



## MINUTES

### 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

Absent: Adam Wachowski (\*\*Clerk Note: Adam Wachowski arrived at 6:14 PM)

**ALSO PRESENT:** Andrew Sukowaty, Water Utility Director; Matt Heckenlaible, Public Works Director; Joe Metzen, Tourism Director; Dave Murack, Fire Chief; Rick Powell, IT Supervisor; Dave Buss, Finance Director; Brian Dellemann, Electric Utility Director; Mike Mathis, Parks and Recreation Director; Ben Meinnert, Police Chief

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

None.

### 5. INPUT FROM THE PUBLIC

None.

### 6. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Shimulunas received a letter regarding issues with an Airbnb that has had law enforcement action. She requested to discuss the topic of Airbnb's at a future work session meeting.

### 7. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember B. LeClair reported on the Public Works Committee stating that the committee discussed various upcoming projects. The Committee also agreed to update the FASTER fleet software that is currently used by the department. This item is on the agenda for tonight.

Councilmember Bitter reported on the Committee on Aging stating the Senior Center is preparing for the Back to School Carnival. If anyone is interested in donating new school supplies, they can drop off the supplies at the Senior Center from June 1 – August 2.

Councilmember D. LeClair reported on the following Boards:

-- Main Street: the mural on Washington Street started and will take a few weeks to finish. There

was a delayed start date due to the weather. Two businesses are moving to new locations that will better suit the businesses. A new business is coming to Two Rivers called Cool City Cycles located on 1810 Washington Street. Another new business is coming to Two Rivers called Wildflower Outdoors located at 1705 East Street. Main Street is looking for volunteers for the car show and participants for the yarn bomb, contact Main Street if interested.

-- Environmental Advisory Board: the Board is finishing up the 2024 Winter Educational Series and is working on speakers for the 2025 Winter Educational Series. A new logo has been designed for the Board that can be used for pages, on websites and for advertising.

*\*\* Clerk Note: Council Vice-President Adam Wachowski arrived at 6:14 PM*

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

### **A. Invited Guests**

1. American Legion 165 member Pamela Stephens, to Announce 2024 Poppy availability and Locations (with Poppies available for Council Members wishing to donate)  
Pamela Stephens stated the Memorial Day Parade and Ceremony will take place on May 27<sup>th</sup> with the bell ceremony starting at 8:30 AM and the parade starting at 9:00 AM.

2. Recently Hired Electric Meter Technician, Jeff Kozaczuk  
Electric Utility Director Brian Dellemann introduced Jeff Kozaczuk to the City Councilmembers.

### **B. Status Update/Reports**

#### **1. Staffing Update**

##### **a. New Finance Director: Kasandra Paider**

Mr. Meinnert reported that Kasandra Paider will replace Dave Buss due to his upcoming retirement. Ms. Paider will start on May 28.

##### **b. New Recreation Clerk: Ashley Hagerty**

Mr. Meinnert reported that Ashley Hagerty has been hired for the Recreation Clerk vacancy. Ms. Hagerty will attend an upcoming meeting to meet Councilmembers.

##### **c. Newly-Promoted Water Distribution Foreman: Dalton Schmidt**

Mr. Meinnert reported that Dalton Schmidt was promoted to Water Distribution Foreman. This was an internal promotion.

##### **d. Upcoming Firefighter/Paramedic Vacancy Due to Retirement--Applications Due by May 30**

##### **e. Parks and Recreation Seeking Seasonal Hires for Aquatics Coordinator and Kids Camp Director**

##### **f. Other**

#### **2. Roosevelt Avenue Construction Update**

Matt Heckenlaible, Public Works Director reported the contractor continues installation of water main and is currently working south of 10<sup>th</sup> Street progressing to south of 9 Street. The water main installation is expected to be completed to this point sometime during the week of 5/7/2024. The contractor then expects to jump back to sanitary sewer installation. Contractor plans to install storm sewer in the Roosevelt and 12<sup>th</sup> Street intersection starting Monday, May 6. Upon completion of the intersection work, Public Works staff will place concrete pavement in this intersection to facilitate vehicular traffic.

#### **3. Delay in Projected Delivery for Two 5-Yard Replacement Dump Trucks with Plows, Ordered in 2022, Budgeted in 2022-23 for late 2023 Delivery**

Matt Heckenlaible reported due to a delay in the ordering window, the 5 yard dump trucks

were not ordered until September 2023 therefore pushing back the delivery date of the trucks about 6 months.

4. Update on Award of Bids for Scattered Site Lead Water Service Lateral Replacement  
Matt Heckenlaible reported the City is in the process of evaluating funding sources before awarding the contract for site lead water service lateral replacement. The recommendation to award is planned for the May 20 City Council meeting.

5. New Downtown Mural a Work in Progress by Two Rivers Main Street, Funded with Grant Monies

Mr. Meinnert reported the new downtown mural located along Washington Street was completely funded by grant monies.

6. Neshotah Park Pathway Project

Mr. Meinnert reported City crews are preparing to pour a new concrete walkaway through Neshotah Park, from Pierce Street near 21<sup>st</sup> Street to the beach. This is a replacement and widening of the existing walkway, including a widened path around the Beach House shelter. New lighting along this popular route to and from the beach was installed in 2023. These improvements are consistent with the Neshotah Park Master Plan, developed and adopted in 2023.

7. Peace Officer Memorial Day Ceremony, Wednesday, May 15 at Noon--Assemble at Rogers Street Fishing Village, Proceed to Center of 22nd Street Bridge

Mr. Meinnert reported the Two Rivers Police Department invites all active and retired officers and their families, along with the public, to attend the wreath-laying ceremony at the 22<sup>nd</sup> Street Law Enforcement Memorial Bridge.

8. Recent Awards Recognizing Two Rivers Electric Utility

Brian Dellemann, Electric Utility Director reported The Two Rivers Utilities was recently recognized by the American Public Power Association for its continual efforts to provide reliable and affordable energy to customers in the community. The utility received a Reliable Public Power Provider designation, a Safety Award of excellence, and recognition as a Smart Energy Provider.

9. Wisconsin Main Street Program 2023 Awards Presented at May 19 State Conference in Green Bay

a. Top public-private partnership for downtown revitalization: Two Rivers Central Park West Project

b. Best Interior Renovation Project, Over \$50,000: Cool City Brewing Company

c. Cool City Brewing Company

Mr. Meinnert reported Central Park West 365 was recognized as the top public-private partnership for downtown revitalization. Accepting the award were Nathan Kronforst of the Main Street Board and Central Park West planning committee, City Councilmember and TR Main Street Board member Darla LeClair, TR City Manager Greg Buckley and City Councilmember Bill LeClair. Cool City Brewing Company was recognized in the category of Best Interior Renovation Over \$50,000. Accepting the award for CCBC were Gina Krahn and Curt Andrews. Also representing Two Rivers at the program were Two Rivers Main Street Program Executive Director Jason Ring and Therese Kronforst of Schroeder's Department Store. Two Rivers has been a Wisconsin Main Street Community since 1996.

10. Two Rivers Sister City Delegation in Domazlice, Czech Republic for the Past Week, Returning May 6

11. Upcoming Events:

- a. Environmental Advisory Board Presents: County Recycling Center and Programs, Tuesday, May 7, 6:00 PM, Lester Public Library
- b. SnowFest Wine & Beer Walk, Friday, May 10, 5:00 - 8:30 PM, Downtown Two Rivers
- c. Wisconsin Society for Ornithology Convention, May 16 to May 19
- d. Woodland Dunes' 50th Anniversary Open House, Friday, May 17, 9:00 AM to 4:00 PM, Woodland Dunes Nature Center & Preserve
- e. Two Rivers Optimist Spring Electronics Collection & Shred, Saturday, May 18, 9:00 AM to Noon

12. Other

Mr. Meinnert reported on Wednesday, May 22 at 9:30 AM, City staff will be installing utility pole banners in Central Park East, each bearing the name of the fallen Two Rivers residents that served the country. All community members and veterans are invited to show their support and gratitude for the fallen heroes and their families.

C. Legislative/Intergovernmental Update

- 1. New State of Wisconsin Requirements for Organizations Applying for Special Class B Licenses--Update From City Clerk Amanda Baryenbruch

City Clerk Amanda Baryenbruch reported that the State of Wisconsin Department of Revenue Alcohol Division recently updated the application forms for alcohol beverage licenses. A temporary license holder must now have an agent that completes the Alcohol Server Seller course. Contact the City Clerk's Office for more information on the licensing requirements.

- 2. Other

**9. CONSENT AGENDA**

A. Presentation of Minutes

- 1. City Council Regular, April 15, 2024
- 2. City Council Re-Organizational, April 16, 2024
- 3. City Council Special Work Session, April 22, 2024
- 4. City Council Work Session, April 29, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

- B. Final Financial Statement for Wisconsin Economic Development Corporation Contract No. ISR FY22-53245--Idle Sites Grant to Assist with Renovation of Former Paragon Property

Recommended Action:

Motion to receive and file

C. Applications and Petitions

- 1. Temporary Class "B" Retailer's License for Friends of Two Rivers Snowfest, Snowfest Wine & Beer Walk, Friday, May 10, 2024, 5:00 to 8:30 PM, Downtown Two Rivers

Recommended Action:

Motion to approve the application and authorize issuance of the license

- D. Recommendation from the Plan Commission Meeting of April 8, 2024

Set Public Hearing Regarding a Proposed Change in Zoning from (I-2) Business District to (B-1) Business District for 2004-2006 14th Street

Recommended Action:

Motion to set the public hearing on May 20, 2024 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 Bittner, Seconded by B. LeClair

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

## 10. CITY COUNCIL - FORMAL ITEMS

- A. Proclamation of National Drinking Water Week May 5 - 11, 2024

Recommended Action:

Motion to read and adopt the proclamation

Motion carried with a voice vote.

Motion made by Shimulunas, Seconded by Wachowski.

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

- B. Proclamation Naming the Week of May 12 -18, 2024 as Police Week and May 15, 2024 as Peace Officers Memorial Day

Recommended Action:

Motion to read and adopt the proclamation

Motion carried with a voice vote.

Motion made by Wachowski, Seconded by B. LeClair

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

- C. Resolution Naming May 11, 2024, as International Migratory Bird Day

Recommended Action:

Motion to read and adopt the resolution

Motion carried with a roll call vote.

Motion made by Brandt, Seconded by Bittner.

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

- D. Ordinance to Amend Section 6-5-7 of the Municipal Code, Entitled "Restrictions on Keeping Dogs, Cats, and Other Animals" to Address Certain Restricted Species

Recommended Action:

Motion to waive reading and adopt the ordinance, as requested by the Police Department

Motion carried with a roll call vote.

Motion made by B. LeClair, Seconded by Bittner.

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

Voting Nay: Petri

- E. Ordinance Amendment to Municipal Code 7-1-12 "Rules" Enabling the Parks and Recreation Director to Establish Park Rules That May be Enforced as Violations of the Parks Ordinance

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

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

F. City Manager's Appointments to Citizen Boards, Committees and Commissions

Recommended Action:

Motion to approve the appointments and re-appointments, as recommended by the City Manager

Motion carried with a roll call vote.

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

G. Official Newspaper Declaration and Bid

Recommended Action:

Motion to accept bid as submitted and declare the Herald Times Reporter as the official newspaper of the City of Two Rivers

Motion carried with a voice vote.

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

H. Resolution Authorizing Use of Budgeted 2024 Public Works Capital Project Funds Updating Public Works FASTER Fleet Management Software Fiscal Year Ending December 31, 2024

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the Public Works Committee May 1, 2024 meeting

Motion carried with a roll call vote.

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

**11. FOR INFORMATION ONLY**

- A. City Council Regular Meeting, Monday, May 20, 2024, 6:00 PM
- B. City Council Work Session, Tuesday, May 28, 2024, 6:00 PM

**12. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:28 PM.

Motion carried with a voice vote.

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

Respectfully submitted,

Amanda Baryenbruch  
City Clerk