



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL MEETING

Monday, March 20, 2023 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was Led by Webelos Den of Cub Scout Pack 3940, Two Rivers

3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski. There is one vacancy on the Council at this time.

ALSO PRESENT: Jeff Dawson, Library Director, Brian Dellemann, Electric Utility Director, Matt Heckenlaible, Public Works Director; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Police Chief; Dave Murack, Interim Fire Chief; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Andrew Sukowaty, Water Utility Director; Jack Bruce, City Attorney; Brian Dean, Tourism Director and Greg Buckley, City Manager

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

None.

5. PUBLIC HEARING

- A. Amendment to Zoning Ordinance Section 10-1-15G(4)(b.)(6) for Pilot Program for Front Yard Gardens

Recommended Action:

Motion to waive reading and approve the amendment, as recommended by the Plan Commission

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 Zoning Ordinance Amendment.

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Dahlke.

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

- B. Conditional Use Permit to Allow Boat Rentals at 1509 Monroe Street in the Waterfront Business District, as Requested by Baeten Lakeshore Properties, LLC

Recommended Action:

Motion to approve the Conditional Use Permit, with conditions as recommended by the Plan Commission

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 Zoning Ordinance Amendment.

Motion carried upon a roll call vote.

Motion made by B.LeClair, Seconded by Shimulunas.

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

Mr. Baeten then briefly addressed the Council about his plans for the property.

C. Public Hearing on Resolution to Levy Special Assessments on Properties Fronting on Lincoln Street Between 17th Street and 22nd Street

Recommended Action:

Motion to waive reading and adopt the resolution

The public hearing was opened by Council President Wachowski and three calls for public input were made. Jana Karl – 1816 Lincoln St. spoke on the concerns of the cost of the project and requested to have letters sent to homeowners with a tentative five-year plan of streets reconstruction to help the homeowners save money in advance of the assessments. Jeff Karl – 1816 Lincoln St. questioned the costs and if additional costs are incurred will the City pay for it. Mr. Buckley responded that the City is responsible for any costs in excess of those reflected in the published special assessment rates.

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Koach.

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

6. INPUT FROM THE PUBLIC

Dean LaRose – 1629 Hawthorne Ave, spoke regarding the vacancy on Council and spoke against an appointment to Council.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Dahlke reported that he received the following questions and comments from residents:

- He received many comments about how the Department of Public Works did a great job with the last snowfall.
- A phone call from the concerned resident about speeding on Forest Hills Drive, called to thank the Officers that had two people pulled over and they are noticing people are slowing down in the area.
- A few residents complained about the quality of microphones in Council Chambers and when the spectrum channel will be online.
- A phone call wondering if the City checks the status of the LLC when they apply for licenses/permits.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following Boards:

--Environmental Advisory Board: The Board is looking into "No Mow May". There are two more presentations for the Winter Educational Series. The next one is on April 6th, Jim Knickelbine from Woodland Dunes will be presenting on Green Infrastructure and different initiatives that is happening at Woodland Dunes. In May, Steve Lankton from UW-Manitowoc Extension Master Gardener Program will be presenting on pollinators and pollinator gardens. If any residents have ideas on presentations for the Winter Educational Series for next season, reach out to the EAB. The WPPI Tree Grant Resolution was adopted and residents can apply for the grant.

--Main Street: "Fool Around Downtown" is a sales promotion in downtown from April 1st to April 10th. There are prizes and gift certificates along with Cool City Cash. A yarn bomb exhibit on the decorative light poles is coming to downtown to work in conjunction with the banner art. The Cool City Classic Car Show is looking for sponsors.

9. CITY MANAGER'S REPORT

A. Invited Guests

1. Elizabeth Runge, Community Development Director introduced the new Director of Tourism, Brian Dean. Brian is a native of Two Rivers and a graduate of the University of Wisconsin-Madison. He has a highly distinguished career as a policy advisor in Washington D.C., Latin America and for the state of Florida. He began his duties with the City on March 20.

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the Ongoing Recruitments for Fire Chief – Applications will be reviewed by the Police and Fire Commission on March 22, 2023; Public Works Maintenance Worker – the job ad will be posted this week; Tourism Media & Marketing Coordinator – Applications being reviewed; Police Officer – Currently accepting applications. Recreation Supervisor – Kenny Shillcox is starting April 3rd, Director of Tourism – Brian Dean, started March 20th, Public Works Utility Person – Kevin Chaloupka, promoted effective March 13th, Public Works Equipment Operator – James Anderson, promoted effective March 13th.

2. 2023 Capital Projects Financing Finalized (10-Year General Obligation Notes)

Mr. Buckley reported the final pricing was secured by R.W. Baird on March 8th. The average interest rate is 3.78%; this compares to a rate of 4.0% used in financing illustrations and a maximum authorized rate of 4.75% in parameters resolution adopted by City Council.

3. Central Park West 365 Project Update

Mr. Buckley reported the foundations have been poured for the park pavilion building, and the walls will soon start going up. This building is being built by Koenig Construction as a subcontractor to Vinton Construction. There have been donations for pavers from many high school classes.

4. Neshotah Playground Project

Mr. Buckley reported equipment vendor Northland Recreation reports that the equipment is scheduled to ship on August 20th and still waiting for the schedule to install the playground.

5. Lester Library and Zander Park Story Walk

Mr. Buckley reported the materials have been delivered for installation this Spring. This is from a grant from the West Foundation.

6. Parks and Recreation Spring Activity Guide

Mr. Buckley reported the Spring Activity Guide has been published in print and online.

7. Article on Water Utility's Energy-Savings Initiatives

Mr. Buckley reported there is an upcoming article in the WI Section of the American Water Works Association Newsletter about the Two Rivers Water Utility and the Energy-Saving Initiatives. These initiatives include installing a variable frequency drive on a process pump, upgrading to LED lighting and integrating occupancy sensors, and incorporating pump controls throughout the plant. These upgrades created an efficient work environment and will help the City save more than \$25,000 per year in energy costs.

8. Frontier Communications System Rebuild/Fiber Project

Mr. Buckley reported Frontier Communication plans to rebuild all their facilities within the City of Two Rivers with Fiber. Construction is slated to start this spring in the area between the rivers.

9. Winter Parking Ban Ended on March 15

Mr. Buckley reported the Parking Ban ended on March 15th. During the 103 days included in the Winter Parking Ban period, there were a total of 12 days the Parking Ban was in effect and enforced.

10. City Council Candidate Forums On-Line

Mr. Buckley reported the City Council Candidate Forums from the League of Women Voters and the Two Rivers Business Association are available for viewing on the City Website, City Hall Facebook Page and the City Youtube Page.

11. In Person Absentee Voting for the April 4, 2023 Spring Election will begin March 21 through March 31 between the hours of 8:00 AM - 4:30 PM at City Hall

Mr. Buckley reported In Person Absentee Voting will start on March 21st for the Spring Election. If any citizens have questions, they can call the City Clerk.

12. Spring Election, Tuesday, April 4, 2023, 7:00 AM - 8:00 PM, to find your polling place go to myvote.wi.gov or call City Clerk's Office at 920-793-5526

Mr. Buckley reported there are multiple state races on the ballot along with City Councilmembers race and State Referendum questions.

13. Upcoming Events:

- a. Open House on Neshotah Park Master Plan, Hosted by Parks and Recreation Department and the Advisory Recreation Board, Tuesday, March 21, 6:00 PM to 9:00 PM, Senior Center Koska Room
- b. Lester Public Library Foundation Used Book Sale, March 20-25
- c. Two Rivers Fire Department Fish Boil, Friday, April 7, 3:00-7:00 PM, 2122 Monroe Street
- d. Breakfast With the Easter Bunny, Community House, Saturday, April 8
- e. Van Der Brohe Arboretum Tree and Shrub Sale, Ongoing Until April 28; go to vanderbrohearboretum.org/sale for more information
- f. Two Rivers Rotary Annual Dinner and Auction, April 1, 5:00-7:00 PM, Sepia Chapel
- g. Two Rivers Water & Light Department Sponsors Two \$500 Scholarships, Deadline for Application is April 1, 2023
- h. Spring Scavenger Hunt Bingo, Woodland Dunes Nature Center, March 13-24
- i. Two Rivers Kids' Run, Saturday, March 25, 3:00-6:00 PM, Two Rivers High School
- j. Two Rivers 10-Mile, Sunday, March 26, 8:00 AM, Two Rivers High School

14. Other

Mr. Buckley reported that on March 17th, Spectrum completed installation of the new equipment needed to restore the government channel on the local cable TV system. The equipment needs to be tested, calibrated and programed prior to the live broadcasts. The testing should be completed in 4-6 weeks.

Mr. Buckley reported there are limited opportunities for Lead Water Service Lateral Replacement in 2023. Residents interested in receiving a grant of up to \$2,500 should contact Customer Service. The work for the lateral replacements must be completed by April 30th.

Mr. Buckley reported there have been a number of new businesses coming downtown. Hartman's Bakery opened on March 14th, and on April 1st, Paper Crane Bookstore, Dice Goblin Hobbies, and Cosmic Soul Metaphysical are opening for business.

C. Legislative/Intergovernmental Update

Mr. Buckley reported he recently attended the first meeting of the Marine Sanctuary Advisory Council at the Wisconsin Maritime Museum. Each of the four cities and the three counties in the Sanctuary area have non-voting representatives on the Advisory Council. There are a number of voting members from various sectors including the President of Friends of Point Beach. The Advisory Council will be providing input on the management plan for the sanctuary and the facilities plan when NOAA starts making investments in visitor facilities on the shore related to the Sanctuary.

10. CONSENT AGENDA

A. Minutes of Meetings

1. Lester Public Library, February 14, 2023
2. Public Utilities Committee, March 6, 2023
3. Plan Commission, March 13, 2023
4. Committee on Aging, February 6, 2023

Recommended Action:

Motion to receive and file

B. Department Reports, February 2023

1. City Clerk
2. Community Development
3. Electric
4. Fire
5. Inspections
6. Library
7. Parks & Recreation
8. Police
9. Public Works
10. Safety
11. Water

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for New Combination Class "B"/"Class B" Liquor License Application for the period of March 31, 2023 to June 30, 2023 for Meola LLC, 1820 Jefferson Street - Joseph Meola, Agent (dba Sepia Wedding & Event Venue)

Recommended Action:

Motion to approve the application and authorize issuance of the license

2. Application for Operator License - Recommended for Denial by Police Chief - Kathleen Jo Rosenow

Recommended Action:

Motion to deny the application, based on the recommendation of the Police Chief

- D. Summary of Verified Bills for the Month of February 2023 for \$6,182,401.73

Recommended Action:

Motion to receive and file

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 Koach, seconded by Shimulunas.

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

11. CITY COUNCIL - FORMAL ITEMS

- A. Award of Purchase Contract for Two Single Axle Dump Trucks Equipped with Plows, Wings and Tarping Systems (2023 Budget Includes \$300,000 for the Purchase of One Truck, at \$300,000; Anticipates Ordering Two Trucks, with Second to be Budgeted in 2024, Both for 2024 Delivery)

Recommended Action:

Motion to award the purchase contract to Packer City International Trucks of Appleton, in the total amount of \$500,440.00, with the understanding that this purchase will require budgeting an additional \$200,440.00 in 2024

Motion carried with a roll call vote.

Motion made by Stechmesser, Seconded by B. LeClair.

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

- B. 2022 Annual Municipal Separate Storm Sewer System (MS4) Report to WI Department of Natural Resources

Recommended Action:

Motion to receive and file

Council discussed the report and the testing requirements set by the Department of Natural Resources.

Motion carried with a voice vote.

Motion made by Koach, Seconded by Stechmesser.

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

- C. Ordinance Amendment Modifying Liability Insurance Requirements Associated with Various City Licenses and Permits

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

Motion made by Dahlke Seconded by Stechmesser.

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

- D. Resolution Authorizing Submittal of Funding Application to Wisconsin DNR's Urban Non-Point Source and Storm Water Planning Grant Program

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Koach, Seconded by B. LeClair.

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

- E. Resolution of Support for Application to Wisconsin DNR's Urban Non-Point Source and Stormwater Planning Grant Programming, with Details on Proposed Uses of Grant Funds

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by D. LeClair.

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

- F. Authorize Reclassification of Police Professional Standards Lieutenant Position to the Rank of Captain

Recommended Action:

Motion to authorize the reclassification, as recommended by the Chief of Police and the Personnel and Finance Committee

Motion carried with a voice vote.

Motion made by B. LeClair, Seconded by Petri.

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

- G. Council Direction Regarding Possible Appointment to City Council, Vacancy Created from Resignation of Jason Ring

Recommended Action:

Motion to leave the position vacant until the 2024 Spring Election

Motion carried with a roll call vote.

Motion made by Koach, Seconded by Dahlke.

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

- H. Proposal and Participant Guidelines for 2023 Pilot Program for Up to 20 Front Yard Produce Gardens, as Recommended by the Environmental Advisory Board

Recommended Action:

Motion to approve the Proposal and Participant Guidelines, as Recommended by the Environmental Advisory board

Motion carried with a roll call vote.

Motion made by Koach, Seconded by B. LeClair.

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

12. FOR INFORMATION ONLY

- A. City Council Work Session Meeting, Monday, March 27, 2023, 6:00 PM
- B. City Council Regular Meeting, Monday, April 3, 2023, 6:00 PM
- C. Looking Ahead: Possibly Reschedule July 3, 2023 City Council Meeting

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn 8:38 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Petri.

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

Respectfully Submitted,

Amanda Baryenbruch
City Clerk