



# CITY COUNCIL MEETING

Monday, November 07, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## MINUTES

### 1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:02 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. MOMENT OF SILENCE IN HONOR OF FORMER CITY COUNCIL MEMBER DAVID L. TICE, SR. (Served on City Council 2004-2005), Who Passed Away on October 17, 2022

### 4. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Jason Ring, Bonnie Shimulunas (arrived at 6:12 PM), Scott Stechmesser, Adam Wachowski

**ALSO PRESENT:** Dave Buss, Finance Director; Jeff Dawson, Library Director; Brian Dellemann, Electric Utility Director; Steve Denzien, Fire Chief; Steven Gretz, Electric Meter Technician; Matt Heckenlaible, Public Works Director; Brian Kohlmeier, Police Chief; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Assistant Police Chief; Jodi Miller, Community Service Officer; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Bo Skornicka, Certified Water Operator; Andrew Sukowaty, Water Utility Director; Jack Bruce, City Attorney; and Greg Buckley, City Manager

### 5. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION

None.

### 6. PUBLIC HEARING

#### A. Public Hearing for the Ordinance Adopting the City of Two Rivers 20-Year Comprehensive Plan Update Pursuant to Wisconsin Statutes Section 66.1001

Recommended Action:

Motion to waive reading and adopt the ordinance

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 Comprehensive Plan update.

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by B. LeClair.

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

### 7. INPUT FROM THE PUBLIC

Mark Grams, representing Two Rivers Historical Society, 1622 Jefferson Street - Mr. Grams encouraged the Council and community members to become members of the Two Rivers Historical Society. He shared the Two Rivers Historical Society's quarterly newsletter with those

Councilmembers that are not already members. He indicated they are also looking for a few more members on their Board.

## **8. COUNCIL COMMUNICATIONS**

Letters and other communications from citizens

Councilmember Dahlke reported on the following:

- He received a question on when the meetings going to be televised again on Spectrum. Mr. Buckley will get an update from Spectrum for the next meeting.
- He received many leaf pickup complaints. Mr. Buckley indicated that there are a few employees out on leave and staff is down one person with the vacancy in the foreman position, they are doing the best they can and putting in extra hours to perform leaf pickup operations.
- He received a question on whether the City makes money on the Sandy Bay Highlands Subdivision lot sales? Mr. Buckley indicated that with the discount on the recent lot sales there is a slight loss.
- Is the City engaging in a 360 degree review of the City Manager? He suggested it be discussed at a future Personnel and Finance Committee meeting.
- He received a suggestion that crossing guards be present in the future during downtown Trick or Treat.
- Shout out to the Public Works Department for their concrete work on Adams Street.

Council President Wachowski reported on the following:

- He also received calls regarding leaf pickup.
- He received a question on whether the City has considered moving the welcome sign along Memorial Drive to the south end of the City-owned wayside. Mr. Buckley reported that there is substantial cost involved with moving the sign and that those funds are not currently budgeted, but it could be looked at in the future.

## **9. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

Councilmember D. LeClair reported that the next Environmental Advisory Board meeting is Tuesday, November 15 at 5:30 PM at City Hall. The EAB is working on a utility bill insert about green infrastructure, gardening, and the benefit of trees. They are also exploring the idea of recording the winter educational series at the Lester Public Library for the City's website. The first educational program is on November 30th on the Importance and Benefits of Trees with Tracy Salisbury of the WI DNR from 6:30-7:30PM at the Lester Public Library.

Two Rivers Main Street is awaiting news of a grant award from the West Foundation. The grant is highly competitive. Main Street is also looking for artists who are interested in participating in the 2023 banner art program to be displayed along Washington Street.

Councilmember Dahlke reported that he was unable to attend the Personnel and Finance Committee meeting last week, but asked that Council President Wachowski provide a recap. Wachowski reported that the Committee recommended to Council adoption of the Utility budgets as presented with a few changes.

Council President Wachowski reported that the Advisory Recreation Board is working on a Neshotah Park Master Plan.

## **10. CITY MANAGER'S REPORT**

### **A. Invited Guests**

#### **1. New Employees:**

##### **a. Jodi Miller, Community Service Officer**

Chief Kohlmeier introduced Jodi Miller as the City's first full-time Community Service Officer in more than 20 years. Jodi's primary duties are caring for

quality-of-life issues, animal control, and parking enforcement. Prior to joining the City she worked for the Manitowoc County Sheriff's Department for 13 years, most recently as a Jail Sergeant.

- b. Bo Skornicka, Certified Water Operator  
Water Utility Director Andrew Sukowaty introduced Bo Skornicka as a new hire in the position of Certified Water Operator. Bo is a native of Two Rivers and most recently worked for Michels Corporation.
  - c. Steven Gretz, Electric Meter Technician  
Electric Utility Director Brian Dellemann introduced Steven Gretz as a new hire in the position of Electric Meter Technician. Steven holds a Journeyman Industrial Electrician license and plans to pursue his Master Electrician license.
2. Schmitt Family Check Presentation for Schmitt Brothers Stage in Central Park West  
Mr. Buckley reported that the fundraising efforts for the Central Park West 365 Project have been successful thus far. The Schmitt Family was present and provided an update on their contribution of \$100,000+ for the Schmitt Brothers Stage which will be featured at the north end of Central Park West. Many members of the Schmitt Family were in attendance to present a check for \$122,762.00 towards the Schmitt Brothers Stage.
  3. Updates on Central Park West 365 Project
    - a. Fund-Raising  
Fundraising for the overall \$800,000 fundraising goal is at \$746,071 received to date, just over 93% of the fundraising goal. The City will also be seeking a Vibrant Spaces grant through Wisconsin Economic Development Corporation. Mr. Buckley announced a \$7,500 donation recently received from Nicolet National Bank.
    - b. Project Bids Opened October 26, 2022  
Mr. Buckley also reported on the bid opening for the Central Park West 365 Project held on October 26. The bids were for all site work and improvements south of the new stage and lawn area. The designer's cost estimate was \$946,600 and two bids were received. Vinton Construction's bid was \$899,719.30 and Koenig Construction's bid was \$946,950.20. These bid numbers are pending confirmation of pricing on all items to be direct-purchased by the City, the contract award will be on the November 21 Council agenda.

#### B. Overview of Proposed 2023 City Budget

Mr. Buckley provided an overview of the proposed 2023 Budget. The 2023 budget, with all funds taken into account, is a \$43 million annual operation. Major fund types include tax-supported funds, utility funds, special revenue funds, and capital projects funds.

Tax-supported funds include the:

- General Fund: Operating budgets that include Police, Fire, Public Works, Parks & Rec, and General Government. 2023 proposed budget is \$11,142,949, an increase of 2.9% or \$19,500 over 2022, funded \$2.25 million from property taxes. Proposed spending covers maintaining current full-time staffing levels, upgrading an Engineering Tech position from part-time to full-time, pay raises for Police and Fire, per negotiated contracts, 3% pay raises for non-union employees, and a health insurance premium increase of 7.2%.
- Library Budget: 2023 proposed budget is \$892,817, funded \$631,287 from property taxes (unchanged from 2022 with no property tax increase proposed).

- Debt Service Budget: 2023 proposed budget is \$2,802,820, funded \$2,518,625 from property taxes. This is a \$137,837 proposed increase, to cover debt service on capital projects from prior years.

The Utility Fund budgets total \$16.7 million, supported wholly by user charges with no tax support. There are no rate changes proposed for 2023.

Utility Fund budgets include:

- Electric: Operating expenses \$9,822,780, up 8.18%; budgeted purchased power costs account for most of that increase with the balance of the budget up 0.31%.
- Water: Operating expenses \$2,813,625, up 4.29%; mostly due to returning the Property Tax Equivalent to a normal level and increased depreciation.
- Wastewater: \$2,770,966, up 10.18%; of that amount, 6.3% is due to an increase in depreciation (a non-cash expense); 2% is due to increased allowance for collection system repairs. Balance of increase largely due to chemicals, utilities, and personnel costs.
- Stormwater: \$404,042, up 9.86% due to more planned activity.
- Solid Waste: \$854,059, up 4.6% due to personnel costs, increased refuse volumes, and more street sweeping.
- Telecom: \$15,885, unchanged from 2022.

Major Capital Projects and purchases budgeted for 2023 total \$5.8 million, including:

- Completing purchase of Hamilton Property for Redevelopment (\$1.5 million)
- Street work, including reconstruction of Lincoln Street from 17th Street to 22nd Street, and resurfacing of Zlatnik from 17th Street to Pierce Street (\$1.1 million)
- Construction of the Central Park West 365 Project (\$1.65 million)
- A major new playground at Neshotah Park (\$400,000)
- Replacing a DPW dump/plow truck (\$300,000)
- Replacing one Police patrol unit (\$50,000)
- \$116,000 for other Police equipment
- \$111,000 for Fire vehicles and equipment

The budget will be available for review online at [www.two-rivers.org](http://www.two-rivers.org) effective November 11, and available for inspection at City Hall and the Lester Public Library. The public hearing on the budget will be at 6:00 PM on November 28 with final action by the City Council on December 5 at 6:00 PM.

### C. Status Update/Reports

1. Police & Fire Commission Appoints Assistant Chief Ben Meinnert as Next Chief of Police  
Mr. Buckley reported that Assistant Chief Ben Meinnert was selected by the Police and Fire Commission as the City's next Chief of Police upon Chief Kohlmeier's retirement.
2. General Election, Tuesday, November 8, 2022, Polls Open 7:00 AM-8:00 PM  
Mr. Buckley reported that polls will be open from 7:00 AM to 8:00 PM at the City's two polling locations on Tuesday, November 8. Wards 1-5 vote at St. Peter the Fisherman Parish Center at 3201 Mishicot Road and Wards 6-8 vote at Abundant Life Church at 1969 Roosevelt Ave. City Clerk Jackson reported that 1,545 absentee ballots were issued to voters for this election. Of those, 658 were voted during in-person absentee voting at City Hall. Anyone still holding onto a mailed absentee ballot has until the time the polls close to return their ballot to their respective polling location.
3. 17th Street Project Update  
Mr. Buckley reported that crews are finishing up sidewalks, driveway approaches, and handwork along the 17<sup>th</sup> Street reconstruction project.

4. Personnel Updates  
Mr. Buckley highlighted Jodi Miller, Bo Skornicka, and Steven Gretz, the three new hires that were introduced as Invited Guests.
5. Washington Park Pickleball and Tennis Courts  
Mr. Buckley reported that the base has been poured for the Washington Park pickleball and tennis court renovation. The top coat will be poured yet this year and the remainder of the work will be completed in 2023.
6. Leaf Collection Continues Through November  
Mr. Buckley reported that leaf collection continues through November or longer if the need warrants and weather permits.
7. Upcoming Events:  
Mr. Buckley reported on the following upcoming events:
  - a. Ink & Drink, Friday, November 18, 2022, 5:30-8:30 PM, Hamilton Wood Type & Printing Museum
  - b. Shop Hometown Two Rivers, Saturday, November 26
  - c. Hometown Christmas Parade, Saturday, November 26, 5:30 PM, Downtown
8. Other  
Mr. Buckley reported on a proposed tax incremental financing, property sale, cash grant, and developer's performance agreement being reviewed in closed session to assist with redevelopment of a portion of the former Eggers Industries downtown plant site, now owned by the City. The Developer, YBR Properties, LLC proposed for purchase just over one acre of the 3.5 acre site, to construct a new, 50-unit market rate apartment building at an estimated cost of \$13 million. YBR Properties, LLC, working with CR Structures as the construction contractor, is also the developer for the Brin Project and Banta Village in Menasha.

Jeff Peterson of CR Structures was present to answer any questions regarding the proposed development project. Councilmembers questioned additional phases to the project, total bedrooms in the units for the first phase, and a potential commercial mix in future phases.

- D. Legislative/Intergovernmental Update  
None.

## 11. CONSENT AGENDA

- A. Presentation of Minutes
1. City Council, October 17, 2021
  2. City Council Work Session, October 24, 2022  
Recommended Action:  
Motion to waive reading and adopt the minutes
- B. Minutes of Meetings
1. Personnel & Finance Committee, October 6, 2022
  2. Personnel & Finance Committee, October 12, 2022
  3. Architectural Control Committee, October 17, 2022
  4. Police & Fire Commission, October 18, 2022
  5. Environmental Advisory Board, September 20, 2022; October 18, 2022
  6. Personnel & Finance Committee, October 20, 2022
  7. Personnel & Finance Committee, October 26, 2022  
Recommended Action:  
Motion to receive and file

C. Summary of Verified Bills for the Month of October for \$2,803,322.60

Recommended Action:

Motion to receive and file

D. Finance Reports, September 2022

1. Debt Service
2. General Fund
3. Lester Library
4. Utilities Report

Recommended Action:

Motion to receive and file

E. Set Public Hearing on Proposed 2023 City Budget

Recommended Action:

Motion to set Public Hearing for November 28, 2022 at 6:00 PM

**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 Koach.

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

**12. CITY COUNCIL - FORMAL ITEMS**

A. Information on Possible Changes to Golf Cart Ordinance to be Considered at Council Meeting on January 16, 2023

Mr. Buckley reviewed a memo provided to Council regarding Council and citizen concerns on golf cart use. The memo was prepared to be consistent with the discussion at the October 24, 2022 Work Session meeting, to include topics of possible changes to be discussed at the Council meeting on January 16, 2023.

Possible changes are noted to include:

- Prohibiting golf carts from operating on certain high traffic streets in the City, except to cross those streets
- Possible prohibition on unsecured, rear facing passengers under the age of 12 in the rear most seat of the golf cart

Motion to adopt what was presented by the City Manager.

Motion made by Dahlke, Seconded by Stechmesser.

Motion to make the following additions to what was proposed by the City Manager:

- Operation only during daylight
- Restrictions or possible prohibition on all riders in a rear facing seat without seatbelts
- Increased registration fee

Motion made by Dahlke, Seconded by Stechmesser.

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

**13. FOR INFORMATION ONLY**

- A. City Council Regular Meeting, Monday, November 21, 2022, 6:00 PM
- B. City Council Work Session Meeting, Monday, November 28, 6:00 PM
- C. No December Work Session Meeting

**14. CLOSED SESSION**

Motion to enter into Closed Session at 7:55 PM, 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: Review Proposed Tax Incremental Financing Property Sale, Cash Grant and Developer's Performance Agreement with YBR Properties, LLC Regarding Land Sale and City TIF Assistance for Redevelopment Project on the Former Eggers Industries Downtown Site.

Motion carried with a roll call vote.

Motion made by Shimulunas, Seconded by D. LeClair.

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

Voting Nay: Dahlke

**15. RECONVENE IN OPEN SESSION**

Motion to reconvene in open session to consider possible actions in follow-up to closed session discussions at 8:42 PM.

Motion carried with a voice vote.

Motion made by Petri, Seconded by Stechmesser.

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

- A. Consider Approval of Proposed Tax Incremental Financing Property Sale, Cash Grant and Developer's Performance Agreement with YBR Properties, LLC Regarding Land Sale and City TIF Assistance for Redevelopment Project on the Former Eggers Industries Downtown Site

Motion to approve the proposed tax incremental financing property sale, cash grant, and developer's performance agreement with YBR Properties, LLC regarding land sale and City TIF assistance for redevelopment project on the former Eggers Industries downtown site with an amendment that the developer is to disclose the membership of the LLC to the City upon entering into the agreement and that any subsequent assignee LLC would have the same membership until project completion.

Motion carried with a roll call vote.

Motion made by B. LeClair, Seconded by Koach.

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

Voting Nay: Dahlke

**16. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn at 8:45 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Petri.

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

Respectfully submitted,

Jamie Jackson  
City Clerk