



CITY COUNCIL MEETING

Monday, April 15, 2024 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

In the absence of Council President Wachowski, Council Vice President Stechmesser called the meeting to order at 6:00 PM.

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

Absent and excused: Adam Wachowski

ALSO PRESENT: Ben Meinnert, Police Chief; Mike Mathis, Parks and Recreation Director; Matthew Heckenlaible, Public Works Director; Elizabeth Runge, Community Development Director/City Planner; Dave Murack, Fire Chief; Andrew Sukowaty, Water Utility Director; Dave Buss, Finance Director; Rick Powell, IT Supervisor; 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 Zoning Ordinance Amending Section 10-1-15G(4)(b) of the Municipal Code, Height and Area Exceptions as it Relates to the Placement of Garages in Front and Street Side Yards

Recommended Action:

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

Community Development Director Elizabeth Runge provided information about the ordinance amendment. She noted that the amendment was first considered by the Plan Commission based on a request from a property owner who proposes to build a garage in an area that is considered to be his front yard.

The first call of the public hearing for public input was opened by Council Vice-President Stechmesser.

Lisa & Rodney Greene, 2632 Riverhills Road – expressed their concern about the ordinance amendment stating they would be affected by the placement of the garage that is the basis for this proposed amendment, as it would be on the property line in their back yard. Their concerns included a garage being an eyesore, the decrease in their property value and resale value and the loss of a backyard view and wildlife. They also expressed concern regarding the City possibly amending the zoning ordinance that would only benefit a very small number of citizens. They questioned if the property owner could place his garage on any other portion of his property.

The second call of the public hearing for public input was opened by Council Vice-President Stechmesser. No one addressed the Council.

The third and final call of the public hearing for public input was opened by Council Vice-President Stechmesser.

Doug Brandt, 2602 Riverhills Road – expressed concerns on accessibility to the proposed garage from Bellevue Drive stating the current access area is on a trail and it is unclear if the City plans to improve that street right-of-way. He also stated the access spot is where the City places snow in Winter and during the summer months, families watch baseball games.

John Streu, 4949 Riverside Drive – stated he is the property owner interested in building the garage. He expressed the desire to have the zoning ordinance amended to allow the placement of the garage in the proposed location because much of the rest of the property is considered a wetland.

Council Vice-President Stechmesser closed the public hearing.

Motion made by Dahlke, seconded by B. LeClair to waive reading and adopt the ordinance

Councilmember Shimulunas stated she would like to see this item tabled to allow Councilmembers to go to the property and evaluate the impacts of the zoning amendment.

Motion made by Koach, seconded by Petri to table this item.

Motion carried with a roll call vote.

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

Voting Nay: Dahlke

Motion made by Koach, seconded by Petri to have this item considered at one of the two work sessions scheduled in April, to appropriately address the ordinance changes and meet at the property.

Motion carried with a roll call vote.

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

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Dahlke reported on the following communications:

- He received a compliment thanking the City for airing the meetings on the cable channel.
- He received a letter stating the sound is terrible at Council Work Sessions and reminded everyone to speak up during these meetings.
- He received a letter stating there is a Rural Insurance sign across from the Main Street Office that is a light up sign and that business is no longer at that location. Also, there is a Rural Insurance sign located on Memorial Drive that is upside down.
- He received a complaint regarding the Zander Park basketball court nets have been ruined and not replaced for 2 years.
- He received a question regarding the status of the old Speedway Station

Councilmember B. LeClair noted that he received a letter from the NRC asking to have a joint meeting with the City Council that would be in conjunction with their annual meeting in June. Councilmember Koach also received this letter.

Councilmember Petri received a question regarding a tentative start date on the new Starbucks located on Washington Street. City Manager Greg Buckley stated a demolition permit was issued and he believes the demolition will start very soon.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following boards:

-- Environmental Advisory Board: They are involved with the Arbor Day celebration at the Arboretum. Councilmember Koach added the board is working with a DNR Citizen Scientist to collect water samples from the West Twin River to help the state monitor the water conditions and help with the MS4 report.

-- Main Street: New businesses are coming to Two Rivers this summer one of them including Violet Inn. Main Street is hiring a summer office assistant, if interested contact Main Street. Heart-A-Rama is coming up, tickets can be purchased online.

Councilmember Koach reported on the Library Board. World on the Move Exhibit is coming to an end, she recommends going to view it before it leaves, April 23rd is the last day it will be on display.

Councilmember Dahlke reported on the Finance and Personnel Committee. They recently finished up reviewing the goals for the City and the item is on the agenda for tonight.

9. CITY MANAGER'S REPORT

A. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: Finance and Administrative Services Director – continued recruiting; interviews last week and this week; Recreation Clerk – scheduling interviews; Recreation Coordinator (PT) – accepting applications; recent promotion to Water Distribution Foreman – announcement pending.

2. Newly Elected Council Members: Mark Bittner, Doug Brandt, Shannon Derby

Mr. Buckley reported the newly elected Councilmembers will be sworn-in at the Council Reorganizational Meeting on Tuesday, April 16.

3. Thank you, Election Workers

Mr. Buckley reported for the April 2024 Spring Election, the City of Two Rivers was the only local unit in the County that presented election reports and results to the Manitowoc County Board of Canvassers found to be totally free of errors. To our City Clerk, Deputy Clerk and all the election workers, Well Done!

4. Roosevelt Avenue Construction Update

Mr. Buckley reported the project includes reconstruction of underground utilities and pavement of Roosevelt Avenue from Lowell Street to 12th Street. Pavement removal operations began March 27. Underground utility work began April 1 in the 12th Street intersection and is expected to proceed to the south. Several excavations will be performed in the 12th Street intersection throughout the month of April during which times traffic will be limited. Underground utility work is expected to continue from 12th Street to 9th Street through May, at which time work will begin between 9th street and Lowell Street through June and July (weather permitting). Grading and paving operations are expected to occur in August and September with project completion near the end of October.

5. Senior Center Volunteer Awards

Mr. Buckley reported Sharon Bauknecht received the 2022 Volunteer of the Year Award with 422.75 hours volunteered. Jo Yungerman received the 2023 Volunteer of the Year Award with 541.67 hours volunteered. Phyllis Reinert received the Lifetime Achievement Award with 5,942 hours volunteered over her lifetime. Bill Reinert was posthumously awarded the Lifetime Achievement Award with 3014 hours volunteered in his lifetime.

6. Status of Proposed Development: The Confluence

Mr. Buckley reported YBR Properties, LLC developers of this proposed 71-unit, market rate apartment building on the East Twin River in downtown Two Rivers, recently submitted updated cost estimates for the project, as required by the Development Agreement between the City and YBR. This deliverable was due on March 31. Updated cost estimate for the project is \$22.5 million. The developer has not yet presented final financing plans for the project, which were also due on March 31. The major outstanding concern relates to interest rates for permanent financing for the project. The status of this project will be addressed with the Council at an upcoming meeting.

7. Recent Funding Awards for Shoreline Planning, Design, and Improvements

Mr. Buckley reported consistent with the City Goal of upgrading the “Lake Michigan shoreline adjacent to City Public Works and Utility facilities and south of Lighthouse Inn to Manitowoc for improved public access, habitat restoration and shoreline protection/resiliency,” the City in 2023/2024 has pursued funding to both plan for and implement such work, with funding commitments to date as follows: \$280,000 from the National Fish and Wildlife Foundation’s Sustain Our Great Lakes Program; \$160,000 from the Great Lakes – St. Lawrence Seaway Cities Initiative, also funded through the National Fish and Wildlife Foundation; \$66,000 from the Fund for Lake Michigan, to assist the City in meeting \$99,000 in local match requirements for the above grants.

8. City Hall Pillars Repair

Mr. Buckley reported years of exposure to winter salt have taken their toll on the sandstone pillars on the front of City Hall. This year’s capital budget includes funds for repair work, now being done by Hamann Construction.

9. Line Worker Appreciation Day, Thursday, April 18

10. Upcoming Events:

- a. World on the Move Exhibit, March 20 to April 23, Lester Public Library
- b. Brat Fry Fundraiser, Roberts E. Burns American Legion Post 165, Saturday, April 20, 10:00 am - 4:00 pm, Piggly Wiggly
- c. Heart-a-Rama, April 25 - 27 and May 2 - 4, 6:00 PM, J.E. Hamilton Community House
- d. Arbor Day at the Arboretum, Saturday, April 27, 10:00 AM, Van Der Brohe Arboretum, 3800 Lincoln Avenue
- e. Two Rivers 10-Mile-2-Mile Kids' Run, April 27-28, Two Rivers High School
- f. County Recycling Center & Programs, Presented by the Environmental Advisory Board, Tuesday, May 7, 6:00 PM, Lester Public Library

11. Other

Mr. Buckley reported Craig Froelich, recently hired as Building Inspector for the City of Two Rivers, has earned credentials to provide the following services for one- and two-family dwellings: HVAC Building Inspections; and Uniform Dwelling Code (UDC) Building Construction Inspections. The City continues to be delegated with the authority for Building Inspection staff to complete: Commercial Building – Structural and HVAC Plan Review; Commercial Electrical Installation Inspection; and Commercial Plumbing Plan and Installation Inspection

Mr. Buckley reported on April 10, both Canine Daisy and Assistant Police Chief Melissa

Wiesner underwent a 2-hour evaluation of both canine and handler for certification as a Therapy Dog. Both passed, and are now certified. Daisy also recently met the requirements of the American Kennel Club for AKC's Canine Good Citizen designation and AKC Trick Dog.

B. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council Work Session, March 25, 2024
2. City Council Regular Meeting, April 1, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Public Utilities Committee, April 1, 2024
2. Public Works Committee, April 2, 2024
3. Plan Commission, April 8, 2024
4. Explore Two Rivers Board of Directors, March 5, 2024
5. Personnel and Finance Committee, March 21, March 28, April 4, April 11, 2024
6. Environmental Advisory Board, March 19, 2024

Recommended Action:

Motion to receive and file

C. Department Reports, March 2024

1. City Clerk
2. Community Development
3. Electric
4. Fire
5. Inspections
6. Library
7. Public Works
8. Safety
9. Water

Recommended Action:

Motion to receive and file

D. Summary of Verified Bills for the Month of February, 2024 for \$1,727,302.52

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 with a voice vote.

Motion made by Koach, Seconded by Petri

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

11. CITY COUNCIL - FORMAL ITEMS

- A. Proclamation of Arbor Day 2024
Recommended Action:
Motion to read and adopt the proclamation
- Motion carried with voice vote.
Motion made by B. LeClair, Seconded by Koach.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser
- B. Proclamation of Municipal Clerks Week, May 5-11, 2024
Recommended Action:
Motion to waive reading and adopt the proclamation
- Motion carried with a voice vote.
Motion made by Koach, Seconded by Dahlke.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser
- C. Resolution on Urban Boundary Adjustment
Recommended Action:
Motion to waive reading and adopt the resolution
- Motion carried with a roll call vote.
Motion made by Koach, Seconded by D. LeClair.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser
- D. Authorizing Resolution Application for Knowles-Nelson Stewardship Program Funding to Assist in Acquiring or Developing Lands for Public Outdoor Recreation Purposes
Recommended Action:
Motion to waive reading and adopt the resolution
- Parks and Recreation Director Mike Mathis reported that he plans to apply for funding for additional improvements at Neshotah Park, consistent with the park master plan adopted in 2023.
- Motion carried with a roll call vote.
Motion made by B. LeClair, Seconded by Shimulunas.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser
- E. Review and Revision of 2023 City Goals and Objectives
Recommended Action:
Motion to approve the 2023 goals review and adopt the revised listing of 2024 City Goals and Objectives, as recommended by the Personnel and Finance Committee
- Motion carried with a roll call vote.
Motion made by B. LeClair, Seconded by Petri to table this item to the Work Session scheduled on April 22.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser
- F. Action on City Manager's 2024 Pay Adjustment (3 percent budgeted)
Recommended Action:
Motion to authorize a three-percent increase in the City Manager's annual salary, retroactive to January 1, 2024, as recommended by 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

Voting Nay: Dahlke

*** Clerk's Note: This item was acted upon reconvening in Open Session (Item 14 on Agenda)*

12. FOR INFORMATION ONLY

- A. City Council Re-Organizational Meeting, Tuesday, April 16, 2024, 6:00 PM
- B. City Council Work Session, Monday, April 22, 2024, 6:00 PM
- C. City Council Regular Meeting, Monday, May 6, 2024, 6:00 PM

13. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

--Discuss City Manager's Evaluation

Motion made by Shimulunas, Seconded by Petri to convene in Closed Session at 7:36 PM.

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

14. RECONVENE IN OPEN SESSION

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

Motion made by Koach, Seconded by Petri to reconvene in Open Session at 8:08 PM.

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

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 8:11 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Koach.

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

Respectfully Submitted,

Amanda Baryenbruch
City Clerk