



**TWO  
RIVERS**  
WISCONSIN

**CITY CLERK**

1717 E. Park Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087



## MEMO

**DATE:** May 16, 2025  
**TO:** City Council and City Manager Greg Buckley  
**FROM:** Amanda Baryenbruch, City Clerk/Human Resources Director  
**SUBJECT:** Monthly Report

### HUMAN RESOURCES UPDATES:

- Ongoing Recruitments:
  - Community Development Director / City Planner – Accepting applications
  - City Manager – Next Selection Committee Meeting, Wednesday, May 21 at 6 PM
  - Accounting Clerk – Interviews Completed
  - Various Seasonal Positions – Accepting Applications
  - Police Administrative Assistant – Evidence Custodian – Reviewing Applications

### OPERATOR'S LICENSES ISSUED:

On May 4, 2020, the City Council authorized the City Clerk to issue Operator's Licenses. The following licenses have been issued since the 7/15/2024 Council meeting:

Name	Address	Duration
Lee Hansen	1813 Washington St Two Rivers, WI 54241	Temporary
Amy Potthoff	1810 Washington St Two Rivers, WI 54241	Temporary
Karissa Oleson	718 Millersville Ave Howards Grove, El 53083 Two Rivers, WI 54241	Temporary
JoAnne Kouba	2803 36th St Two Rivers, WI 54241	Temporary
Heather Gross	2304 14th St Two Rivers, WI 54241	Temporary
Jessica Arnold	1935 31st Street Two Rivers, WI 54241	Temporary
Laura Klein	2611 Adams Two Rivers, WI 54241	Temporary
Michael Haucke	7601 Cty Rd O Two Rivers, WI 54241	Temporary
Nancy Richter	605 22nd Street Two Rivers, WI 54241	Temporary
David DeRoiser	18200 Horse Rd Mishicot, WI 54228 Two Rivers, WI 54241	Temporary
Zane Mueller	1910A Monroe St Manitowoc, WI 54241	1 Year
Tessa Mort	1607 Nagle Ave Two Rivers, WI 54220	1 Year
Heather Chase	2215 13th St Manitowoc, WI 54241	2 Year
Tara Allard	1610 Wisconsin Ave Manitowoc, WI 54220	2 Year



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	1712		
	Meadowbrook Dr.	Manitowoc, WI	
Jaelee Messman	#212	54220	2 Year

**ANNUAL LICENSE RENEWALS:**

Paperwork for annual renewals of beer, liquor, cigarette, etc. are in the mail for the 7/1/25 to 6/30/26 license period. The deadline to return this paperwork is May 30, 2025.

