



**MINUTES**

**1. CALL TO ORDER**

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, Community Development Director Jeff Sachse, Public Works Director Matt Heckenlaible, Fire Chief Dave Murack, Electric Utility Director Brian Dellemann, Tech Manager Dave Dassey, Tourism Director Joe Metzen, Incoming Tourism Director Caitlyn Meola, City Manager Kyle Kordell, City Attorney Sean Griffin (via telephone)

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

None.

**5. INTRODUCTION OF INVITED GUESTS**

**A. 26-046 Proclamation Honoring the Legacy of Kay Koach for an Extraordinary Lifetime of Service to the City of Two Rivers**

City Manager Kyle Kordell and City Council formally honored long-time public servant Kay Coach with a proclamation and "Key to the City" plaque for her decades of leadership and community involvement.

**B. Room Tax Commissioner Curt Andrews**

Room Tax Commissioner Curt Andrews, representing the Room Tax Committee and the Explore Two Rivers Board, provided an update on the economic impact of tourism in the community. Highlighting results from a survey of 49 local businesses, Andrews noted that 100% believe tourism contributes to the area's economic health, with over 61% stating they could not remain open without visitor revenue. Between 2022 and 2025, over **\$1.25 million** was collected in room tax, with 30% (\$370,790) going directly to the city's general fund and an additional \$236,000 allocated to local tourism projects and marketing. Andrews concluded by encouraging residents to act as "Two Rivers Ambassadors" to promote a positive city brand and foster further economic growth.

**6. PUBLIC HEARING**

**A. 26-047 Public Hearing on an Ordinance to Amend Section 10-4-13-A(1) of the City of Two Rivers Municipal Code Entitled "Signs not requiring a permit" to Regulate the Use of Construction and Alteration Signs**

**Summary:** The City Council will hold a public hearing on a proposed amendment to Section 10-4-13, "Signs Not Requiring a Permit," to better regulate contractor construction signs. The Plan Commission reviewed this item and unanimously recommended approval at its March 9, 2026 meeting, following prior discussion and consensus to establish a more limited display timeframe. The amendment revises existing code, which currently allows contractor signs for up to 60 days annually, to instead require removal within 30 days after construction is completed or prior to occupancy, whichever occurs first. This change provides clearer enforcement standards and helps maintain neighborhood appearance while still allowing signs during active construction.

Council President Stechmesser opened the first call for public input on the public hearing. No one spoke. Council President Stechmesser closed the first call and opened the second call for public input on the public hearing. No one spoke. Council President Stechmesser closed the second call and opened the third and final call for public input on the public hearing. No one spoke. Council President closed the third and final call.

**Recommended Action:**

Motion to waive reading and adopt the ordinance

Motion made by B. LeClair, seconded by Derby

Motion carried with a roll call vote.

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

**7. INPUT FROM THE PUBLIC**

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

None.

**8. COUNCIL COMMUNICATIONS**

Letters and other communications from residents

Council members addressed several community concerns and recognitions. Discussion included a resident's inquiry regarding tree stump removal at Neshotah Park and praise for the city's election organization, noting that City Clerk Amanda Baryenbruch and Police Chief Benjamin Meinnert were recently featured in a statewide magazine for their expertise in election security. Additionally, the council touched on a resident's letter regarding sidewalks, with councilmembers requesting future clarification on the new sidewalk pilot program and the specific costs to private citizens under the new repair model.

**9. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

Councilmembers shared reports from various committees, highlighting a successful "Bunny Breakfast" at the senior center that hosted approximately 300 attendees. The council recognized the retirement of Dave Casebeer from wastewater management after over 28 years of service, noting that Shawn Taddy will succeed him. Additionally, it was announced that the Environmental Protection Agency will visit later this month to conduct workshops with local businesses on leveraging the city's growth as a national recreational attraction.

## 10. 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. 26-048 Presentation of Minutes**

1. City Council Work Session, March 30, 2026

### **B. 26-049 Minutes of Meetings**

1. Room Tax Commission, December 10, 2025
2. Plan Commission, March 9, 2026

### **C. 26-050 Applications and Petitions**

1. Temporary Class "B" Beer License for Two Rivers Fish Derby, Inc, for Two Rivers Fish Derby and Festival, Friday, July 17, Saturday, July 18, and Sunday, July 19, 2026 at Walsh Field, 2201 Polk Street
2. Temporary Class "B" Beer and Class "B" Wine License for Heart-A-Rama for the Heart-A-Rama event on Thursday, April 23, Friday, April 24, Saturday, April 25, Thursday, April 30, Friday, May 1, and Saturday May 2, 2026 at the Community House, 1710 W Park Street

### **D. 26-051 Appointment of Tracey Koach to a three-year term on the Plan Commission beginning April 30, 2026 and expiring May 1, 2029**

### **E. 26-052 Resolution Authorizing Borrowing \$496,676 from WPPI Energy at 0% Interest for Critical Utility Infrastructure Projects\***

**Summary:** This Resolution authorizes the City to borrow \$496,676 from WPPI Energy at 0% interest to fund priority utility infrastructure and equipment projects, including electric meters, security upgrades, and generator repairs at the Water Filtration Plant. These investments are intended to enhance system reliability, improve facility security, and ensure critical backup power capabilities for essential water treatment operations.

\*This item was pulled from the Consent Agenda for formal review.

Motion made by Derby, seconded by B. LeClair to waive reading and approve the resolution.

Motion carried with a roll call vote.

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

### **F. 26-053 Official Newspaper Declaration and Bid**

**Summary:** On March 23, 2026 city staff received a rate schedule from the Herald Times Reporter (HTR Media/Gannett) outlining legal advertising costs for publishing council proceedings and official notices, including pricing based on column inches, insertion rates, and affidavit fees. Staff requests the City Council approve the designation of the Herald Times Reporter as the City's official newspaper for the publication of required legal notices and proceedings.

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

Motion Made by Wachowski, seconded by D. LeClair to remove Item E for formal review and approve the rest of the Consent Agenda.

Motion carried with a voice vote. All in favor.

## 11. CITY COUNCIL - FORMAL ITEMS

### **A. 26-042 Application for Facade Improvement Assistance by Cool City Motel, 3009 Lincoln Avenue**

**Summary:** Brian Conjurski, applicant for the Cool City Motel, requests a facade improvement grant not-to-exceed \$17,536 for replacing 28 exterior doors and locking systems on the property. The Conjurskis acquired the property in 2025 and are making considerable improvements to guest rooms and common areas in anticipation of the 2026 summer season. Reimbursement funds for this grant will come from TID #11 (St. Peter the Fisherman / Vinton Construction TID).

**Recommended Action:**

Motion to approve the application and award the grant as recommended by City Staff

Motion made by Wachowski, seconded by Brandt

Motion carried with a roll call vote.

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

### **B. 26-054 Application for Facade Improvement Assistance by Lighthouse Inn, 1515 Memorial Drive**

**Summary:** Jim Van Lanen Jr., applicant for the Lighthouse Inn, requests a façade improvement grant not-to-exceed \$10,000 for upgrading exterior lighting and signage on the property in preparation for the summer season. Reimbursement funds for this grant will come from TID #12 (Cobblestone Hotel / Sauve's Auto Service TID).

**Recommended Action:**

Motion to approve the application and award the grant as recommended by City Staff

Motion made by Wachowski, seconded by Derby

Motion carried with a roll call vote.

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

### **C. 26-055 New Combination Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Uncorked Book Lounge LLC at 1610 Washington Street for Agent Carrie Paczkowski for a period ending June 30, 2026**

**Summary:** The Uncorked Book Lounge will be a unique and welcome addition to downtown Two Rivers, offering a refined space that blends a love of literature with a vibrant social experience. This liquor license will allow Uncorked Book Lounge LLC to serve fermented malt beverages, liquor, and wine in their establishment.

**Recommended Action:**

Motion to authorize the City Clerk to issue the license pending approval of inspections and background check

Motion made by D. LeClair, seconded by B. LeClair

Motion carried with a voice vote. All in favor.

**D. 26-056 Competitive Bid Award for Contract 1-2026 for Water Main Improvements on State Highway 42/Lincoln Avenue in the Base Bid Amount of \$349,985, Plus a 10% Contingency, in the Total Amount Not-to-Exceed \$384,983.50**

**Summary:** A competitive bid opening on March 26, 2026 resulted in Vinton Construction Company being identified as the lowest responsible bidder for this community investment project at a cost of \$349,985. This water infrastructure project includes replacement of approximately 2,200 feet of main along STH 42/Lincoln Avenue. Funding will primarily be supported through the WDNR Safe Drinking Water Loan Program to maintain and improve critical water infrastructure.

**Recommended Action:**

Motion to award the contract to Vinton Construction Company of Manitowoc, based on its lowest qualified bid, in the amount of \$349,985.00

Motion made by Brandt, seconded by Bittner

Motion carried with a roll call vote.

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

**E. 26-057 Ordinance to amend Section 3-1-15 and Section 1-2-1 of the Municipal Code of the City of Two Rivers regarding Fire Department Third-Party ALS Lift Assist Fees**

**Summary:** The proposed ordinance formalized current procedures regarding a lift assist fee to address the growing number of non-injury EMS calls, including over 330 fall-related responses in 2025 and continued activity so far in 2026. A portion of these calls, particularly from licensed healthcare facilities, require no medical treatment or transport but still utilize City fire department personnel and equipment. This has a real impact on emergency readiness and generating non-reimbursable costs. The proposed ordinance would codify the current practice of billing third-party facilities \$250 per lift assist when no injury or medical necessity exists. This will place responsibility on organizations with trained staff and equipment on-site, instead of relying on the property taxpayer to lift patients that are under their care. This approach aligns with practices in other communities and supports cost recovery efforts while also maintaining response to true emergencies.

**Recommended Action:**

Motion to waive reading and adopt the ordinance

Motion made by Derby, seconded by Wachowski

Motion carried with a roll call vote.

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

**F. 26-058 Ordinance to amend Title 2, Chapter 2-4 of the Municipal Code of the City of Two Rivers regulating Municipal Judges and Title 1, Chapter 1-2 of the Municipal Code Regarding Municipal Court Fees**

**Summary:** This ordinance authorizes an adjustment from \$38 to \$48 for municipal court fees, as authorized by Wisconsin law, to help recover the cost of operating the City's court system. By ensuring that a greater share of court-related expenses are covered by users of the system rather than the General Fund, this reduces reliance on property tax dollars. In doing so, it supports the City's strategic goal of maintaining services while minimizing the financial burden on local taxpayers.

**Recommended Action:**

Motion to waive reading and adopt the ordinance

Motion made by Bittner, seconded by Derby

Motion carried with a roll call vote.

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

**G. 26-059 Code of Conduct for City of Two Rivers Elected Officials**

**Summary:** At its Work Session on March 30, 2026, the City Council reached consensus on a revised Code of Conduct for City elected officials that establishes clear expectations for ethical behavior, professional conduct, and interactions with City staff, the public, and fellow Council members. This updated version has been streamlined for clarity and usability, reducing the document from 14 pages to 4, which is more consistent with common practice among peer communities. While the previous version was thorough, it was overly detailed and included requirements such as sworn complaints, notarization, affidavits, and quasi-judicial hearing procedures that created unnecessary barriers and complexity. This new version returns to the basics. Nothing is weakened, but expectations are clarified by consolidating the policy into a format that is easier to understand, apply, and enforce.

**Recommended Action:**

Motion to waive reading and adopt the 2026 Code of Conduct

Motion made by Wachowski, seconded by Derby, to waive the reading and adopt the 2026 Code of Conduct, with the removal of the line under Section 6.A.1: "but Council Members should not use their devices during meetings for things not related to City business."

Motion carried with a roll call vote.

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

**H. 26-060 Professional Services Agreement with SafeStep LLC for Sidewalk Safety Services in the Amount Not-to-Exceed \$40,000**

**Summary:** This is a proposed pilot program for a new way for the City to manage its sidewalk replacement program. A proposed Professional Services Agreement with SafeStep LLC for sidewalk safety services in an amount not-to-exceed \$40,000. This program utilizes a cost-effective saw-cutting method to correct minor sidewalk trip hazards, allowing the City to address significantly more locations than traditional full replacement. The approach is expected to

improve ADA accessibility, reduce liability risk, and extend the life of existing infrastructure, while maximizing the impact of limited capital dollars.

**Recommended Action:**

Motion to waive reading and adopt the Safe Step Sidewalk agreement in the amount not-to-exceed \$40,000

Motion made by Derby, seconded by Petri

Motion carried with a roll call vote.

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

**12. CITY MANAGER'S REPORT**

City Manager Kordell reported ongoing efforts to improve operational efficiency and increase revenue. He addressed a resident's inquiry regarding tree grinding at Neshotah Park, confirming that the work would be completed in a single session for better efficiency. Additionally, he issued a reminder for the upcoming election day, providing polling locations and hours for residents. Finally, he warned that the state moratorium on winter utility disconnections ends on April 15, urging any residents behind on their bills to contact City Hall immediately to explore flexible payment plans and support programs.

**13. FOR INFORMATION ONLY**

- City Council Regular Meeting, Monday, April 20, 2026, 6:00 PM
- City Council Reorganizational Meeting, Tuesday, April 21, 2026, 5:30 PM
- City Council Work Session, Monday, April 27, 2026, 6:00 PM

**14. CLOSED 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 Derby to enter closed session at 7:34 PM.

Motion carried with a roll call vote.

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

**15. RECONVENE IN OPEN SESSION**

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

Motion carried with a voice vote to reconvene at 8:32 PM. All in favor.

Motion made by Bittner, seconded by Brandt to authorize a 3% raise to the City Manager effective April 1, 2026.

Motion carried with a roll call vote.

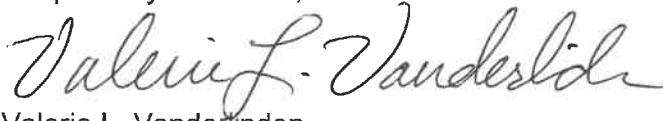
Voting Yea: Bittner, Brandt, Derby, D. LeClair, Stechmesser, B. LeClair

Voting Nay: Petri, Wachowski, Shimulunas

**16. ADJOURNMENT**

Motion carried with a voice vote to adjourn the meeting at 8:36 PM. All in favor.

Respectfully submitted,

A handwritten signature in cursive script that reads "Valerie L. Vanderlinden". The signature is written in black ink and is positioned above the printed name.

Valerie L. Vanderlinden  
Deputy City Clerk