



## MINUTES

### 1. CALL TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski

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

### 5. PUBLIC HEARING

#### A. Designate Zoning for Recently-Annexed Property 2423 Sandy Bay Road, Two Rivers as Residential (R-1)

Recommended Action:

Motion to approve R-1 zoning for he parcel, as recommended by the Plan Commission

City Manager Buckley provided background on the establishment of zoning for this recently-annexed parcel.

The public hearing was opened by Council President Wachowski and three calls for public input were made. There was no one present and wishing to comment on the ordinance.

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Dahlke.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri Shimulunas, Stechmesser, Wachowski

#### B. Ordinance to Amend to Municipal Code Section 10-4-13 "Signs Not Requiring a Permit," Subsection M(5), "Real Estate Signs," pertaining to Open House Event Signs and to State Conditions Related to Placement of Such Signs.

Recommended Action:

Motion to waive reading and approve the ordinance, as recommended by the Plan Commission

City Manager Buckley provided background information on the ordinance amendment.

The public hearing was opened by Council President Wachowski and three calls for public input were made. There was no one present and wishing to comment on the ordinance.

Motion carried upon a roll call vote.

Motion made by Koach, Seconded by D. LeClair.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri Shimulunas, Stechmesser, Wachowski

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

None

## **7. COUNCIL COMMUNICATIONS**

Letters and other communications from citizens

Councilmember Dahlke had the following communications:

- He received a complaint about the lack of plowing with the last snowfall. He stated the Senior Center parking lot and sidewalks were ice covered and slippery. Public Works Director Matt Heckenlaible agreed the snowfall event could have been handled better. He stated that in the forecast it was not predicted to receive the amount of snow we received. Also, the trucks were set up for leaf pick up and were not equipped for snow plowing.
- He received a question about ice skate rentals and if rentals will be available every weekend and possibly Fridays. City Manager Greg Buckley stated currently ice skate rentals are available every Saturday from Noon to 7 PM and Sunday from Noon to 5 PM.
- He received a question if the ice rink would be placed in Washington Park for this winter season. City Manager Greg Buckley stated it was not planned to have the ice rink in Washington Park for this winter.
- He received a question regarding the branding of "True to Two" and if it switched back to "Cool City." The city Manager responded that both terms are in use.
- He received a question about the licensing of vacation rentals, and stated in Door County a resident must live in their home six months out of the year to be licensed for a vacation rental property.
- He received a question if a Community Impact Study was conducted for the new river loft apartments and if the schools can accommodate an increase in enrollment that would result from the development.
- He received a complaint about speeding on Adams Street specifically between the 3000 and 3100 block and asked the Police Department to monitor the area.
- He received a complaint about individuals walking throughout downtown with full glasses of beer and wine during the last wine walk event. Police Chief Meinnert explained it is important for Main Street to inform participating businesses of the rules during a wine / beer walk.

Councilmember Stechmesser stated that he received a question if leaves are being picked up the week of December 4. Public Works Director Matt Heckenlaible stated that the week of December 4 is the last week of leaf pick up for 2023.

Council President Wachowski reported that he also received several complaints regarding the lack of plowing with the last snowfall event.

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

Councilmember D. LeClair reported on the following boards:

-- Environmental Advisory Board: The Vegetable Garden Act AB-457 is currently awaiting a vote on the floor and has about a dozen sponsors. The educational series continues on January 4 with a discussion about invasive species presented by Jim Knickelbine, the Woodland Dunes Director.

-- Mainstreet: The Hometown Christmas Parade was judged in three categories and the winners have been announced. The best marching band was the Manitowoc Lutheran Lancers, the best use of lights was Crescent Wollen Mills, and judges choice was Fatzos Sub and Pizza Shop. Downtown businesses also were decorated thanks to WPPI and the Electric Department that

donated 90 strings of lights to downtown businesses. A trophy prize will be awarded to the best decorated business, citizens can vote using a form on survey monkey or contact Main Street at [director@tworiversmainstreet.com](mailto:director@tworiversmainstreet.com).

Councilmember B. LeClair reported on the Committee on Aging. Wendy Hutterer from the Manitowoc County Health Department reported to that group that in January 2024, Medicare will be paying for counseling for mental health awareness. The Senior Center served over 104 people for the Thanksgiving Dinner. Senior Center will be closed around the Christmas and New Years holiday, check their website for more information.

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

### **A. Invited Guests**

#### **1. Alano House Representatives, Regarding Capital Campaign**

Del Nason, President of the Alano House, provided information about fundraising for their new building which will better serve the community.

### **B. Status Update/Reports**

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

Mr. Buckley reported on current recruitments: Tourism Director – scheduling interviews; Apprentice Line Worker – applications due December 29; Parks and Recreation Office Manager – applications due December 15.

#### **2. Thank You to Everyone Involved in the 2023 Hometown Christmas Parade**

Mr. Buckley thanked everyone involved in the Hometown Christmas Parade that was organized by Two Rivers Mainstreet.

#### **3. Reminder on Ordinance Requirements for Clearing Snow and Ice from Sidewalks**

Mr. Buckley stated that all snow and ice shall be removed from any public sidewalk within 24 hours from the time when snow ceases to fall. If snow or ice is not removed the City shall bill the cost of such removal to the property owner. Blowing or depositing snow or ice in the street is prohibited.

#### **4. Reminder to Shop Local for Christmas**

Mr. Buckley reminded citizens to support the small businesses and shop local for Christmas. A listing of local businesses can be found on the City of Two Rivers Website.

#### **5. Candidacy Packets Available in Clerk's Office for those Interested in Running for City Council**

Mr. Buckley reported Councilmember candidates can circulate nomination papers for the 2024 Spring Election. Nomination papers must be filled with the City Clerk by 5 PM on Tuesday, January 2.

#### **6. Winter Parking Ban Status**

Mr. Buckley reported the winter parking ban enforcement is suspended. Watch for updates on the Two Rivers City Hall and Two Rivers Police Department Facebook pages and at [two-rivers.org](http://two-rivers.org).

#### **7. Upcoming Events:**

a. Giant Snowflakes, Friday, December 8, 1:30 PM, Lester Public Library

b. Skate Rentals Available, Saturdays Noon - 7 PM, and Sundays Noon - 5 PM, Central Park West

c. Holiday Ink & Drink, Friday, December 15, 5:30 PM, Hamilton Wood Type & Printing Museum

d. City to City Candy Cane Hunt, Saturday, December 16, 9:00 AM - 3:00 PM, Two Rivers

and Manitowoc Parks

e. Cool City Christmas, Saturday, December 16, Noon - 6:00 PM, Central Park West, Community House and Downtown Businesses and Restaurants

f. Breakfast with Santa, Sunday, December 17, 9:30 AM Breakfast, 10:30 AM Santa Claus, Two Rivers Fire Department

8. Reminder of Park & Open Space Survey

Mr. Buckley reported during this fall and winter, the Parks and Rec Department will be updating the City's Park and Open Space Plan to guide the future of local parks. A link to the survey can be found on the City of Two Rivers Parks and Recreation website.

9. 2023 WPRA Park Design Award for Central Park West

Mr. Buckley reported the City of Two Rivers and Parkitecture received a 2023 WPRA Park Design Award for Central Park West. More information is coming on this award.

10. Other

Mr. Buckley reported on the following items:

- Leaf pickup is continuing for the week of December 4.
- Congratulations to Two Rivers resident Susan Crowley who has been named the new Executive Director for Woodland Dunes.

C. Legislative/Intergovernmental Update

1. Testimony in Madison by Assistant Police Chief Melissa Wiesner, in support of Legislation on Public Safety Peer Counseling and Support

2. Other

**10. CONSENT AGENDA**

A. Presentation of Minutes

1. City Council Regular, November 20, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Environmental Advisory Board, November 21, 2023

2. Business & Industrial Development Committee/Community Development Authority, November 21, 2023

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for Temporary Class "B"/"Class B" Retailer's License from Two Rivers Historical Society for Cool City Christmas, December 16, 2023 at Washington House

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 B. LeClair, Seconded by Dahlke.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri Shimulunas, Stechmesser, Wachowski

## 11. CITY COUNCIL - FORMAL ITEMS

- A. Resolution Adopting General Fund Budget for the Fiscal Year Ending December 31, 2024

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by Stechmesser, Seconded by Koach to approve the budget as presented, with the condition that the GIS Position and Public Works Maintenance Worker Position will not be filled until further direction from the City Council.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

- B. Resolution Adopting Budgets for Other Funds (Capital Projects Funds, Special Revenue Funds and Utility Funds) for the Fiscal Year Ending December 31, 2024

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by Stechmesser, Seconded by Koach to approve the budget as presented, with the condition that the GIS Position and Public Works Maintenance Worker Position will not be filled and the two new police squad cars will not be ordered until further direction from the City Council on all three items.

Voting Yea: Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

Voting Nay: Dahlke

- C. Resolution Adopting Debt Service Fund Budget for the Fiscal Year Ending December 31, 2024

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by B. LeClair, Seconded by Koach.

Voting Yea: Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

Voting Nay: Dahlke

- D. Resolution Adopting Tax Levy for the Fiscal Year Ending December 31, 2024

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

Motion carried with a roll call vote.

Motion made by Koach, Seconded by D. LeClair.

Voting Yea: Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

Voting Nay: Dahlke

- E. Resolution Approving Business Improvement District Levy and Assessment Rate for 2024, in Support of Two Rivers Main Street 2024 Budget and Work Plan

Recommended Action:

Motion to waive reading and adopt the resolution, consistent with the budget and work plan adopted by the Main Street Board, as recommended by the Business Improvement District Board

Motion carried with a roll call vote.

Motion made by Koach, Seconded by Stechmesser.

Voting Yea: Koach, B. LeClair, D. LeClair, Shimulunas, Stechmesser, Wachowski

Voting Nay: Dahlke, Petri

**12. FOR INFORMATION ONLY**

A. City Council Regular Meeting, Monday, December 18, 2023, 6:00 PM

B. No December City Council Work Session Meeting

**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 matters pertaining to changes for water and sewer connections for the Van der Brohe Arboretum, 3800 Lincoln Avenue

The City Council did not convene in Closed Session.

**14. RECONVENE IN OPEN SESSION**

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

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:41 PM.

Motion Carried with a voice vote.

Motion made by Dahlke, Seconded by Petri.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

Respectfully submitted,

Amanda Baryenbruch  
City Clerk