



CITY COUNCIL WORK SESSION

Monday, January 27, 2025 at 6:00 PM
Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

NOTICE: Arrangements for Addressing the City Council by Telephone, During Public Hearings or Input from the Public can be made by Contacting the City Manager's Office at 920-793-5532 or City Clerk's Office at 920-793-5526 by 4:00 p.m. on the day of the meeting

1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:00PM

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, Adam Wachowski

3.5 REMOTE PARTICIPATION

Councilmembers Bittner and B. LeClair requested to participate via conference phone call

Motion carried with a roll call vote.

Motion made by Derby, seconded by Shimulunas

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

Also Present: Public Works Director, Matt Heckenlaible; Tourism Director, Joe Metzen; Electric Utility Director, Brian Dellemann; Water Utility Director, Andrew Sukowaty; IT Assistant, Dave Dassey; City Manager, Greg Buckley; City Attorney, Andrew Adams via conference phone call

4. DISCUSSION ITEMS

Discuss Council Interest in Attending Manitowoc County Chamber Program, "Awards of Distinction," Thursday, February 13, 2025; Reception at 4:30 PM, Awards Program at 6:00 PM

Councilmembers Shimulunas and Stechmesser and City Manager, Greg Buckley will attend.

5. ACTION ITEMS

- A. **25-015** Professional Services Agreement With Stantec Consulting Services for Grant-Funded Project, "Creating a Resilient Waterfront Parkland," Addressing Long-Term Planning for Shoreline Resiliency and Enhanced Public Access/Use of the Public Lakefront from the Harbor South Past the City Limits to the Vicinity of the Chamber of Commerce Property (Tabled from January 20, 2025 Meeting)

City Manager, Greg Buckley presented a proposal for a professional services agreement with Stantec Consulting Services regarding a grant-funded project focused on creating resilient waterfront parkland in Two Rivers. The purpose of the project is to develop long-term planning for shoreline resiliency and enhance public access and use of the public lakefront area, stretching from the harbor south and past the city limits to the city Chamber of Commerce.

Mr. Buckley outlined that the total project is valued at \$405,354. This cost will be entirely funded through three different grant programs. These grants include the Sustain Our Great Lakes grant from the National Fish and Wildlife Foundation, a grant from the Great Lakes and St. Lawrence Cities Initiative through the same foundation, and additional support from the Fund for Lake Michigan. Mr. Buckley noted that the latter has previously awarded funds to the city from environmental settlements.

He provided further clarification that the project's scope includes the area from the south pier to the southernmost point of the city's property on Memorial Drive, emphasizing a major focus on beach improvement and addressing sand transport issues, particularly from the south pier to the south end of the Lighthouse Inn. These tasks aim to build on concepts initially outlined in the 2013 Harbor Master Plan.

The council members engaged in a detailed discussion, raising questions about the involvement and logistics of other stakeholders, such as Woodland Dunes, in conducting public awareness sessions, the project's work schedule, and the implications of recent federal executive orders on funding. City Engineer, Matt Heckenlaible and Director of Parks and Recreation, Mike Mathis have coordinated with Stantec to outline these project tasks further. Mr. Buckley reassured the council that financial safeguards are in place with two of the funding agencies, while awaiting confirmation from the Sustain Our Great Lakes program.

Recommended Action:

Motion to authorize the City Manager to execute the contract on behalf of the City

Motion carried with a roll call vote.

Motion made by D. LeClair, seconded by Derby.

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

B. 25-019 Funding Agreement With Great Lakes and St. Lawrence Cities Initiative, Providing for \$135,000 in Funding to Assist in the "Creating a Resilient Waterfront Parkland" Project

Greg Buckley presented a proposed letter of agreement related to the Great Lakes and St. Lawrence Cities Initiative funding for \$135,000 to assist in creating the resilient waterfront parkland project. This funding is directed solely to Task 3 of the project, which involves modeling specific to the area immediately south of the pier.

Mr. Buckley explained that approximately three years ago, he and the previous Community Development Director, Elizabeth Runge discussed this competitive program with representatives of the Cities Alliance. Two Wisconsin cities, including Two Rivers, and two Michigan cities were selected as part of this funding initiative. The City's focus in its application was on a task identified in the 2013 Harbor Master Plan concerning sand transport and beach improvements. Buckley provided further details, stating that the modeling would look into how currents and wave action impact the area and possibly address sand transport issues with the help of the Corps of Engineers in the future.

Mr. Buckley mentioned the importance of confirming that the funds from the Initiative's funding entity, the National Fish and Wildlife Foundation, are available before proceeding with the project. He proposed the city's financing strategy whereby once the city approves invoices for Task 3, they would subsequently invoice the Cities Initiative for 70% of the charges, while the other 30% would go to the other two grant programs.

Council members Brandt and Bittner participated in the discussion, asking questions about the project's timeline and financial logistics. They raised concerns about the potential for project costs to exceed the budget, to which Buckley responded that Stantec cannot go over budget without the city's authorization, ensuring financial oversight.

Recommended Action:

Motion to authorize the City Manager to execute the contract on behalf of the City, contingent upon the attorney's final review

Motion carried with a roll call vote.

Motion made by Brandt, seconded by Bittner.

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

C. 25-020 Discussion of Possible Changes to City Ordinances and Policies Pertaining to Short-Term Rentals

City Manager Greg Buckley introduced a discussion on potential changes to city ordinances and policies pertaining to short-term rentals (STRs). City Attorney Andrew Adams led the discussion, presenting several areas for consideration:

1. Occupancy limits: The council discussed implementing a limit based on the number of bedrooms plus additional occupants. They tentatively agreed on a formula of two people per bedroom plus four additional occupants.
2. Definition of "family" in zoning code: The council agreed this needed clarification to address issues with STRs.
3. Grounds for license revocation or non-renewal: The council discussed changing the criteria from "two or more calls to authorities" to a system based on citations or violations.
4. Adding "short-term rental" as a recognized use in residential districts.
5. Reapplication time limits after license denial or revocation.
6. Potential caps on the number of STRs citywide or by neighborhood: The council had mixed opinions on this topic and requested more information.
7. Lighting regulations specific to STRs: The council discussed implementing lighting standards for STRs, potentially as a starting point for broader city lighting regulations.
8. Requiring posting of noise ordinances and other rules in STRs.

The council did not make any final decisions but directed staff to bring back more detailed proposals on these topics for further consideration at a future meeting.

6. CLOSED EXECUTIVE SESSION

Per Wisc. Stats. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

--Discuss matter related to cemetery lots

--Discuss recent communication from Van der Brohe Arboretum, regarding City utility service

Motion carried with a roll call vote.

Motion made by Derby, seconded by Shimulunas to convene in closed session at 8:38 PM.
Voting Yea: Shimulunas, Stechmesser, Wachowski, D. LeClair, Bittner, Derby, B. LeClair, Brandt, Petri

7. RECONVENE IN OPEN SESSION

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

Motion carried with a voice vote.

Motion made by Wachowski, seconded by D. LeClair to reconvene in open session at 9:13 PM.
Voting Yea: Wachowski, D. LeClair, Bittner, Derby, B. LeClair, Brandt, Petri, Shimulunas, Stechmesser

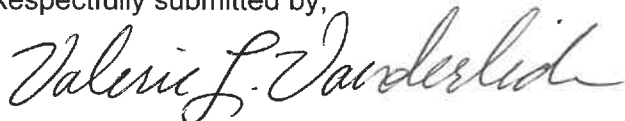
8. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn at 9:13 PM.

Motion carried with a voice vote.

Motion made by Wachowski, seconded by D. LeClair
Voting Yea: Stechmesser, Wachowski, D. LeClair, Bittner, Derby, B. LeClair, Brandt, Petri, Shimulunas

Respectfully submitted by,



Valerie L. Vanderlinden, Deputy City Clerk