



## 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, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Scott Stechmesser

ABSENT: Bonnie Shimulunas, Adam Wachowski

**ALSO PRESENT:** Dave Dassey, IT Manager; Ben Meinnert, Police Chief; Sean Griffin (via phone), City Attorney; Mike Mathis, Parks and Recreation Director; Matt Heckenliable, Public Works Director; and Kyle Kordell, City Manager

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

None.

### 5. INTRODUCTION OF INVITED GUESTS

#### A. Oath of Office for Firefighter/Paramedic Nolan Zarn

The City Clerk administered the Oath of Office for Firefighter/Paramedic Nolan Zarn followed by badge pinning.

#### B. Dean Hirvela American Legion Post 165, 2026 Memorial Day activities on May 25<sup>th</sup>.

### 6. INPUT FROM THE PUBLIC

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

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from residents

City Attorney Sean Griffin – Reported that Mr. Jayes distributed a communication regarding sidewalk issues. Councilmember Wachowski issued a reply-all response to recipients and indicated that he had contacted the Public Works Director. The communication was read into the record in accordance with the Wisconsin Open Meetings Law. No formal action was taken.

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

Councilmember Derby reported on the Library Board reporting there is a new president and vice-president, and two new members are joining next month.

**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 and separate vote by any City Council member.

**A. 26-061 Presentation of Minutes**

1. City Council Regular Meeting, March 17, 2026
2. City Council Regular Meeting, April 6, 2026

**B. 26-062 Minutes of Meetings**

1. Library Board, March 10, 2026
2. Explore Two Rivers Board of Directors, March 10, 2026
3. Room Tax Commission, March 24, 2026
4. Architectural Control Committee, March 27, 2026
5. Public Works Commission, April 1, 2026
6. Public Utilities Commission, April 6, 2026
7. Committee On Aging, April 6, 2026
8. Board of Municipal Canvassers, April 8, 2026
9. Plan Commission, April 13, 2026
10. Advisory Recreation Board Meeting, April 15, 2026

**C. 26-063 Proclamation for Line Worker Appreciation Day, April 18, 2026**

**D. 26-064 Proclamation of Arbor Day, April 25, 2026**

**E. 26-069 City Manager Recommended Appointments and Re-Appointments to City Advisory Boards, Commissions, and Committees**

**Summary:** Submitted for Council approval is the City Manager's list of recommendations for appointments and reappointments to various City advisory boards, commissions, and committees. These include both new members and current members proposed for continued service.

**RECOMMENDED ACTION FOR CONSENT AGENDA**  
**Motion to approve the Consent Agenda as presented**

Motion carried with a voice vote.

Motion made by B. LeClair seconded by Brandt to approve the consent agenda and remove items 26-065, 26-066, 26-067, 26-068 to the formal items.

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

**10. CITY COUNCIL - FORMAL ITEMS**

**A. 26-065 Authorization to Waive Ordinance, Section 7-1-5 "Parking in parks" and Section 7-1-6 "Park closing hours," to Allow the Parks and Recreation Event, "Great Neshotah Beach Campout" for One Night, August 29-30, 2026**

Motion carried with a roll call vote.

Motion made by Bittner, seconded by Brandt to waive the ordinance for one night, August 29-30, 2026

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

**B. 26-066 Resolution Authorizing 2026/27 DNR Stewardship Grant Application in Support of Riverside Park Phase 2**

**Summary:** This resolution authorizes the City to apply for and administer DNR outdoor recreation grant funding that will support Phase 2 of Riverside Park improvements, as identified in the Riverside Park Master Plan approved by City Council on July 1, 2024.

Motion carried with a roll call vote

Motion made by D. LeClair, seconded by Brandt to adopt the resolution  
Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Stechmesser

**C. 26-067 Resolution Authorizing 2026/27 DNR Non-Point Source and Storm Grant Application**

**Summary:** This resolution authorizes the City to apply for and manage DNR grant funding for stormwater and pollution control projects, including executing all required agreements and compliance activities. If funding is awarded, it would be directed towards continuing the storm water management improvements that have been planned with Stantec along Mariners Trail.

Motion carried with a roll call vote.

Motion made by Bittner, seconded by Petri to adopt the resolution  
Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Stechmesser

**D. 26-068 Service Release Agreement with Wisconsin Public Service for Van der Brohe Arboretum Electric Well Service at 3800 Lincoln Avenue**

**Summary:** A service release agreement with Wisconsin Public Service that allows City Utilities to provide electric service to the well located at the Van der Brohe Arboretum. The agreement helps avoid duplication of infrastructure while maintaining WPS's ability to serve the area in the future.

Motion carried with a roll call vote.

Motion made by Petri, seconded by Derby to approve the service release agreement  
Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Stechmesser

**E. 26-070 Ordinance to Amend Chapter 4-1-4 of the City of Two Rivers Municipal Code Regulating the Construction and Repair of Sidewalks**

**Summary:** The proposed ordinance amends the City's authority to complete sidewalk repair and replacement when property owners do not, with costs assessed back to the property owner in accordance with State law. It also allows the City to perform this work directly with City crews or through competitive bidding to improve efficiency and consistency. This proposal supports a more coordinated, practical approach to sidewalk maintenance that can enhance results and is expected to reduce overall costs.

**Recommended Action:**

Motion to waive reading and adopt the ordinance based on the recommendation of the City Manager

Motion carried with a roll call vote.

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

**F. 26-071 Ordinance to Amend Sections 6-11-1 and 6-11-3 of the Municipal Code of the City of Two Rivers regarding Room Taxes**

**Summary:** The proposed ordinance applies the City's 8% room tax to short-term RV and camper stays, consistent with existing authority under State law. It also establishes separate reporting requirements for RV/camper revenue to improve the tracking of tourism revenue activity. This update is intended to ensure fair and consistent application of the room tax across lodging types and help stabilize tourism-related revenues moving forward.

**Recommended Action:**

Motion to waive reading and adopt the ordinance based on the recommendation of the City Manager

Motion carried with a roll call vote.

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

**G. 26-072 Application for Landscaping / Tree Removal License for Stangel's Tree Service at 1216 Washington Street, Manitowoc**

**Summary:** The City has received an application for a landscaping-tree removal license from Stangel's Tree Service, along with a written commitment to comply with City ordinances related to the parking and storage of commercial vehicles and equipment. The applicant indicates that all business equipment will be stored in Manitowoc, including all RV's, trailers, and trucks.

**Recommended Action:**

Motion to approve the license based on the recommendation of the City Manager

Motion carried with a voice vote.

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

**H. 26-073 Lease Agreement between the City of Two Rivers and Kevin Last for Parking Lot Rental at 1308 19th Street**

**Summary:** The proposed lease authorizes the City to lease to Mr. Kevin Last the City-owned parking lot at 1308 19th Street. The agreement provides for a one-year initial term beginning May 1, 2026, at a monthly rate of \$350, with options for two additional one-year renewals.

**Recommended Action:**

Motion to approve the lease agreement based on the recommendation of the City Manager

Motion carried with a roll call vote.

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

**13. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:02 PM.

Motion carried with a voice vote.

Motion made B. LeClair by seconded by Petri

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

Respectfully submitted,

Amanda Baryenbruch  
City Clerk