



**TWO  
RIVERS**  
WISCONSIN

# CITY COUNCIL MEETING

Monday, December 05, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

---

## MINUTES

### 1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:02 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. MOMENT OF SILENCE IN MEMORY OF FORMER FIRE CHIEF AND FORMER CITY COUNCIL MEMBER KEN SWADE

Ken Swade served on the Two Rivers Fire Department from 1964-1995, including service as Fire Chief from 1986-1995. He also served on City Council from 1995-2003 and Manitowoc County Board from 1995-2013.

### 4. ROLL CALL BY CITY CLERK

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

**ALSO PRESENT:** Dave Buss, Finance Director; Jeff Dawson, Library Director; Brian Dellemann, Electric Utility Director; Steve Denzien, Fire Chief; Matt Heckenlaible, Public Works Director; Brian Kohlmeier, Police Chief; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Assistant Police Chief; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Andrew Sukowaty, Water Utility Director; Jack Bruce, City Attorney; and Greg Buckley, City Manager

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

Motion to allow remote participation in the meeting by Councilmembers Koach and D. LeClair.

Motion made by B. LeClair, Seconded by Petri.

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

### 6. PUBLIC HEARING

None.

### 7. INPUT FROM THE PUBLIC

None.

### 8. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember B. LeClair reported that he received a comment about the speed bump on Pierce Street not being identified very well and that the paint that was previously used to help identify it has worn away. Mr. Buckley reported that the Public Works Department will evaluate what can be done to remedy this in conjunction with the 2023 road construction projects.

Councilmember Shimulunas reported that she received a question on why the Parks and Recreation Department's concession trailer was included in the Christmas Parade.

Councilmember Stechmesser reported that he received a question about a boat breaking up the ice on the East Twin River and using a spotlight in the early morning hours over the weekend.

Councilmember Dahlke reported on the following comments he received:

- When will the meetings be broadcast on Spectrum? Mr. Buckley reported that the estimated completion date is still several months out.
- The audio for the regular Council meetings is not of the same quality as the Work Session meetings when viewing on YouTube.
- Why are the agendas for City Council meetings not being posted to Facebook until the day of the meeting? Mr. Buckley indicated that postings required under state statute are typically done on Thursday the week prior to the meeting and not later than Friday.
- The City promotes shopping local and buying local, but have purchased banners from Sheboygan and the lots sales at the Sandy Bay Highland Subdivision are being handled by a Manitowoc realtor. Mr. Buckley reported that the Community Development Authority did a request for proposals for the lots sales and selected the realtor that best suited the needs of the City. He also indicated that at times, the City makes purchases from vendors outside of the City when the costs warrant it.

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

Councilmember D. LeClair reported that the first session of the Winter Educational Series at the Library was held last week. The next session on Green Infrastructure will be held on January 12 at 6:00 PM at the Library. The Environmental Advisory Board's work on front yard gardens has been sent to the City Manager and Council President for consideration at the next Plan Commission meeting.

Councilmember B. LeClair reported that Heather Ihlenfeldt, Senior Center Supervisor, reported at the Committee on Aging meeting that Pick n Save donated turkey for the Thanksgiving meal for seniors. He also reported that frozen meals are available for the weekend on Fridays through the Meals on Wheels Program.

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

### **A. Invited Guests**

1. Representative Shae Sortwell, to Present a Citation from the Wisconsin State Assembly, Congratulating Police Chief Brian Kohlmeier on his Upcoming Retirement and Career in Service to the City

Representative Sortwell was present and thanked everyone for his re-election to another two-year term. He indicated that he will be hosting a listening session at the Lester Public Library on December 15 at 5:30 PM.

Representative Sortwell read and presented to Chief Kohlmeier, a Citation from the Wisconsin State Assembly, congratulating him on his upcoming retirement and career in service to the City of Two Rivers.

Sortwell reported that the League of Wisconsin Municipalities and Wisconsin Towns Association have had a lot of discussion with legislators regarding Shared Revenue, and he reported that they are considering significant changes in the way Shared Revenue is funded in the future, including possibly dedication one cent of the five cent State sales tax to the program.

Mr. Buckley expressed support for an increase in funding for Shared Revenues, noting that Two Rivers is receiving about \$200,000 less in annual funding for the program than it did 20 years ago. At the same time, he expressed concern that changes in the funding formula could be detrimental to Two Rivers.

Council President Wachowski brought up the struggles with keeping up with the demands and staffing requirements in public safety.

Councilmember B. LeClair asked how much of the estimated State budget surplus would be getting allocated towards infrastructure, such as roads and bridges.

Mr. Buckley brought up the impact on City revenues from the provision in the State law on levy limits that counts only half of the tax base growth from retired tax incremental financing districts as net new construction.

#### B. Status Update/Reports

1. Thank You to Everyone Involved in the 2022 Hometown Christmas Parade

Mr. Buckley reported that the 2022 Hometown Christmas Parade was a success, with higher participation than previous years and thanked everyone involved, including parade organizer Two Rivers Main Street.

2. Reminder on Ordinance Requirements for Clearing Snow and Ice from Sidewalks

Mr. Buckley reported that City ordinances require snow be cleared from any public sidewalks within 24 hours from the time when the snow ceases to fall. For corner lots, this includes the sidewalk and any ramps. If such snow or ice is not removed, the City Manager or City Engineer may cause it to be removed. The City shall bill the cost of such removal to the property owner and, if said bill is not paid by the property owner, shall insert such cost on the tax roll as a special tax and lien against the premises. The cost of such removal shall include the City's reasonable costs for establishing an incident report/file for the violation, for site inspection and documentation of the violation, and for producing and mailing the related billing, in addition to the labor, equipment, and material costs incurred in clearing the sidewalk of snow and/or ice. For the second and any subsequent violations of this section within any November 1 through April 30 period, the owner of said property may be subject to a forfeiture of \$150 plus court costs, in addition to any billing for snow and ice removal by the City. Blowing or depositing snow or ice in the street is against the law. Offenders are subject to fines in accordance with the Two Rivers Municipal Code 4-1-12.

3. Reminder to Shop Local for Christmas

Mr. Buckley reminded residents to shop local this Christmas and reported that there is a listing of local businesses at [www.two-rivers.org](http://www.two-rivers.org).

4. Candidacy Packets Available in Clerk's Office for those Interested in Running for City Council

Mr. Buckley reported that papers are due back to the City Clerk no later than 5:00 PM on Tuesday, January 3, 2023. Nomination papers require at least 100 eligible signatures.

5. Central Park West Project Update

Mr. Buckley reported that fundraising for the Central Park West 365 Project now stands at \$757,400, including a recent \$10,000 commitment by the Wisconsin Public Service Foundation. Site and architectural plans were approved by the Plan Commission on December 1. City Public Works crews will begin excavation for the stage this week.

6. Winter Parking Ban Status

Mr. Buckley reported that the winter parking ban begins December 1 but is not currently in effect due to no snow in the forecast. The Police Department, in consultation with the City Manager's office, will evaluate weather conditions and suspend enforcement if there are extended periods of snow-free conditions. These enforcement suspensions are communicated via the Two Rivers City Hall and Two Rivers Police Department Facebook pages and on the Two Rivers City website.

7. Staffing Updates

Mr. Buckley reported that recruitment is ongoing for a Public Works Street Superintendent. Fire Chief Steve Denzien will be leaving the Two Rivers Fire Department effective January 13 for a new position as Fire Chief in Grand Chute. The Police and Fire Commission meets on December 7 to plan the recruitment of a new Fire Chief and consider designation of an Acting/Interim Chief. John Tuesburg started as the new Cemetery Maintenance Worker on November 30.

8. Upcoming Events:

Mr. Buckley reported on the following upcoming events:

- i. Holiday Letterpress Workshop, Hamilton Wood Type & Printing Museum, Saturday, December 10, 9:00 AM-4:00 PM
- ii. Family Game Night, Lester Public Library, Monday, December 12, 6:00-7:30 PM
- iii. Family Sledding Night, Washington Park, Friday, December 16, 6:00-7:30 PM
- iv. City-to-City Candy Cane Hunt, Saturday, December 17, 9:00 AM-3:00 PM

9. Other

Mr. Buckley reminded residents of their various utility bill payment options. Payments can be made at [www.myaccount.two-rivers.org](http://www.myaccount.two-rivers.org), via the MyMeter mobile app, drive-up drop box at City Hall, in person at Customer Service, by mail, or at Bank First National or Fox Communities Credit Union.

Two Rivers City logo wear makes a great Christmas present or stocking stuffer. There are a variety of styles, sizes, and items available for purchase at City Hall, Lighthouse Inn, Schroeder's Department Store, and the Two Rivers Main Street office.

Mr. Buckley reported that receipts for room tax revenue for the first 10 months of 2022 are 12 percent ahead of 2021 year to date numbers. As of October 2022, \$253,806.24 has been collected in room tax revenue, surpassing 2022 estimates.

C. Legislative/Intergovernmental Update

None.

## 11. CONSENT AGENDA

A. Presentation of Minutes

1. City Council Regular, November 21, 2022
2. City Council Work Session, November 28, 2022

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Business Improvement District (BID) Board, November 28, 2022

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for New Combination Class "B" Beer/"Class B" Liquor License  
Application for the period of December 5, 2022 to June 30, 2023 for Cool City  
Brewing LLC, 1718 W. Park Street - Barry Krahn, Agent (dba Cool City Brewing  
Company)
2. Application for Beer Garden Permit for the period of December 5, 2022 to June  
30, 2023 for Cool City Brewing LLC, 1718 W. Park Street - Barry Krahn, Agent (dba  
Cool City Brewing Company)

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

D. Summary of Verified Bills for the Month of November for \$1,469,914.19

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 upon a voice vote.

Motion made by Ring, Seconded by Stechmesser.

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

Voting Abstaining: Dahlke

**12. CITY COUNCIL - FORMAL ITEMS**

A. Resolution Adopting General Fund Budget for the Fiscal Year Ending December 31, 2023

Recommended Action:

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

Motion carried upon a roll call vote.

Motion made by B. LeClair, Seconded by Stechmesser.

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

Voting Nay: Dahlke

B. Resolution Adopting Budgets for Other Funds (Capital Projects Funds, Special Revenue  
Funds and Utility Funds) for the Fiscal Year Ending December 31, 2023

Recommended Action:

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

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Shimulunas.

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

- C. Resolution Adopting Debt Service Fund Budget for the Fiscal Year Ending December 31, 2023

Recommended Action:

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

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by B. LeClair.

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

- D. Resolution Adopting Tax Levy for the Fiscal Year Ending December 31, 2023

Recommended Action:

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

Motion carried upon a roll call vote.

Motion made by Shimulunas, Seconded by Stechmesser.

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

- E. Resolution Approving Business Improvement District Levy and Assessment Rate for 2023, in Support of Two Rivers Main Street 2023 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

Councilmember Ring recused himself from the discussion on this item and left the room due to his employment by Two Rivers Main Street.

Councilmember D. LeClair recused herself from the discussion on this item and left the call due to her position on the Two Rivers Main Street Board.

Mr. Buckley shared the history of the Business Improvement District levy.

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 made by Dahlke, Seconded by Petri. Council had discussion.

Councilmember Shimulunas commented that she does not feel all members of the Business Improvement District are getting benefits from Two Rivers Main Street.

Councilmember Dahlke questioned how a business in the Business Improvement District would go about petitioning to get removed from the district. He also commented that the Two Rivers Main Street budget suggests that the organization is projecting a \$2,000 shortfall in 2022, yet the 2023 proposed budget represents a higher salary for the Executive Director. Two Rivers Main Street member Curt Andrews addressed the Council regarding the benefits of Two Rivers Main Street and the BID levy. He also commented that the new Executive Director is receiving a lower salary than the previous Executive Director did.

Marv Moore, owner of The Medicine Shoppe and a member of the Business Improvement District Board, spoke to what the Business Improvement District Board saw as the benefits of Two Rivers Main Street when evaluating the request by Two Rivers Main Street for the increase to the BID tax rate. He indicated that the Board feels it is a very small ask that will benefit the entire City of Two Rivers.

Community Development Director Elizabeth Runge spoke to the benefits of Two Rivers Main Street and the BID District and how their collaboration helps the City reach the needs and goals that City Council has advocated for.

Motion failed upon a roll call vote.

Motion made by Dahlke, Seconded by Petri.  
Voting Yea: B. LeClair, Koach, Stechmesser  
Voting Nay: Dahlke, Petri, Shimulunas, Wachowski

Motion to reconsider.

Motion carried upon a roll call vote.

Motion made by Petri, Seconded by Shimulunas.  
Voting Yea: B. LeClair, Koach, Petri, Shimulunas, Stechmesser, Wachowski  
Voting Nay: Dahlke

Motion to express Council's willingness to support a BID tax rate of \$1.425 per \$1,000 assessed value for properties in the Business Improvement District.

Motion carried upon a roll call vote.

Motion made by B. LeClair, Seconded by Stechmesser.  
Voting Yea: B. LeClair, Koach, Petri, Shimulunas, Stechmesser, Wachowski  
Voting Nay: Dahlke

Councilmembers Ring and D. LeClair rejoined the meeting.

- F. Resolution Re-Allocating Revenues from Environmental Fee, Effective With 2023 Budget, to Increase Funds Allocated to Urban Forestry and Tree Planting, and to Reduce Funds Allocated to Landfill Maintenance

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Ring.  
Voting Yea: Dahlke, D. LeClair, Koach, Petri, Ring, Shimulunas, Stechmesser, Wachowski  
(Councilmember B. LeClair was unavailable for the vote).

- G. Resolution Adjusting Water Utility Tax Equivalent Payment

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Stechmesser.  
Voting Yea: Dahlke, B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas,  
Stechmesser, Wachowski

H. Resolution Adopting 2023 Pay Scales for Non-Union Employee

Recommended Action:

Motion to waive reading and adopt the resolution

City Clerk Jackson indicated that the resolution before Council should be corrected to indicate that Water employees will receive the three percent general increase plus a three percent competitive pay increase.

Motion to waive reading and adopt the resolution with the amendment as provided by the City Clerk. The City Manager is to receive no wage adjustment until his performance can be reviewed by the Personnel & Finance Committee.

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Shimulunas.  
Voting Yea: B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas, Stechmesser,  
Wachowski  
Voting Nay: Dahlke

I. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing – 2023 Capital Projects

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Shimulunas.  
Voting Yea: Dahlke, B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas,  
Stechmesser, Wachowski

J. Resolution Authorizing the Issuance and Sale of up to \$1,397,610 Sewerage System Revenue Bonds, Series 2022 (Clean Water Fund Loan), and Providing for Other Details and Covenants with Respect Thereto, and Approval of Related \$1,996,586 Financial Assistance Agreement

Recommended Action:

Motion to waive reading and adopt the resolution

Mr. Buckley noted that these projects, which include 2022 collection system improvements and the new screw press at the wastewater treatment plant, will be funded in part through \$598,976 principal forgiveness with the balance being a 20-year loan at a subsidized interest rate of 2.145%.

Motion carried upon a roll call vote.

Motion made by Shimulunas, Seconded by Petri.  
Voting Yea: Dahlke, B. LeClair, D. LeClair, Koach, Petri, Ring, Shimulunas,  
Stechmesser, Wachowski

K. Authorize Turning Off Street Lights Along Downtown Washington Street (12th Street to 22nd Street) from 6:00 PM to 10:00 PM on Christmas Eve, Continuing a Two Rivers Christmas Tradition

Recommended Action:



Motion to authorize this action, understanding that City staff will make efforts to make the community aware through social media posts and a press release and temporary traffic warning signs will be placed at each end of the street

Motion carried upon a voice vote.

Motion made by Stechmesser, Seconded by Petri.

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

**13. FOR INFORMATION ONLY**

- A. City Council Regular Meeting, Monday, December 19, 2022, 6:00 PM
- B. No City Council Work Session Meeting on Monday, December 26, 2022, 6:00 PM
- C. City Council Regular Meeting, Tuesday, January 3, 2023, 6:00 PM

**14. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn

Motion to dispense with the reading of the minutes of this meeting and adjourn the meeting at 8:48 PM.

Motion carried upon a voice vote.

Motion made by Dahlke, Seconded by B. LeClair.

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

Respectfully Submitted,

Jamie Jackson  
City Clerk