



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL MEETING

Monday, December 01, 2025 at 6:00 PM

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

AGENDA

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

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

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

5. INTRODUCTION OF INVITED GUESTS

- A. Oath of Office for Police Sergeant Leander Menn
- B. Oath of Office for Police Sergeant Brad Dimmick
- C. Oath of Office for Police Lieutenant Jacob Schweigl
- D. Connie Hendries, Manitowoc County Democratic Party

6. PUBLIC HEARING

A. 25-229 Public Hearing for an Ordinance to Amend Municipal Code Section 10-1-15 I (3), entitled "Height and Area Exceptions" to regulate fence setbacks in the front yard

Summary: The proposed City Code amendment would formally establish a 36-inch setback requirement for fences located in front yards, clarifying where fences may be placed to ensure visibility, safety and consistency across properties in residential zoning districts. Residents are encouraged to attend, learn about the proposed changes, and share feedback before the City Council considers final action.

Recommended Action:

Motion to waive reading and adopt the ordinance

B. 25-230 Public Hearing for a Conditional Use Permit for Starbucks located at 1509 Washington Street, for the operation of a drive through, submitted by FrontView REIT (owner)

Summary: A Public Hearing regarding a Conditional Use Permit request for a new owner of the Starbucks at 1509 Washington Street. The applicant, FrontView REIT, is seeking approval to own the restaurant at this location. There is no change in use requested for this property, only a change in ownership.

Recommended Action:

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

7. INPUT FROM THE PUBLIC

8. COUNCIL COMMUNICATIONS

Letters and other communications from residents

9. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

10. CONSENT AGENDA

A. 25-231 Presentation of Minutes

1. City Council Regular Meeting, November 17, 2025
2. City Council Work Session, November 24, 2025

Recommended Action:

Motion to waive reading and adopt the minutes

B. 25-232 Minutes of Meetings

1. Committee on Aging, November 3, 2025
2. Police and Fire Commission, November 25, 2025
3. Business and Industrial Development Committee and Community Development Authority, November 25, 2025

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

A. 25-233 Resolution to Hold a Primary Election on February 17, 2026 if needed for City Office Candidates at the April 7, 2026 Spring Election

Summary: This resolution authorizes the City to hold a primary election on February 17, 2026, if seven or more candidates file nomination papers for any City office.

Recommended Action:

Motion to waive reading and adopt the resolution

B. 25-234 Application of new "Class B" Intoxicating Liquor & Fermented Malt Beverage License, for the Violet Inn LLC, dba Violet Inn Lounge & Spa at 1415 16th Street

Summary: This item considers approval of an alcohol beverage license application for Violet Inn LLC, a lounge, spa, and small inn located at 1415 16th Street, including appointment of Melissa Nyssen as the licensed agent, with the license period running through June 30, 2026.

Recommended Action:

Motion to approve the application and issue the license

C. 25-235 Ordinance to Amend Municipal Code Section 2-1-2 "Division of City Into Wards" to establish a new Polling Place for the Sixth, Seventh, and Eighth Wards of the City of Two Rivers

Summary: This ordinance amends Municipal Code Section 2-1-2 to update the legal descriptions of the Sixth, Seventh, and Eighth Wards and to change their combined polling place from Abundant Life Church at 1969 Roosevelt Avenue to the Hamilton Wood Type & Printing Museum at 1816 10th Street.

Recommended Action:

Motion to waive reading and adopt the ordinance

D. 25-236 Resolution Approving Business Improvement District Levy and Assessment Rate for 2026

Summary: The BID Board held its annual meeting on Thursday, November 20, 2025, to review the 2026 BID Operating Plan, confirm funding commitments to Two Rivers Main Street, and reaffirm the assessment rate at \$1.77 per \$1,000 of assessed value. The Board also scheduled a second meeting for May 2026 to consider an update to the BID boundary map, its first potential change since the district was established in 1996. This review will evaluate whether the current boundaries align with today's business activity and downtown reinvestment goals. Further updates will be provided as this work progresses.

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the Business Improvement District Board

E. 25-237 Cemetery Perpetual Care Flowers

Summary: As part of the 2026 Budget, the City has included \$2,700 in property tax funding to help support the cemetery flower program for one final year. To fully cover the 2026 planting costs, an additional \$3,300 will be raised through a community crowdfunding campaign, which the City can launch in December 2025.

Property tax support for 2026 is intended as a transition year, with the expectation that interested residents will organize a citizen-led group to assume long-term responsibility for the perpetual-care flower program beginning in 2027. This group would oversee future fundraising and establish a sustainable flower fund so the program can continue without ongoing City funding. If this is accomplished, the City will commit to planting the flowers each spring perpetually, assuming the flowers will not be purchased with General Fund property taxes.

Staff will assist with the transition planning and initial outreach but will not provide funding beyond 2026.

Recommended Action:

A motion to include \$2,700 in General Fund property taxes for one final year of support for cemetery perpetual care flowers and to direct City Staff to launch a crowdfunding campaign for cemetery flower donations

F. 25-238 Resolution Adopting Tax Levy for the City of Two Rivers Fiscal Year Ending December 31, 2026

Summary: The proposed Resolution adopts the tax levy for real and personal property included in the 2025 tax rolls for 2026 general city operations, debt service, Lester Public Library, Two Rivers Public Schools, Manitowoc Public Schools, Lakeshore Technical College, and Manitowoc County. The total tax levy adopted by the City is \$5,745,073 which is an increase of 4.05% or \$223,712 from the previous year.

Recommended Action:

Motion to waive reading and adopt the resolution

G. 25-239 Resolution Authorizing the Carry Forward of Allowable Prior Year Unused Levy Capacity for Fiscal Year Ending December 31, 2026

Summary: This resolution authorizes the use of all allowable prior-year unused levy capacity for levy year 2025. This action requires a two-thirds vote and supports essential municipal operations in the 2026 budget. Approval directs the City Manager and Finance Director to apply the unused levy capacity in the levy limit worksheet and final levy certification.

Recommended Action:

Motion to waive reading and adopt the resolution

H. 25-240 Resolution Adopting All 2026 Fund Budgets for the City of Two Rivers, Wisconsin Fiscal Year Ending, December 31, 2026

Summary: This Resolution adopts the 2026 General Fund, Debt Service Fund, and all associated special revenue, capital, and enterprise fund budgets, totaling \$41.7 million in appropriations. The resolution also establishes the 2025 BID assessment rate of \$1.77 per \$1,000 of assessed value to support the 2026 Main Street Program budget. Approval of the levy amounts for all taxing jurisdictions is included as part of the overall budget adoption.

Recommended Action:

Motion to waive reading and adopt the resolution

I. 25-241 Neshotah Beach Concession Stand - Renovation Project Funding Option

Summary: For several weeks, the City has been considering various levels of renovation for the Neshotah Beach concessions stand, ranging from a bare minimum health department code update to a full demolition and rebuild. Various options presented include different funding models, project size and scope. The “middle ground” options is a major interior renovation, while retaining the original building footprint and architectural style. The Room Tax Commission, which has statutory control over tax revenue generated by hotel stays, has approved \$75,000 over three years to contribute to the project. In addition, the Room Tax Commission has committed an additional two years of \$25,000 per year (total of \$125,000 over 5 years) if the City is unsuccessful at getting a WEDC Vibrant Spaces grant.

City Staff recommendation is to pursue this “middle ground” option as a balanced approach that will see the actual City tax investment for this project to be an estimated \$130,000, well below any initial projections. This would double restroom capacity, improve the interior of the concession stand, and enhance the rear picnic shelter area into a three-season space. This maintains historical charm, creates individual and family changing rooms, while also increasing much-needed revenue.

Recommended Action:

A motion to direct City Staff to proceed with a Neshotah Beach concession stand major renovation project for 2026, in the total project amount not-to-exceed \$520,000, with the total City borrowing to support the project not-to-exceed \$256,000 and the actual City tax investment not-to-exceed \$131,000 after Room Tax contributions

J. 25-242 Neshotah Beach Concession Stand - Operations Business Plan Options

Summary: City Staff present three operational paths for the Neshotah Beach Concession Stand. Option 1 keeps the current City-run model, generating about \$10,000 annually to fund

special events like Bands on the Beach and July 4th Fireworks, but does not support beach maintenance.

Option 2 shifts operations to a private vendor, which historically has produced much less revenue and resulted in inconsistent hours, lower service quality and loss of seasonal jobs, though revenue would benefit the General Fund.

Option 3 creates a shared-revenue model by adding beer sales, expanding the menu and using paid beach parking. Projected revenue is \$31,500, with the first \$10,000 supporting special events and the remainder benefiting the General Fund.

Recommended Action:

A motion to direct City Staff to proceed with option 3 to retain City-run operations at the concession stand with an expanded menu and beer sales, splitting revenue between the Special Events Fund and the General Fund

12. CITY MANAGER'S REPORT

13. FOR INFORMATION ONLY

- City Council Regular Meeting, Monday, December 15, 2025, 6:00 PM
- City Council Work Session, Monday, December 29, 2025, 6:00 PM

14. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- Performance of management employee

The City Council reserves the right to enter into Closed Session, per Wisc. States 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.

- Discussion of potential litigation against a resident(s)

15. RECONVENE IN OPEN SESSION

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

16. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.