



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL WORK SESSION

Monday, March 30, 2026 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY DEPUTY CITY CLERK

Councilmembers: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski

Also Present: Police Chief Ben Meinnert, Public Works Director Matt Heckenlaible, IT Assistant Dave Dassey, City Manager Kyle Kordell, City Attorney Andrew Adams (via telephone)

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

None.

5. INPUT FROM THE PUBLIC

Limited to 3 minutes per person - Resident addresses are requested but are not required to be given

None.

6. DISCUSSION ITEMS

A. Revised Code of Conduct for Elected Officials

Summary: Review and discussion of a proposed revision to the Code of Conduct for City elected officials. This revision is intended to promote ethical governance, civility, and clarity of roles under the Council-Manager form of government. The proposed draft outlines expectations for professional behavior, public engagement, and interactions with staff and the community.

The current version of the Code of Conduct is thorough but overly long and legalistic. Its detailed enforcement and complaint procedures create a formal, quasi-judicial process that could escalate conflicts rather than promote civil resolution. A revised Code of Conduct can better focus on clear expectations, civility, and roles, while remaining practical, accessible, and aligned with the Council's day-to-day work.

-Council and staff reviewed a revised Code of Conduct for elected officials, which has been streamlined to improve clarity and usability while maintaining core standards. The revision shifts from a formal, courtroom-style process to a more practical, peer-review approach. Council discussed concerns with vague language, use of electronic devices during meetings, and enforcement provisions, ultimately supporting removal or modification of certain sections, including language related to device restrictions and potential removal of members. Additional

clarification was requested regarding public participation in complaint hearings, with consensus that only the complainant and their witnesses should speak. Staff will incorporate feedback and bring the revised policy back for formal consideration at an upcoming meeting.

B. Review of Sanitary Sewer Credit Policy

Summary: The City will review a comparison of Two Rivers' current sanitary sewer credit policy with those of other communities, highlighting differences in eligibility, credit amounts, and administrative approaches. This discussion will provide context on how other municipalities handle leak-related billing adjustments and the range of policy options available. Council direction will be sought regarding potential updates to the City's existing policy.

-Council and staff reviewed the City's sanitary sewer credit policy, focusing on how to balance fairness to residents experiencing unexpected leaks with the financial sustainability of the utility fund. Staff outlined current eligibility requirements, recent credit requests, and how other communities handle similar situations. Discussion centered on whether to make the policy more or less flexible, with general support for maintaining the existing sewer credit policy while exploring improvements to billing practices. Council expressed interest in enhancing customer notifications, especially for high usage, considering safeguards for automatic payments to prevent unexpected account withdrawals, and adding clearer communication about the policy on utility bills. Staff will evaluate potential billing and notification adjustments for future consideration.

7. ACTION ITEMS

A. 26-045 Resolution Adopting Three-Year Harbor Development Statement of Intentions for 2027-2029

Summary: The City will review the Three-Year Harbor Development Statement of Intentions and outline priority projects including harbor dredging, seawall reconstruction, and a future breakwater extension to improve navigation safety and support downtown redevelopment investment. Council consideration is requested to approve the resolution adopting the plan for submission to the Wisconsin Department of Transportation for planning and funding eligibility purposes.

-Council considered a resolution adopting the three-year Harbor Development Statement of Intentions for 2027-2029, a required planning document for Wisconsin DOT harbor funding eligibility. Staff emphasized that approval does not commit the City to any projects but positions it to pursue future grant funding. The statement includes three proposed projects: harbor dredging, seawall reconstruction near the Hamilton property, and a breakwater extension. Discussion focused on project costs, funding sources, harbor safety concerns, and potential environmental impacts, particularly related to dredging and seawall work. Staff also provided updates on coordination with the U.S. Army Corps of Engineers and upcoming studies, noting that dredging remains the top priority while other projects are longer-term opportunities.

Recommended Action:

Motion to waive reading and adopt the resolution

Motion made by Wachowski, seconded by B. LeClair

Motion carried with a roll call vote.

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

8. FOR INFORMATION ONLY

- **City Council Regular Meeting**, Monday, April 6, 2026, 6:00 PM
- **Public Hearing** on an ordinance to amend Section 10-4-13 entitled "Signs not requiring a permit" to regulate the use of contractor construction signs. Monday, April 6, 2026, 6:00 PM

9. CLOSED EXECUTIVE SESSION

The City Council reserves the right to enter into Closed Session, pursuant to Wisc. Stats 19.85(1)(c). Considering employment, promotion, compensation or performance evaluation data of a management level employee over which the Council has jurisdiction or exercises responsibility.

Motion made by B. LeClair, seconded by Bittner to enter into closed session at 7:19 PM.

Motion carried with a roll call vote.

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

10. RECONVENE IN OPEN SESSION

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

Motion made by Derby, seconded by B. LeClair to reconvene in open session at 8:12 PM.

Motion carried with a voice vote. All in favor.

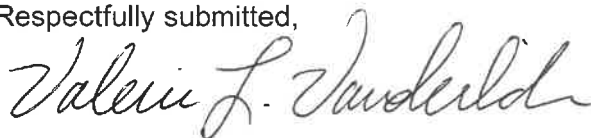
11. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn at 8:12 PM.

Motion made by D. LeClair, seconded by Derby

Motion made with a voice vote. All in favor.

Respectfully submitted,



Valerie L. Vanderlinden
Deputy City Clerk