



MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

The meeting was called to order by Council President Wachowski at 6:00 PM.

3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Jason Ring, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski

ALSO PRESENT: Jeff Dawson, Library Director; Brian Dellemann, Electric Utility Director; Matt Heckenlaible, Public Works Director; Mike Mathis, Parks & Recreation Director; Andrew Raatz, Police Lieutenant ; Bill Manis, Fire; Dave Dassey, I.T. Assistant; Elizabeth Runge, Community Development Director/City Planner; Jack Bruce, City Attorney; 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. Public Hearing on a Proposed Conditional Use Permit (CUP) for 1010 34th Street, for Operation of Mini Storage and a Business Incubator Service (Growth Garage)

Recommended Action:

Motion to approve conditional use permit, as recommended by the Plan Commission

Council President Wachowski opened the public hearing and made three calls for public input. There was no one present and wishing to comment during the public hearing. The public hearing was closed.

Motion carried with a roll call vote.

Motion made by LeClair, seconded by Dahlke.

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

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Council member B.LeClair reported that he received a question from a relative who owns a fishing business concerned with what is going on with no progress regarding the harbor. Mr. Buckley reported he called on January 30 the Planning Chief Corp of Engineer regarding the appropriations of harbor funds and the need for a "determination of Federal interest" in making improvements to the harbor at Two Rivers.. An update will be on the next agenda.

Councilmember Dahlke reported on the following comments he received:

- Constituents are for an increase in fees and having two headlights and two taillights required on golf carts.
- Complaints about convenience fee to pay bills online. Finance Director Dave Buss explained the different options available. Direct withdrawal from your bank account for your utility bills is free; customer pays direct from their account the customer fee is less than \$2.00 and credit card payment convenience fee is paid directly to credit card processor not to the city and mailing your check or making a payment in person is free.
- A resident wanted to know why is the City hiring a Tourism Director for \$70,000--why not make tourism a responsibility of Main Street and save money? Economic Development Director Elizabeth Runge explained the positions are being funded by Room Tax budget. She explained the mission for Main Street is different than the Tourism mission. While there may be some overlap, the new tourism entity and Main Street are very different in the roles they play and services they provide.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Council member Koach invited the public to join the Environmental Advisory Board. Council members Koach and D. LeClair, both members of the Environmental Advisory Board, reported that they will be attending a DNR meeting in Green Bay to research programs available to address water quality. They also reported the Two Rivers Environmental Advisory Board presents: Winter Educational Series: Status of our Waters at the Lester Library on February 7.

Council member D. LeClair reported on Main Street events happening:

--Sweet Street, Saturday, February 11, 10:00 AM - 3:00 PM. Tickets are \$10 and can be purchased at Schroeder's or the Main Street Office. Special Thanks to the 12 businesses who are participating as Sweet Stops.

--Art Street. Main Street has given out 20 canvases and still needs 10 artists to come and get a canvas to paint. These artworks will then be turned into banners which will hang along Washington Street this summer. Adult artists pay \$20 and youth \$10. They can pick them up at the TRMS Office and need to return them by March 15. Two Rivers Main Street is looking for sponsors for those banners. It is \$150 per banner and your business will be recognized on each banner you sponsor as well as on the website and in all promotions, we do for Art Street.

--The Great TRivia Contest is scheduled for March 10. Doors open at 6 and trivia starts at 7. Food provided by Fatzo's Sub and Pizza Shop and Waverly Inn Pub & Pizzeria. Some teams go all out with themes and costumes. Teams can have up to 10 participants and it is \$200 per team. There are 10 teams signed up already so get your space reserved soon.

Council member B. LeClair reported from the Committee on Aging meeting that all groups are looking for help, from cutting grass, concession stands, scoring at baseball games, part-time teachers, drivers for the Trust Car and at the Senior Center.

Council member Dahlke reported that the Finance Committee will meet on Wednesday, February 8, 6:00 PM. Main topic is financing for 2023 capital projects.

9. CITY MANAGER'S REPORT

A. Invited Guests

1. PJ Stephens/American Cancer Society, Sponsors and Volunteers Needed at Relay for Life, Friday, July 28, 2023, Central Park West
PJ Stephens and Sharon Wondrash extended an invitation for sponsors and volunteers to

join the committee or volunteer at the event. The event has taken place for 27 years and gives back to the community.

B. Status Update/Reports

1. Staffing Updates

Mr Buckley reported on the Ongoing Recruitments for Fire Chief—Applications due 2/6/2023 --and Recreation Supervisor – Applications due 2/8/2023.

New Employees/Promotions are

City Clerk/Human Resources Director – Amanda Baryenbruch starts February 14; Manitowoc Deputy City Clerk since Jan. 2021; Admin. Support Specialist in City Clerk's Office Aug. 2017 to Jan. 2021; Bachelor's degree in Business Admin., Lakeland College, Dec. 2020, concentration in Human Resources.

Public Works Administrative Assistant – Sue Reilly starts February 20; Senior Administrative Support Specialist, City of Manitowoc Dept. of Public Infrastructure since 1992; Bachelor's Degree in Office Administration, UW Whitewater.

Public Works Street Superintendent – Travis Christensen promoted effective February 6; City of Two Rivers Public Works Utility Person since May 2014; 14 years experience in the construction trades prior to that.

2. WDNR and FEMA Approval of New Floodplain Zoning Ordinance

Mr Buckley reported WI DNR and FEMA have confirmed receipt of the City's amended Flood Plain Ordinance as adopted by City Council on January 3, 2023.

3. Recent Water Main Break

Mr Buckley reported on Sunday morning, January 29, water utility personnel responded to a plant alarm that indicated high water flows--likely due to a main break. Within 3.5 hours of the call, crews located a large water main break at Seagull Marina—at the south end of a main segment that crosses beneath the harbor to Coast Guard Park. Crews responded quickly to isolate the river crossing and return the water plant back to normal operations. With the aid of Mammoth Construction, a failure on a 14-inch connection joint was found when the site was excavated on February 1.

Following repair of the connection joint and chlorination of the main, the river crossing was put back into service on Saturday, February 4. No customers lost water service as the result of this break. It is estimated that this joint failure released about 500,000 gallons of water in about 4 hours. The failure at Seagull Marina was similar to a failure that occurred in 2018 near Coast Guard Park, at the other end of this river crossing, which was installed in 2015.

4. Full Summer of Events Planned for 2023

Mr. Buckley reported on the summer events planned for 2023 that can be found on exploretworiver.com

5. Main Street Art Banner Sponsors and Artists Needed

Mr. Buckley reported Two Rivers Main Street is looking for artists interested in having their art displayed on Washington Street this summer. This art will be printed on banners that will be displayed on light poles along Washington Street in Downtown Two Rivers. Interested artists may pick up their canvas at the Two Rivers Main Street office located at 1608 Washington Street to participate. 920-794-1482 or tworiversmainstreet.com

6. Two Rivers/Manitowoc Visitor Guide

Mr. Buckley reported on the New Visitor Guide, a joint effort of the two cities, was printed in a quantity of 20,000. Copies have been distributed to various local attractions and are available for pickup at the Community Development Office at City Hall or the Two Rivers Main Street office downtown. The Guide can also be viewed on-line on the City's website and ExploreTwoRivers.com

7. Implementation of New Police Body Cameras

Mr. Buckley reported the Two Rivers Police Department has recently put into service its fourth generation of body-worn cameras. Such cameras have been used by the TRPD for over ten years. This equipment upgrade is a 2023 Capital Budget item.

8. Two Rivers Police Cadets 2023 WLEEEA (WI Law Enforcement Education Advocates Association) Conference

Mr. Buckley congratulated an awesome joint effort by the Two Rivers Police Cadets and the Mishicot Police Cadets at the 2023 WLEEEA conference.

9. Central Park West 365 Project

a. Fund-Raising

Mr. Buckley reported on the funds raised stand at just under \$780,000 toward \$800,000 goal (increased to \$850,000 to reflect final budget)

b. Construction Timetable

Mr. Buckley gave an update on stage removal: Proposed cost for demolition, removal and disposal by Vinton Construction is \$14,500, which is well below estimated cost using City forces and equipment. Change order in process w/ Vinton. He also reported on the design for metal panels that will form backdrop for the Schmitt Brothers Stage, are designed and will be fabricated by Raider Manufacturing at Two Rivers High School

10. Lester Library to Host Traveling Exhibit on Human Migration

Mr. Buckley reported that the American Library Association named Lester Public Library in Two Rivers one of 15 libraries in the country to host a museum-quality exhibition examining human migration. The new touring exhibit was developed by the American Anthropological Association and the Smithsonian's Center for Folklife and Cultural Heritage. Lester Library joins institutions including the Houston TX, San Jose CA, Kansas City KS and Columbus OH public libraries in hosting the exhibition. Each library also receives a \$500 stipend to conduct programs and activities addressing the theme.

11. Proposed Amendments to Golf Cart Ordinance to be presented at February 20 City Council Meeting

Mr. Buckley reported proposed amendments to Golf Cart Ordinance will be presented at February 20 City Council Meeting.

--Seat belts for under 8 years or over 80 pounds

--City's ordinance to match State Statue requirements

--DNR size stickers on both sides of the vehicle

12. Mr. Buckley reported on the following upcoming events:

a. Creative Partners Paint Day, Behringer Room Community House, Friday, February 10, 6:00-8:00 PM

b. Main Street Sweet Street, Saturday, February 11, 10:00 AM - 3:00 PM, check website for participating businesses

c. Kiwanis Pancake Breakfast, Sunday, February 12, 8:00 AM – 12:3- PM, Machut's Supper Club

13. Other

Mr. Buckley reported the Spring Primary Election is Tuesday, Feb. 21, 2023 and Absentee Voting at City Hall runs February 7 to February 17, Mondaythrough Friday, 8:00 AM to 4:30 PM, bring along your photo ID, on the ballot will be a primary for State Supreme Court Justice. The two top vote-getters will proceed to the April ballot.

Mr. Buckley reported that Dalebroux Jewelry was the recent featured Spotlight on Business.

Mr. Buckley reported the following candidates will be on the April 4, 2023 ballot for City Council in the following order: , Dean LaRose; Ron Abney; Darla LeClair; Bonnie Shimulunas; Shannon Derby; Adam Wachowski.

Mr. Buckley congratulated Two Rivers Rotary which in 2023 is celebrating 100 Years of Service.

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council, January 16, 2023
2. City Council Special Work Session, January 23, 2023
3. City Council Work Session, January 30, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Personnel & Finance Committee, January 24, 2023
2. Environmental Advisory Board, January 17, 2023
3. Business & Industrial Development Committee/Community Development Authority, November 17, 2022

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for Temporary Class "B"/"Class B" Retailer's License from Roncalli Athletic Association for TRCCS Volleyball Tournament, March 4-5, 2023 at Two Rivers Community House Lobby & Gym, 1710 W. Park Street, Two Rivers

Recommended Action:

Motion to approve the application and authorize issuance of the license

D. TID 4 Close-Out Audit Report

Recommended Action:

Motion to receive and file the report

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 Dahlke, seconded by D. LeClair.

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

11. CITY COUNCIL - FORMAL ITEMS

- A. City Manager's Appointment to Boards, Committees and Commissions
--Douglas Brandt, Environmental Advisory Board, term to expire May 2023 (filling vacancy by Larry Thomas resignation)
Recommended Action:
Motion to approve the appointment, as recommended by the City Manager
- Motion carried with a voice vote.
Motion made by Stechmesser, seconded by D. LeClair.
Voting Yea: Dahlke, B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas, Stechmesser, Wachowski
- B. Resolution Establishing Grant Program to Assist Homeowners with Tree Planting on Private Properties--Recommendation from Environmental Advisory Board, Meeting of January 17, 2023
Recommended Action:
Motion to waive reading and adopt the resolution
- Motion carried with a roll call vote.
Motion made by B. LeClair, seconded by Stechmesser.
Voting Yea: B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas, Stechmesser
Voting Nay: Dahlke, Wachowski.
- C. Authorize Three Percent Wage Adjustment for City Manager--Recommended from Personnel & Finance Committee, Meeting of January 24, 2023
Recommended Action:
Motion to authorize the adjustment, as budgeted and based on performance relative to 2021-2022 City goals, effective January 1, 2023
- Motion carried with a roll call vote.
Motion made by D. LeClair, Seconded by Koach.
Voting Yea: B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas, Stechmesser, Wachowski
Voting Nay: Dahlke

12. FOR INFORMATION ONLY

- A. Personnel & Finance Meeting, Wednesday, February 8, 2023, 6:00 PM to Review 2023 Capital Projects Financing
B. City Council Special Meeting, Monday, February 13, 2023, 6:00 PM for Action on Playground Bids
C. City Council Regular Meeting, Monday, February 20, 2023, 6:00 PM
D. City Council Work Session Meeting, Monday, February 27, 2023, 6:00 PM

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn the meeting at 7:43 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Ring.

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

Respectfully submitted,

Lisa Kuehn
Deputy City Clerk