



MINUTES

1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:01 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: Adam Wachowski

ALSO PRESENT: Mike Mathis, Parks and Recreation Director; Ben Meinnert, Police Chief; Dave Murack, Fire Chief; Joe Metzen, Tourism Director; Matt Heckenlaible, Public Works Director; Kassie Paider, Finance Director; Andrew Sukowaty, Water Utility Director; Sean Griffen, 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

Motion carried with a roll call vote.

Motion made by Bittner seconded by Petri to allow Councilmember B. LeClair to participate in this meeting from a remote location.

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

5. PUBLIC HEARING

None.

6. INPUT FROM THE PUBLIC

Adam Coshow (2540 45th Street) – addressed the council regarding what he considered billing inaccuracies in snow removal invoices issued by the Department of Public Works (DPW). He stated that he received an invoice for \$71.72 dated February 13 but noted that it lacked a detailed breakdown of charges. After filing a records request, he discovered discrepancies, including being billed for 18 minutes of travel time despite video evidence showing the staff member arrived from a nearby location. Additionally, he was charged for multiple administrative steps such as complaint processing, photo handling, and invoice generation, even though the city confirmed that no supporting documentation, such as photos, was available. Kosha also pointed out that all 25 affected properties received identical invoices, suggesting standardized charges rather than actual service-based costs. He requested that the council refund or cancel all 25 invoices related to the January 13th snow event, review DPW invoicing policies to ensure transparency, and consider modifying the ordinance to clarify cost structures and prevent arbitrary charges. The council acknowledged the concerns and stated that the issue would be discussed further at the Public Works Committee meeting on Wednesday.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Bittner reported a citizen sent an email complimenting the council on the selection process for a new city manager, particularly appreciating the use of a public survey to gather input on key qualifications. He encouraged residents to participate in the survey and provide their feedback.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bitter reported that The Committee on Aging met and discussed Parks and Recreation's hiring of seasonal workers, which could be a great job opportunity for local teenagers. The Senior Center had a busy January and February, providing nearly 600 Trust Car rides and serving over 2,000 community meals through Meals on Wheels and other programs. Additionally, the School Board announced that L.B. Clarke Middle School will present a production of *Alice in Wonderland* on March 6th at 6:30 PM at the high school. Tickets are \$8 at the door, with free admission for children under seven. Lastly, he reminded the council that the Room Tax Committee will meet on Wednesday at 12 PM at the Cobblestone Hotel conference room.

9. CITY MANAGER'S REPORT

A. Invited Guests

Police Chief Meinnert introduced Jodi Miller, Police Clerk/Evidence Custodian and Jessica Rogers, Community Service Officer. The City Clerk administered the oath of office for Hailey Thompson, Part-Time Police Officer.

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: City Manager – survey form regarding desired qualities for a new city manager has been distributed to City Council and department heads and made available to the public. Council replies due by Wednesday, March 5. Public replies due by Friday, March 7; City Planner/Community Development Director – accepting applications; Certified Water Operator – conditional offer of employment extended to top finalist; Lead Facilities Worker Parks & Playgrounds – interviews completed, top candidate identified.

2. Employee Recognition

- a. Parks Maintenance Supervisor, Jared Rohrer, has successfully completed the Park and Recreation Maintenance Management School through the National Recreation and Park Association (NRPA)

Mr. Buckley reported this comprehensive two-year program, equips park professionals with the skills necessary to develop and manage maintenance programs effectively. Through a curriculum covering topics such as maintenance planning, financial management, and risk assessment, Jared has gained valuable expertise to enhance our parks and facilities. In order to graduate, Jared had to pass an intensive test and complete an individual project.

- b. Senior Center Volunteer & Nutrition Coordinator, Mary Omillian, has been given the Customer Champion Award from the Parks and Recreation Department

Mr. Buckley reported Mary is the Nutrition & Volunteer Coordinator for the Two Rivers Senior Center. She coordinates the home delivered meals program and the volunteers that support deliveries. At the beginning of 2025, Mary took it upon herself to get certified as a tax preparer through the AARP, including being a site coordinator. This greatly expanded our capacity to serve seniors in our community. Mary takes on the most complex taxes with some of the most complex people so they may have access to services with little to no barriers. Mary's customer service and initiative have made a major impact on the seniors in our community.

3. City Manager Position Survey

Mr. Buckley reported the City Manager Search and Selection Committee of City Council is encouraging input from the community regarding: desired professional experience of candidates, desired personal characteristics of candidates and the biggest challenges or opportunities facing Two Rivers. This survey is available online or paper copies are available at City Hall.

4. City Hall Elevator Upgrade Project

Mr. Buckley reported the elevator project at City Hall includes the control system being disassembled, the old hydraulic lines being emptied and taken out, the old floor control panels being removed and replaced and replacing cab parts. Watch for upcoming meeting locations.

5. Election Updates: Spring Election, April 1, 2025

Mr. Buckley reported absentee ballots start getting mailed on 3/11/2025; the last day to register online or by mail is 3/12/2025; the first day of in-person absentee voting is 3/18/2025 and the last day of in-person absentee voting and to register to vote before the election is 3/28/2025.

6. Winter Sidewalk Clearing

Mr. Buckley reported snow and ice must be removed from any public sidewalk within 24 hours from the time when the snow ceases to fall. For corner lots, this includes the sidewalk and any ramps. Do not shovel or blow snow into the street, or onto a neighboring property without the owner's permission.

7. Winter Parking Ban

Mr. Buckley reported the winter parking ban is currently suspended. Enforcement may be resumed, based on weather conditions. Watch the Two Rivers City Hall and Two Rivers Police Department Facebook pages for updates.

8. New Parks and Recreation Department Customer Service Survey

Mr. Buckley reported this survey will be used to help continuously improve the department's customer service. The survey is available at the Community House Recreation Desk and the Senior Center Desk via QR code or paper. It is also available in all Parks and Recreation staff email signatures.

9. Two Rivers Utilities' Scholarship Program is accepting applications

Mr. Buckley reported TRU's Scholarship Program is now accepting applications. Each year, TRU awards two \$500 scholarships to area graduating high school seniors. Visit our website for more information and to access the application. Deadline for all applications is April 4, 2025. Note: to be eligible, the student, their parent, or their legal guardian must be a customer of Two Rivers Utilities.

10. Community and Economic Development Update

Mr. Buckley reported Sauve's Auto Service project is nearing completion downtown. This was a \$1 Million project, assisted with \$200,000 pay-as-you-go TID grant. Rush Logistics' new facility plans are on the March 10, 2025 Plan Commission agenda.

11. Upcoming Events

- a. League of Women Voters, City Council Candidates Forum, Thursday, March 6, 2025, 6:30PM - 8:00PM, at the Senior Center, Kosta Room
- b. Two Rivers Business Association, City Council Candidates Forum, Tuesday, March 18, 2025, 6:30PM - 8:00PM, at the Community House, Behringer Room
- c. L.B. Clarke Middle School performs Alice in Wonderland Jr, March 6, 7, 8, 2025, in the

- Two Rivers High School Cafetorium
- d. Environmental Advisory Board presents, "Keep Wildlife Wild," Thursday, March 13, 2025
6:00PM, at Lester Public Library
- e. Two Rivers Main Street, The Great TRivia Contest, Friday, March 14, 2025,
6:00PM – 9:30PM, in the Community House Gym
- 12. Other

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

- A. 25-036** Presentation of Minutes
- 1. City Council Regular Meeting, February 17, 2025
 - 2. City Council Work Session, February 24, 2025

Recommended Action:
Motion to waive reading and adopt the minutes

- B. 25-037** Minutes of Meetings
- 1. Personnel and Finance Committee, February 11, 2025
 - 2. Business and Industrial Development Committee/
Community Development Authority, February 25, 2025

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

11. CITY COUNCIL - FORMAL ITEMS

- A. 25-038** Draft Ordinance Amending Section 6-4-9 of the Municipal Code, " Vendors From Special Vehicles," to Address Vendor Use of Parking Areas at Neshotah Park and Walsh Field

Recommended Action:
Review, consider any changes desired by the Council, and refer to staff to put in final form for March 17, 2025 meeting

The proposal, developed by the Advisory Recreation Board, establishes fees, operating hours, and designated vending areas. Vendors must register with the police department, carry insurance, and obtain approval from the Parks and Recreation Director or be part of a special event.

Key discussions included adjusting the 10:00 AM start time to allow early-morning vendors, maintaining location restrictions for vending on key streets, and designating a seasonal permit area in Lot 1 at Neshotah Beach. The council emphasized safety, ensuring vendor lines extend into the park rather than the parking lot. Final revisions will be made before a vote at the next meeting.

B. 25-039 Authorization for \$15,000 Facade Grant to Violet Inn, 1415 16th Street (In Addition to \$5,000 facade grant funded through Two Rivers Main Street)

Recommended Action:

Motion to authorize the grant from budgeted funds in TID 13, and to authorize the City Manager to sign the proposed grant agreement with the applicant and Two Rivers Main Street

Motion carried with a roll call vote.

Motion made by Derby seconded by Shimulunas

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

C. 25-040 Preliminary Resolution to Levy Special Assessments for the Harbor Street from Pilon Court to 16th Street, 16th Street from Harbor Street to Emmet Street and Emmet Street from 16th Street to 17th Street Reconstruction Project

Recommended Action:

Waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Petri seconded by Brandt

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

D. 25-041 Report from Councilmembers Stechmesser, Derby, and Bittner on February 19, 2025, Council Listening Session

Recommended Action:

Motion to receive and file the report and to approve various follow-up actions as noted, with progress report to be included on the March 31, 2025 work session agenda

Motion carried with a voice vote.

Motion made by D. LeClair seconded by Shimulunas.

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

E. 25-042 Refer Possible Zoning Code Amendment Regarding Short-Term Rentals as a Permitted Use in the R-1 District to the Plan Commission (from February 24, 2025 Council work session)

Recommended Action:

Motion to refer to the Plan Commission for review and recommendation

Motion carried with a roll call vote.

Motion made by Bittner seconded by Derby

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

12. FOR INFORMATION ONLY

1. City Council Regular Meeting, March 17, 2025, 6:00PM, Lester Public Library, Community Room
2. City Council Work Session, March 31, 2025, 6:00PM, venue to be determined

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:15 PM.

Motion carried with a voice vote.

Motion made by Derby seconded by B. LeClair

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

Respectfully submitted,

Amanda Baryenbruch
City Clerk