



# CITY COUNCIL MEETING

Monday, January 20, 2025 at 6:00 PM

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

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## 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

**ALSO PRESENT:** Jeff Dawson, Library Director; Mike Mathis, Parks and Recreation Director; Kassie Paider, Finance Director; Matt Heckenlaible, Public Works Director; Joe Metzen, Tourism Director; Dave Murack, Fire Chief; Rick Powell, IT Supervisor; Brian Dellemann, Electric Utility Director; Ben Meinnert, Police Chief; Sean Griffin, City Attorney via phone, and Greg Buckley, City Manager

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

Motion made by Wachowski, seconded by Derby to approve councilmembers B. LeClair and Bittner to participate in this meeting from a remote location.

Motion carried with a roll call vote.

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

### 5. PUBLIC HEARING

### 6. INPUT FROM THE PUBLIC

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski stated that he received the following concerns: sidewalks on the southside, an email about the arboretum, and was contacted about the planned construction on Memorial Drive and the concern for business access during that project.

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

Councilmember D. LeClair reported on the Main Street Board stating they are teaming up with the new business Inky Blues for art in downtown. The Design Committee provided input to Plan Commission on Taco Bell and the design. The Board is working on banner art and the yarn bomb projects for 2025.

Councilmember Wachowski reported on the Advisory Recreation Board, stating that Parks and Recreation Director Mike Mathis provided the Board an update of department goals for 2025. One of their goals is looking to grow within themselves as a team and growing the programs; along with addressing beach parking. He congratulated the Parks and Recreation Director on being awarded the grant for Neshotah Park.

Councilmember Shimulunas reported on the Finance and Personnel Committee stating a new comp time policy was set in 2024, requiring that all comp time be taken as time off or pay in the year it is earned. A resolution will be coming to Council from the committee, regarding room tax payments for short-term rentals.

Council President Stechmesser reported on the City Manager Recruitment and Selection meeting reporting it was a good informational meeting.

## 9. CITY MANAGER'S REPORT

### A. Invited Guests

### B. Status Update/Reports

#### 1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: City Manager – first meeting of selection committee with search consultants completed; City Planner/Community Development Director – accepting applications; Certified Water Operator – accepting applications; Recent Hires: Police Clerk/Evidence Custodian – announcement pending.

#### 2. Recent Recognition of Police Officer (Former DNR Warden) Alek Henseler with Wisconsin Conservation Warden Valor Award

Mr. Buckley reported on January 10th 2025, one of the TRPD's newer officers, Alek Henseler, received the Wisconsin Conservation Warden Valor Award which was presented by Chief Conservation Warden Casey Krueger and Wisconsin Governor Tony Evers. Alek was previously employed as a Wisconsin DNR Warden. In July of 2022 Alek conducted a traffic stop and was violently attacked by the operator. As the award states, Alek "is awarded this certificate in recognition of his extraordinary heroism while being fully aware of imminent threat to his personal safety while conducting a traffic stop on July 15, 2022, which would ultimately turn into a fight for your life." Alek was commended for his bravery and courage during the incident.

#### 3. April 2025 Council Election Candidates

Mr. Buckley reported five candidates for City Council have filed nomination papers that have been reviewed and approved by the City Clerk. Candidates are selected at random for ballot placement and will be listed in the following order: Andre Robitaille, Tim Petri (incumbent), Jeff Dahlke, Scott Stechmesser (incumbent), Bill LeClair (incumbent).

#### 4. Election Updates: Spring Primary, February 18, 2025

Mr. Buckley reported that voters can visit MyVote to request an absentee ballot by mail. Absentee ballots will begin to be mailed on Tuesday, January 28. In-Person Absentee Voting at City Hall begins Tuesday, February 4, and ends Friday, February 14. Voting will be during regular business hours with an exception of Friday, February 14, until 5:00 PM.

#### 5. Winter Sidewalk Clearing

Mr. Buckley reported that snow and ice must be removed from any public sidewalk within 24 hours from the time when the snow ceases to fall. For corner lots, this includes the sidewalk and any ramps. Do not shovel or blow snow into the street, or onto a neighboring property without the owner's permission.

6. Winter Parking Ban

Mr. Buckley reported that enforcement of the winter parking ban remains on hold.

7. Explore Two Rivers: New Marketing Materials

a. 2025 Manitowoc/Two Rivers Visitor Guide

Mr. Buckley reported the Visitor Guide in collaboration with Visit Manitowoc has been printed for 2025. Tourism Director addressed the new Visitor Guide with the Council.

b. Hike, Bike, & Paddle Brochure

Mr. Buckley reported brochures have been printed and are available highlighting outdoor recreation in the area. Mr. Metzen presented the Council with copies and offered comments.

8. Parks & Recreation Department and Grace Congregational Church receive

Forestry Focused Grant from, "Faith in Place" environmental organization

Parks and Recreation Director Mike Mathis reported that Grace Congregational Church and the Parks & Recreation Department have worked together to apply for a forestry focused grant from "Faith in Place", a faith based environmental organization. Grace Congregational will be receiving \$15,931 for the project. Funding will be used to plant 20 trees at Washington Park, support a forestry track Youth Apprentice position that will work with Parks & Recreation for the year, and cover additional administrative and planting costs. At least 15 dead or dying trees were removed from Washington Park in the last year.

9. Lead Water Service Lateral Replacement, 2024-25 Contract

Mr. Buckley reported on the status of the project stating: 74 – public water services replaced; 51 – public sewer laterals replaced; 13 – private water services replaced; 9 – private sewer laterals replaced. The contractor has paused construction for the cold winter days/nights and as such, there will be no updates until the weather warms up.

10. Sandy Bay Highlands Subdivision Phase 3

Mr. Buckley reported the contractor is braving the cold temperatures and has completed all of the sanitary sewer mainline and lateral work, all of the water main and water service work, & all of the storm sewer mainline and storm lateral work. Since the frost has penetrated a good 12-inches into the roadway area, the contractor is opting not to continue with the road grading and graveling until the weather warms up. The contractor will be working on the rough excavation of the stormwater management features (dry pond and bio-filters) in the upcoming weeks.

11. Community and Economic Development Update

Mr. Buckley did not provide an update.

12. Brief Report on Tax Incremental Financing Districts in Two Rivers

Mr. Buckley reported the city has 12 active tax incremental districts (TID's). In terms of area, they cover a total of 486.11 acres, 12.47% of the city's total land area of about 3,897 acres. Nearly 2/3 of the acreage contained in TID's is made up of two TID's that were created for "greenfield" industrial development: Eggers Industries TID 9 (76.4 acres) and Woodland Industrial Park TID 14 (229.05 acres). The other TID's cover about 181 acres, or 4.6 percent of the city's land area. The equalized valuation (EV) of the increment being captured these TID's is \$42.2 million, about 4.6 percent of the city's total EV of \$918.8 million; the average for all WI municipalities is 7.2 percent.

13. Upcoming Events

- a. Coffee with a Cop, 8:30 AM, Monday, January 27, 2025 at The High Lift coffee shop;  
10:00 AM, Wednesday, February 5, 2025 at the Two Rivers Senior Center

- b. Two Rivers Parks and Recreation, "Zumba Classes," Wednesdays, January 22 through March 5, 2025, 5:30-6:30 PM at the Community House
  - c. Public Information Meeting on 2025 Harbor/16th/Emmet Street Project, Thursday, January 30, 2025, 5:00 PM - 6:30 PM, City Hall Council Chambers
  - d. Knights of Columbus, "Cornhole Tournament," Saturday, February 1, 2025, 8:00 AM - 4:00 PM, in the Community House Gym
  - e. Two Rivers Historical Society Fundraiser, "Polka Bowl," Sunday, February 2, 2025, 11:30 AM - 6:00 PM, at Sepia Chapel
  - f. Two Rivers Business Association Fundraiser, Saturday, February 8, 2025, 6:00 PM - 9:00 PM at Sepia Chapel
12. Other

C. Legislative/Intergovernmental Update

**10. CONSENT AGENDA**

**A. 25-009** Presentation of Minutes  
City Council Regular Meeting, January 6, 2025

Recommended Action:  
Motion to waive reading and adopt the minutes

**B. 25-010** Minutes of Meetings

- 1. Personnel and Finance Committee, October 24 & 29, 2024 and January 9, 2025
- 2. Library Board, December 10, 2024
- 3. Environmental Advisory Board, December 17, 2024
- 4. Room Tax Commission, December 30, 2024
- 5. Public Utilities Committee, January 6, 2025
- 6. Public Works Committee, January 8, 2025
- 7. Advisory Recreation Board, January 8, 2025
- 8. City Manager Recruitment and Selection Committee, January 9, 2025
- 9. Plan Commission, January 13, 2025

Recommended Action:  
Motion to receive and file

**C. 25-011** Board and Committee Recommendations Requiring Council Action

- 1. Plan Commission, January 13, 2025 -- Set a public hearing on application for a Conditional Use Permit application for Taco Bell with drive-through at Washington Street

Recommended Action:  
Motion to Set the Public Hearing for Monday, February 3, 2025 at 6:00 PM

**D. 25-012** Department Reports, December 2024

- 1. City Clerk
- 2. Electric
- 3. Inspections
- 4. Library
- 5. Parks & Recreation
- 6. Public Works
- 7. Safety
- 8. Water
- 9. Tourism

Recommended Action:  
Motion to receive and file

- E. 25-013** Applications and Petitions  
1. Application for Appointment of Agent change for Ultra Mart Foods, LLC dba Pick n' Save

Recommended Action:  
Motion to approve the application and authorize issuance of the license

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

## **11. CITY COUNCIL - FORMAL ITEMS**

- A. 25-014** Resolution Upon Retirement for Lisa Kuehn

Recommended Action:  
Motion to read and adopt the resolution

Motion carried with a roll call vote.

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

- B. 25-015** Consideration of Professional Services Agreement With Stantec Consulting Services for Grant-Funded Project, "Creating a Resilient Waterfront Parkland," Addressing Long-Term Planning for Shoreline Resiliency and Enhanced Public Access/Use of the Public Lakefront from the Harbor South Past the City Limits to the Vicinity of the Chamber of Commerce Property

Recommended Action:  
Motion to authorize the City Manager to execute the contract on behalf of the City

Motion carried with a roll call vote.

Motion made by Brandt seconded by Derby to table this item to the 1/27/2025 City Council Work Session.  
Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

- C. 25-016** First Amendment to Real Estate Purchase Option Agreement with Hawk Energy Storage, LLC, Regarding Possible Purchase of Property at Woodland Industrial Park for Battery Energy Storage System (BESS) facility

Recommended Action:  
Motion to authorize the City Manager and City Clerk to sign the Amendment on behalf of the City

Motion carried with a roll call vote.

Motion made by Shimulunas seconded by D. LeClair to authorize the City Manager and City Clerk to execute the First Amendment to Real Estate Option Agreement and First Amendment to Memorandum of Real Estate Purchase Option Agreement as presented but with the addition of the stated amendment to Section 13.

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

- D. 25-017** Ordinance Amending Section 2-1-5 B(3) of the Code of Ordinances, to Allow the City Council to Designate by Resolution Alternate Locations for Central Count for Elections

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

Motion made B. LeClair by seconded by Bittner.

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

- E. 25-018** Resolution Urging State Legislation to Require On-Line Booking Platforms to Provide More Detailed Information on Room Taxes Collected in and Remitted to the City

Recommended Action:

Motion to read and adopt, as recommended by the Personnel and Finance Committee

Motion carried with a voice vote.

Motion made by D. LeClair seconded by Shimulunas

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

**12. FOR INFORMATION ONLY**

- A. City Council Work Session, Monday, January 27, 2025, 6:00 PM
- B. City Council Regular Meeting, Monday, February 3, 2025, 6:00 PM
- C. City Council Regular Meeting, Monday, February 17, 2025, 6:00 PM
- D. Council Listening Session, Wednesday, February 19, 2025, 6:00 PM at Lester Public Library

**13. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:25 PM.

Motion carried with a voice vote.

Motion made by Wachowski seconded by Derby.

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

Respectfully submitted,

Amanda Baryenbruch  
City Clerk