



# CITY COUNCIL SPECIAL MEETING

Monday, December 23, 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 6:03 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

**Absent and Excused:** Adam Wachowski (arrived at 6:32 PM)

**ALSO PRESENT:** Kassie Paider, Finance Director; Matt Heckenlaible, Public Works Director; Dave Dassey, IT Assistant; Joe Metzen, Tourism Director; Andrew Adams, 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

### 5. PUBLIC HEARING

- A. Public Hearing on an Application for a Conditional Use Permit for Assisted Living, Congregate Housing, and a Residential Care Facility for the Elderly Located at 2500 Garfield Street, in the IPF Institutional/Public Facilities District, submitted by NHS 1 Hamilton Drive LLC (applicant and owner)

Recommended Action:

Following public hearing, motion to approve the conditional use permit as recommended by the Plan Commission

President Stechmesser convened the public hearing, and requested public input. Following three calls, with no one addressing the Council, he declared the hearing closed.

Shimulunas moved, supported by Derby, to approve the Conditional Use Permit as recommended by the Plan Commission. Following discussion, the motion was approved by a roll call vote, with all Council members present voting yes.

### 6. INPUT FROM THE PUBLIC

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember D. LeClair stated that she had received a complaint regarding a home that was operating as an illegal business. It was reported to the Inspections Department which sent a letter to the property owner notifying them of the zoning violation.

Councilmember Shimulunas stated that she has received questions regarding the property assessments. She asked where property owners can send their questions or if there is a number citizens can call to answer specific questions on the property. Mr. Buckley stated that he will create a social media post and how to contact the city assessor.

Councilmember Brandt stated that he had received an email in favor of the current form of government and heard feedback recently in favor of the current form of government.

Councilmember Bittner stated that he has also received communications in favor of the current form of government stating it is superior, and it allows the City to hire someone that is qualified to direct the operations of the City.

Council President Stechmesser gave a shout out to the Public Works Department and their recent snow plowing operations.

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

Councilmember Brandt reported on the Cool City Crime Prevention Committee, stating they recently held Shop with a Cop and helped about 40 children. He commended the Police Department on another successful year.

Councilmember Bittner reported on the Room Tax Commission, stating the next meeting is Monday, December 30, 2024 at 4:00 PM in Council Chambers at City Hall.

## **9. FORMAL ITEMS**

- A. Consideration of an Amendment to the City's Personnel Policy Manual, Regarding Holiday Pay  
Recommended Action:  
Motion to approve the amendment as recommended by the City Clerk/Human Resources Director and City Manager

Motion carried with a roll call vote.

Motion made by Shimulunas seconded by Derby.

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

- B. Resolution Authorizing a Refund of Room Taxes for Multiple Short-Term Rental Properties, Based on Duplicate Payments Made  
Recommended Action:  
Motion to waive reading and approve the resolution

*\*\*Clerk Note: Councilmember Wachowski arrived at this point in the meeting, 6:32 PM\*\**

The Council discussed different options on refund of the overpayment stating they would like to reduce the amount coming out of the General Fund to the most feasible amount. They asked staff to look into options on repayment.

Motion carried with a voice vote.

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

- C. Consideration of a Request to Extend Deadlines Associated With Previously-Approved Facade Grant Agreement With The Wave TR LLC for 2015 Jackson Street
  - Extend Project Completion Deadline from November 30, 2024 to May 31, 2025
  - Extend Deadline for Filing Documentation for Reimbursement from December 31, 2024 to June 30, 2025

Recommended Action:

Motion to authorize the extensions as requested

Mr. Buckley stated that the property owner had requested this extension to allow completion of some of the work when warmer weather conditions permit.

Motion carried with a roll call vote.

Motion made by Wachowski seconded by D. LeClair.

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

## 10. DISCUSSION ITEMS

- A. Discuss Potential WisDOT Safety Improvement Project on 22nd Street

Public Works Director Matt Heckenlaible reported that he was contacted by the WisDOT in late November to discuss a potential project for which that agency would apply for funding through a Highway Safety Improvement Program grant on behalf of the City. have identified a substantial number of incidents / crashes along the STH 42 corridor and STH 147 corridor, aka 22<sup>nd</sup> Street, from Monroe Street / Forest Avenue to Lincoln Avenue. They indicated that they observed over 50 crashes, including incidents that involved pedestrians and bicyclists over the past 5 years.

WisDOT feels that reducing the existing four (4) lane roadway down to two (2) through lanes, one in each direction and the implementation of a Two Way Dual Left (TWDL) turn lane for interior block turning movements and designated left turn lanes at the intersections that a lot of these incidents could prevent many accidents. This would be completed in conjunction with overlaying the existing concrete pavement with asphalt. Because the asphalt would be placed over the existing concrete pavement, all of the ADA curb ramps would need to be reconstructed. They would also be looking at installing rectangular rapid flashing beacons (RRFBs) at the intersection of 22<sup>nd</sup> Street and Jackson Street.

Mr. Heckenlaible reported that the Two Rivers Police Department provided information related to forty-six incidents along the 22<sup>nd</sup> Street corridor from the Monroe Street/Forest Avenue intersection east to the Lincoln Avenue intersection. There were an additional twenty-four incidents that occurred outside of the public rights-of-way.

Of the forty-six (46) incidents, there is a potential that three (3) may have benefited if a TWDL was present and six (6) probably could have been preventable if a TWDL along with single through lanes were present. Approximately twenty (20) of the incidents were located along the side streets or of which the proposed 22<sup>nd</sup> Street improvements would not have any impact on.

The Council raised concerns about the proposed changes including the asphalt overlay stating the road is currently in good condition and questioning how long would the asphalt last; and the asphalt would reduce the curb height, possibly causing a safety concern.

It was the consensus of the Council that members did not wish to pursue this potential redesign.

**11. FOR INFORMATION ONLY**

- A. Regular City Council Meeting, Monday January 6, 2025 at 6:00 PM
- B. Lights Out Downtown on Christmas Eve, 6:00 PM to Midnight

**12. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:38 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