



CITY COUNCIL MEETING

Monday, December 15, 2025 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 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

None.

5. INTRODUCTION OF INVITED GUESTS

Denise Wittstock, Chief Executive Officer, Big Brothers Big Sisters

Denise Wittstock addressed the Council. She noted that following the 2021 merger of the Manitowoc and Sheboygan County agencies, the organization now serves over 200,000 constituents. She reported that 2025 marks the organization's 60th anniversary and that approximately 35,000 youth have been served over its history.

Ms. Wittstock highlighted recent growth, including a 76% increase in Manitowoc County since the merger, and noted that more than 75% of youth currently on the waiting list are boys. She reported that the organization received Platinum Honors from Big Brothers Big Sisters of America, recognizing growth, outcomes, and financial sustainability. She stated the organization is funded through philanthropy and relies heavily on volunteers.

Ms. Wittstock discussed findings from a national long-term study demonstrating positive educational and economic outcomes for program participants and emphasized the role of mentoring in workforce retention. She also highlighted the "Bigs with Badges" program and commended the Two Rivers Police Department for its involvement in local schools. She concluded by encouraging community members to consider volunteering as mentors.

6. INPUT FROM THE PUBLIC

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

Tracey Koach – Appearing on behalf of the American Legion Auxiliary Unit, thanked community organizations, businesses, City staff, and volunteers for their support of the inaugural *Wreaths Across America* event. She highlighted partnerships with the Rotary Club of Two Rivers, Friends of the Senior Center, Cool City Brewing Company, TR Parks and Recreation Department, VFW Post 1248, American Legion Post 165, and numerous volunteers. She expressed appreciation for assistance with wreath storage, snow removal, ceremony support, and cemetery coordination, and recognized the strong community turnout despite severe weather. She stated the event drew statewide participation and positive media attention, reflecting strong community collaboration.

7. COUNCIL COMMUNICATIONS

Letters and other communications from residents

Councilmember Shimulunas received a question if citizens could be notified of the parking ban by receiving information on their phone

Councilmember Wachowski received comments regarding Air BnB's and wondering why the new fees were sent out before being voted on.

Councilmember D. LeClair thanked the citizens that contact the council so they know how the citizens feel about situations

Councilmember Derby reported she received a question about permits and forwarded it on to the Community Economic Development Director

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CONSENT AGENDA

These titles will be read by the Council President and approved by a single Voice Vote. Any item may be pulled from the Consent Agenda for discussion or a separate vote by any City Council member

A. 25-243 Minutes of Meetings

1. Library Board, October 14, 2025
2. Personnel and Finance Committee, October 30, November 11, 19, 2025
3. Personnel and Finance Committee and Public Utilities Committee Joint meeting, November 6, 2025
4. Committee on Aging, December 1, 2025
5. Plan Commission, December 8, 2025

Recommended Action:

Motion to receive and file

B. 25-244 Summary of Verified Bills for November 2025 of \$2,249,875.66

Recommended Action:

Motion to receive and file

C. 25-245 Appointment of Bruce Yungerman to complete the unexpired term of the late Jerome Schubring on the Committee on Aging-- Term to expire on May 1, 2028

Recommended Action:

Motion to approve the appointment as recommended by the City Manager

D. 25-246 Appointment of Chief Inspectors, Election Inspectors, and Special Voting Deputies for the 2026-2027 Election Cycle

Summary: Municipalities are required to appoint Chief Inspectors, Election Inspectors, and Special Voting Deputies biannually by December 31st for the following 2-year election cycle.

Recommended Action:

Motion to approve the appointments, as recommended by the City Clerk

E. 25-247 Authorize Turning Off Street Lights Along Downtown Washington Street from 5:00 PM to Midnight on Christmas Eve

Summary: City street lights will be turned off along Downtown Washington Street (12th Street to 22nd Street) from 5:00 PM to midnight on Christmas Eve, continuing a Two Rivers holiday tradition.

Recommended Action:

Motion to authorize this action

F. 25-248 Authorization for 2320 Wilson Street Right-Of-Way Privilege Agreement

Summary: This item considers approval of a Street Right-of-Way Privilege Agreement allowing the property owners at 2320 Wilson Street to use a 20-foot portion of the unimproved 24th Street right-of-way as additional side-yard space.

Recommended Action:

Motion to approve and authorize the City Manager to sign the agreement on behalf of the City

G. 25-249 Joint Powers Agreement Between Manitowoc County Joint Dispatch Center and City of Two Rivers

Summary: This agreement pertains to the dispatching of emergency services within Manitowoc County. All Counties with 911 services are required to file a Joint Powers Agreement on an annual basis to the Department of Justice.

Recommended Action:

Motion to approve and authorize the City Manager to sign the agreement on behalf of the City

H. 25-250 Resolution Approving an Easement Agreement Between the City of Two Rivers and TPA VI, LLC in Regards to the 18th Street Cell Tower Property

Summary: This resolution authorizes the City to execute an easement agreement with TPA VI, LLC for the transfer of the City's interest in the 18th Street cell tower site in exchange for a \$305,000 lump-sum payment. It further authorizes the City Manager to sign the easement and all associated closing documents on behalf of the City.

Recommended Action:

Motion to approve agreement and allow the City Manager to execute all closing documents to such agreement

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 Shimulunas, seconded by B. LeClair.

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

10. CITY COUNCIL - FORMAL ITEMS

A. 25-251 Consider Appeal for a Variance from the City Residency Restrictions Applicable to Sex Offenders, Per Chapter 9-9 of City Ordinances

Summary: City Council will consider a request for a waiver from the City's sex offender residency restrictions under Ordinance 9-9. The City recommends denial based on the nature of the offense, lack of qualifying exemptions or prior residency ties to the City, inaccuracies in

the waiver request, and the applicant's decision to purchase a residence despite being aware of the ordinance and its restrictions.

Recommended Action:

Motion to deny the appeal, consistent with the recommendation of the Chief of Police

Motion carried with a roll call vote.

Motion made by Bittner, seconded by B. LeClair

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

B. 25-252 Ordinance to Amend Chapters 1-2-1 of the Municipal Code of the City of Two Rivers, Wisconsin, Fees, and Create Section 6-15 of the Municipal Code Titled "Weights and Measures"

Summary: This ordinance creates an annual weights & measures license for devices located or used within the City for the purpose of computing a charge or payment for services rendered on the basis of weight or measure. Operators of these weights and measures shall pay to the City the actual cost of incurred by the City in connection with inspecting said weights and measures.

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote

Motion made by Derby, seconded by Bittner

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

C. 25-228 Ordinance to Amend Chapters 1-2-1 of the Municipal Code, Fees (Tabled from November 17, 2025 meeting)

Summary: This ordinance updates the City's master fee schedule by increasing some fees, including short-term rental licenses, a new harbor sludge tipping fee that can be charged to the Army Corps of Engineers, and restructuring how building permit fees.

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

Motion made by Wachowski, seconded by Petri to adopt the ordinance with the amendment of a \$2500 cap on residential projects and \$100,000 cap on commercial projects for inspection fees.

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

D. 25-253 Resolution Adopting City of Two Rivers Social Media Policy

Summary: This resolution adopts the City of Two Rivers' Social Media Policy, establishing clear guidelines for the use, administration, and public interaction on all official City social media platforms. This policy is intended to ensure consistent, lawful, and transparent communication while complying with public records requirements and moderation standards.

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote

Motion made by D. LeClair, seconded by Derby

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

11. CITY MANAGER'S REPORT

The City Manager reported that City crews recently plowed the Mariners Trail as part of a pilot program to evaluate whether the trail can be maintained safely and efficiently during winter months. He noted this may be the first time the trail has been plowed in many years. The trail will be a low priority compared to streets and sidewalks, may often remain slushy or snow-covered, and will only be addressed after higher-priority snow removal is completed. He emphasized that the work will not generate overtime and that staffing responsibilities between departments remain flexible. The program is intended as a trial and is not a permanent commitment.

The City Manager also reported on Cool City Christmas, stating that despite very cold temperatures, the event had strong participation. He noted that at least 350 children and their families attended downtown activities, visited Santa, and participated in the event. This marked the third year of Cool City Christmas, and he stated it appears to be becoming a well-established holiday tradition.

12. FOR INFORMATION ONLY

- City Council Work Session, Monday, December 29, 2025- CANCELED
- City Council Regular Meeting, Monday, January 5, 2026, 6:00 PM
- Public hearing for a request for a Conditional Use Permit for the operation of self-storage units, located at Columbus Street, Parcel No. 202-201-010-9, in Industrial District I-2, submitted by Brian Backler, Monday, January 5, 2026, 6:00 PM

13. CLOSED SESSION

The City Council reserves the right to enter into Closed 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.

-- Pending or imminent litigation

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 City employees

Motion carried with a roll call vote.

Motion made by B. LeClair, seconded by Petri

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

14. RECONVENE IN OPEN SESSION

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

Motion carried with a voice vote

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

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 9:26 PM.

Motion carried with a voice vote.

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

Respectfully submitted,

Amanda Baryenbruch
City Clerk