



# CITY COUNCIL MEETING

Monday, November 04, 2024 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

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

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL BY CITY CLERK

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

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

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

None.

At this point in the meeting, the Council President requested that the City Council consider Agenda item 9.A. Invited Guest out of order. There being no objections, the Council proceeded to Item 9A. See note on this Agenda Item.

#### 1. Introduction and Swearing in of New Two Rivers Fire Department Firefighter/Paramedic of Hunter Decker.

Fire Chief Murack introduced Firefighter/Paramedic Hunter Decker and was sworn in by Deputy City Clerk Lisa Kuehn and congratulated by the Council.

#### 2. Introduction and Swearing in of New Two Rivers Fire Department Firefighter/Paramedic of Nathan Sekora

Fire Chief Murack introduced Firefighter/Paramedic Nathan Sekora and was sworn in by Deputy City Clerk Lisa Kuehn and congratulated by the Council.

#### 3. Introduction and Swearing in of New Two Rivers Police Department Patrol Officer Nicholas Reif

Police Chief Ben Meinnert introduced Patrol Officer Nicholas Reif and was sworn in by Deputy City Clerk Lisa Kuehn and congratulated by the Council.

### 5. PUBLIC HEARING

#### A. Public Hearing on an Ordinance to Amend Zoning Code Section 10-1-15 G(4)(b) "Height and Area Exceptions," to Allow Produce Gardens as a Permitted Use Within Front Yards

Recommended Action:

Council discretion; Plan Commission vote tied 3-3 on motion to recommend approval

The first call of the public hearing was opened by Council President Stechmesser. The following addressed the Council.

--Andre Robitaille (2313 Jefferson Street) stated to the Council the view of many planters do not look great and expressed concern about how enforcement would be addressed.

--Council President Stechmesser read a letter from Tracey Koach (3411 Parkway Blvd) that voiced support for the ordinance change to include produce gardens in front yards.

The second call of the public hearing was opened by Council President Stechmesser. No one addressed the Council.

The third and final call of the public hearing was opened by Council President Stechmesser. No one addressed the Council.

Motion failed with a roll call vote. Motion made by Wachowski, seconded by Shimulunas to deny the ordinance amendment. Voting Yea: Shimulunas, Wachowski. Voting Nay: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Stechmesser. Motion failed 7-2.

Motion carried with a roll call vote. Motion made by B. LeClair, seconded by Brandt to adopt the ordinance and accept a friendly amendment to include the vision clearance restrictions. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Stechmesser. Voting Nay: Shimulunas, Wachowski.

**B. NOTE: No Hearing on Re-Zoning of 1509 19th St-- Applicant Withdrew Application**

## **6. INPUT FROM THE PUBLIC**

--Jeff Dahlke (3727 Adams Street) expressed his concerns regarding absentee ballots, the Short Term Rentals petition and concern regarding the actions of a Councilmember in follow up to the Council's receipt of the petition, and a possible walking quorum of councilmembers on the light pollution concern at the Robitaille residence. He also presented the councilmembers a citizen note regarding the Vande Brohe Arboretum.

--William Otto (1800 Jefferson Street) expressed safety concerns on uneven sidewalks and sidewalks under construction..

--Andre Robitaille (2313 Jefferson Street) expressed his concern regarding a possible walking quorum of the Council and the purpose of the short term rental petition of 79 residents, and concern regarding the actions of a Councilmember in follow up to the Council's receipt of the petition. He recommended that the Council hold a town hall forum and encourage engagement from the community on the subject of short term rentals.

--Richard Casey (2403 Pinetree Dr.) stated that he likes the idea of front and side yard gardens. He suggested widening sidewalks on one side of city streets to make safer, bike friendly trails.

--John Gomez (2023 Garfield St.) stated that he wishes for the City to leave the traditional Neshotah Park alone as is with open space. The restrooms do need to be fixed up.

--Dan Tegen (1527 Deerbrook Dr.) stated the Facebook comments regarding the Blue Heron agreement are not true.

## **7. COUNCIL COMMUNICATIONS**

Letters and other communications from citizens-Councilmember Derby reported on a letter received by the Manitowoc County Lakeshore UU Fellowship Environment Team.

Councilmember Wachowski stated that he received resident concerns on the former UniMart property on Washington Street, front yard garden ordinance update, code of conduct of councilmembers, a department public works safety concern, and a council member going door to door to speak with residents that signed the short term rental petition.

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

Councilmember Wachowski reported that the Personnel & Finance Committee met with the Blue Heron Condo Association to discuss the proposed services agreement

Councilmember Shimulunas reported that the department heads are doing an excellent job working on their 2025 budgets.

Councilmember D. LeClair reported on Main Street's trick-n-treat event, the upcoming Wayzgoose event at Hamilton Wood Type Museum, holiday parade and the Shop Small event all of November.

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

### **A. INVITED GUESTS**

*Note: Item 9A 1, 2, 3 moved to after item 4.*

4. Diane Johnson and Kyle Korinek, Two Rivers Public Schools, Regarding Community Summit and the District 3-year Strategic Plan.

Diane Johnson and Kyle Korinek, Two Rivers Public Schools shared the launch of the district's three year strategic plan, a comprehensive roadmap designed to guide the district toward excellence. The plan reflects collective insights from students, families, and community stakeholders, who gathered together to honor traditions, discover opportunities and define priorities for the district. The strategic plan includes updated vision, mission and value statements that serve as guiding principles to shape the culture and direction.

### **B. Presentation on 2025 Proposed City Budget**

Mr. Buckley provided an overview of the Proposed 2025 City Budget.

### **C. Status Update/Reports**

#### **1. Staffing Updates**

Mr. Buckley reported on the ongoing recruitment: City Planner/Community Development Director – accepting applications. In addition, the City Manager Search Committee meets for video interviews on Wednesday with two firms who have submitted proposals to assist in the City Manager search and selection efforts. Funds for the search and other expenses associated with hiring a new City Manager are included in the proposed 2025 City Budget.

#### **2. Congratulations to Senior Center Supervisor, Heather Ihlenfeldt and Parks and Recreation Director, Mike Mathis on Being Recognized Among the Chamber of Commerce Manitowoc County, "Future 15"**

Mr. Buckley and councilmembers congratulated Senior Center Supervisor, Heather Ihlenfeldt and Parks and Recreation Director, Mike Mathis.

#### **3. General Election- Tuesday November 5, 2024**

--Report on Absentee Voting in Advance of the Election

--Reminder: Polls Open 7:00 AM to 8:00 PM on Election Day

Mr. Buckley reported In Person Absentee voting ended Friday, November 1 at 5:00 pm and that 2,889 ballots had been returned by that time, between in-person voting and mailed absentee ballots; that's about 45% of registered voters, who numbered over 6,100 as of last Friday. Residents still have until 8:00pm on Election Day to return their mail-in ballots to the City Hall Drop Box at the Customer Service counter.

#### 4. Roosevelt Avenue Reconstruction

Mr. Buckley reported the construction has been completed (sanitary sewer, storm sewer, water main, private sanitary, water and storm, new pavement, reduction of parking, and realignment of intersections).

#### 5. Lead Lateral Replacement 2024-25 Contract

Mr. Buckley reported that the work is well underway on in the north central area of the City, on 32nd, 33rd and 34th Streets between Tannery Road and Adams Street.

#### 6. Sandy Bay Highlands Phase 3 Development

Mr. Buckley reported the contractor mobilized the week of October 21 to cut trees, removed brush, removed stumps, install erosion control and wetlands protection. The Rawley Point Trail will be closed due to construction to be reopened Spring 2025. The underground Utility work began the week of October 28 and the sanitary sewer is up Orchard Lane from Lake Breeze Way to Rawley Court

The final Plat was approved by both Manitowoc County and the State of Wisconsin and needs to be reviewed by City Engineer with a report to have the Plan Commission approve and recommend approval to City Council. Final signing and recording of the Final Plat.

#### 7. Local Development Activity

Mr. Buckley reported on the proposed new market rate 52-unit apartments at 3000 Forest Avenue.

#### 8. Update to City Forestry Page on Website

Mr. Buckley called upon Mike Mathis, Parks and Recreation Director to give an update on the Forestry Department who manages the city's urban forest, focusing on the health, safety, and sustainability of public trees. This includes planting, pruning, and removing trees, addressing safety concerns, and implementing long-term plans to enhance and expand the city's tree canopy. Additionally, the department works on environmental conservation, storm water management, and improving community well-being through tree maintenance and planting initiatives.

The website also educates residents about the importance of trees, manages threats like the Emerald Ash Borer (EAB), and responds to residents' concerns about terrace and public trees. In 2023, an Urban Forestry Management Plan and Tree Inventory Analysis was completed to provide a comprehensive strategy for our urban forest.

#### 9. City Staff will be Preparing Recommended Amendments to Ordinance on Licensing of Short Term Rentals for Consideration at the November 18 or November 25 Meeting (Follow-up to Discussions at October 28, 2024 Work Session)

#### 10. Upcoming Events

- a. Two Rivers Utilities Food Drive, November 4-15, 2024
- b. Wayzgoose Printers Workshop at Hamilton Wood Type & Printing Museum, November 8-10
- c. Two Rivers Senior Center Thanksgiving Community Meal, Thursday, November 28, 2024, at 12:00 PM
- d. Cool City Christmas Tree Decorating Contest, November 22 – 24, 2024
- e. Two Rivers Main Street Shop Small November
- f. Two Rivers Main Street Hometown Christmas Parade, Saturday, November 30, 2024
- g. Lester Public Library November Programs

#### 11. Other

- D. Legislative/Intergovernmental Update  
None.

## 10. CONSENT AGENDA

- A. Minutes of Meetings
  1. Public Works Committee, October 2, 2024
  2. Joint Meeting Room Tax Commission & Explore Two Rivers Board of Directors, October 17, 2024
  3. Architectural Control Committee, October 29, 2024

Recommended Action:  
Motion to receive and file
- B. Summary of Verified Bills for the Month October 2024 for \$2,113,729.93  
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 Shimulunas, seconded by B. LeClair. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

## 11. CITY COUNCIL - FORMAL ITEMS

- A. Authorization to Extend Certain Project Deadlines for Previously-Authorized Downtown Area Facade Grants
  1. The Hook Lanes and Games, 1916 Washington Street: Extend Completion Deadline to June 30, 2025 and Financial Reporting Deadline to July 31, 2025
  2. Kouba Building, 1606 Washington Street: Extend Completion Deadline to June 30, 2025 and Financial Reporting Deadline to July 31, 2025
  3. Pop-Start Restaurants, LLC, 1033 22nd Street: Extend Deadline for Closing on Project Property to October 11, 2024

Recommended Action:  
Motion to authorize the various extensions identified above, as recommended by the City Manager

Motion carried with a roll call vote.

Motion made by Wachowski, seconded by Petri. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski
- B. Notification of Receipt of State-Approved Plat for Sandy Bay Highlands Subdivision Phase 3  
Recommended Action:  
Motion to refer to the Plan Commission and City Engineer for Review and Recommendation

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

- C. Consideration of Letter of Agreement with Blue Heron Condominium Association, Pertaining to Fall Leaf Collection from Private Streets in That Development for 2024 Only (Interim Agreement, Pending Finalization of 10-Year Services Agreement)

Recommended Action:

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

Motion carried with a roll call vote.

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

**12. FOR INFORMATION ONLY**

- A. Personnel & Finance - Review of Budget, Tuesday, November 5, 2024, 8:00 AM
- B. Personnel & Finance and City Manager Recruitment and Selection Committee Joint Meeting- City Manager Search Consultant Interviews, Wednesday, November 6, 2024, 6:00 PM
- C. Joint Meeting- Personnel & Finance and Public Utilities- Budget Review, Thursday, November 7, 2024, 6:00 PM
- D. City Council Regular Meeting, Monday, November 18, 2024, 6:00 PM
- E. City Council Work Session Meeting and Hearing on 2025 City Budget, Monday, November 25, 2024, 6:00 PM

- 13. **CLOSED SESSION** The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session--Discuss property acquisition matters.

- Discuss property sale matters - industrial park property
- Discuss possible assistance to development projects
- Discuss matters pertaining to Agreement for Sale of Real Estate with Wine Not LLC at 2023 Washington St
- Discuss property acquisition matters

Motion carried with a roll call vote.

Motion made by B. LeClair, seconded by Derby to convene in closed session at 8:44 PM. 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 B. LeClair, seconded by Bittner to reconvene in open session at 9:42 PM. Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski.

Motion by B. LeClair, seconded by Petri, the City Council is not interested at this time in purchasing the swim club property, but will be willing to put the issue of property tax support for pool operations on a future ballot for a referendum vote, following the receipt of a feasibility study.

Motion carried with a voice vote. 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 at 9:44 PM.

Motion carried with a voice vote.

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

Respectfully submitted,  
Lisa Kuehn  
Deputy City Clerk