Bittner seconded by Petri

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

Wachowski

Respectfully Submitted,

Amanda Baryenbruch
City Clerk