

**CITY OF TWO RIVERS
COUNCIL PROCEEDINGS
REGULAR MEETING
JANUARY 3, 2022 – 6:00 PM
Council Chambers – City Hall
MINUTES**

- 1) CALL TO ORDER** by Council President Wachowski at 6:00 PM.
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL BY CITY CLERK**

Attendee Name	Title	Status
Adam Wachowski	President	Present
Bill LeClair	Councilmember	Present
Bonnie Shimulunas	Councilmember	Present
Darla LeClair	Vice-President	Present
Jeff Dahlke	Councilmember	Present
Jay Remiker	Councilmember	Present
Tracey Koach	Councilmember	Present
Mark Bittner	Councilmember	Present
Larry Thomas	Councilmember	Present

Also present were: Ross Blaha, Water Utility Director; Dave Buss, Finance Director; Brian Dellemann, Electric Utility Director; Steve Denzien, Fire Chief; Brian Kohlmeier, Police Chief; Jim McDonald, Public Works Director; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Terri Vosters, Parks & Recreation Director; Greg Buckley, City Manager; and Jack Bruce, City Attorney.

- 4) CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**

None.

- 5) PUBLIC HEARING**

- A. Conditional Use Permit for Drive-Thru Facility at The High Lift, 1207 Madison Street, in the B-1 Business District

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Recommended Action:

Motion to approve the Conditional Use Permit

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Larry Thomas
SECONDER: Tracey Koach
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

- B. Conditional Use Permit for a Home Occupation to Operate the Candle Cottage at 2403 Jefferson Street, in the R-1 Single Family Residence District

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Recommended Action:

Motion to approve the Conditional Use Permit

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Jeff Dahlke
SECONDER: Darla LeClair
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

- C. Ordinance Amendment to Municipal Code 10-1-17 Regarding Wireless Telecommunications Towers and Antennas in the Public Right-of-Way

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Recommended Action:

Motion to waive reading and adopt the ordinance

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Bill LeClair
SECONDER: Larry Thomas
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

6) INPUT FROM THE PUBLIC

None.

7) COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember B. LeClair reported that he received a question from a resident about ordinances requiring leashing animals. Chief Kohlmeier indicated that animals must be leashed if not a private property and while on private property the animal must be controlled.

He also received a request for a 4-way stop near Koenig School. Chief Kohlmeier reported that the Public Works Committee would typically review that request with input from the Police Department.

He also received a complaint about drug activity and asked if Chief Kohlmeier thought the problems were increasing. Chief Kohlmeier reported that while the situation is not getting worse there appears to be fluctuation in the type of drugs being used.

He also received a complaint about a bump in the road at 28th Street and Forest Avenue. Public Works Director Jim McDonald reported that the Public Works Department will review the situation.

Councilmember Dahlke reported that he has received complaints of difficulty finding the Council videos online. IT Supervisor Rick Powell reported that the Council meetings are now streaming through YouTube and can be found by going directly to YouTube or by clicking a link posted on the City's Facebook page at the time of the meeting.

Councilmember Wachowski reported that he received compliments of how nice downtown was with the streetlights out on Christmas Eve and thanked the Electric Department for their work to make it happen.

8) COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bittner reported that the Personnel and Finance Committee met on December 28th and reviewed the City's Strategic Goals and Objectives and the achievements throughout 2021 as led by City Manager Buckley. The Committee recommends continuing with the goals in 2022.

9) CITY MANAGER'S REPORT

A. INVITED GUESTS

None.

B. STATUS UPDATE/REPORTS

1. Staffing Updates

Mr. Buckley reported current recruitment activities for an Electrician/Electric Inspector at Two Rivers Water and Light, Police Officer, and Water Utility Director. Chris Vanderveren, a Parks and Cemetery Maintenance Worker, was promoted from part-time to full-time effective with the 2022 budget on January 1, 2022.

2. Filing Deadlines Upcoming for April Council Election (5:00 PM on January 4 for 3-year terms; 5:00 PM on January 11 for Special Election for 2-year term)

Mr. Buckley reported on the upcoming filing deadlines for the April 2022 election for Councilmember vacancies. Nomination papers are due to the City

Clerk by 5:00 PM on January 4 for the 3-year terms and 5:00 PM on January 11 for the 2-year term.

3. 2022 Absentee Ballot Requests Now Available via MyVote or City Clerk's Office
Mr. Buckley reported that 2022 absentee ballot requests can now be requested via myvote.wi.gov or by contacting the City Clerk, Jamie Jackson, at 920-793-5526.
4. Winter Parking Ban Status
Mr. Buckley reported that the winter parking ban is still being held in abeyance and will be reviewed again on Friday, January 7 unless winter weather warrants a review earlier.
5. Two Rivers Tourism Strategy
Mr. Buckley reported that the next meeting of the City's Room Tax Commission is January 11 to review a proposal for interim services and review promotion strategies for the coming Spring/Summer/Fall seasons. An update and discussion will be included on the City Council's January 31 Work Session agenda.
6. Construction Activity at Woodland Industrial Park--Sleger Holdings/All Energy Management
Mr. Buckley reported that site work continues at the site of All Energy Management at the corner of Hwy 310 and Woodland Drive. A groundbreaking ceremony will take place on Friday, January 7.
7. Sandy Bay Highlands Residential Lot Sales
Mr. Buckley reported that 8 lots were sold to 6 buyers in 2021. A potential buyer is seriously looking at a lot now owned by a private party and on the market.
8. 2021 Room Tax Collections
Mr. Buckley reported that 2021 room tax collections through December total \$240,849, with most receipts accounted for at year-end. This compares to total room tax receipts of \$143,287 for the year 2020, an increase of just over 68%.
9. 2021 Budget Status Approaching Year-End
Mr. Buckley reported that the financial results for 2021 City operations appear favorable overall, with a small surplus projected for the General Fund, along with positive operating results for the various utility funds. Such results are consistent with the City's goal of increasing its unrestricted fund balance, which is key to the City's financial flexibility and credit rating. More information will be available following 2021 year-end closeout.
10. New TRPD Canine Officer--To be Introduced In-Person at an Upcoming Meeting
Mr. Buckley reported that Canine Officer Xanti and Police Department Canine Handler Andrew Lade will be introduced to the Council and the community at one of the February City Council meetings.
11. Central Park West 365 Project Fundraising Gearing Up

Mr. Buckley reported City staff and the Central Park West 365 Fundraising Committee have begun fundraising efforts for the Central Park West 365 Project.

12. Reminder: Christmas Tree Pickup This Week

Mr. Buckley reported that Manitowoc Disposal will be collecting Christmas trees during the week of January 3-7 on the same day as garbage/recycling collection. Trees may also be dropped off at the Public Works Garage at 1415 Lake Street between 7:00 AM and 3:00 PM.

13. Reminder of Ordinance Provisions on Clearing Snow and Ice from Sidewalks, Not Depositing Snow in the Streets

Mr. Buckley reported on the ordinance provisions on clearing snow and ice from sidewalks and not depositing snow in the streets or the private property of others. City ordinance 4-1-6 indicates snow and ice are to be cleared from all public sidewalks within 24 hours following any storm event. Failure to do so may result in the City clearing the sidewalk and billing the cost to the property owner. Second and subsequent violations during the same winter season will also result in a fine of \$150 plus court costs.

City ordinance 4-1-12 indicates the deposit of snow and ice onto City streets is prohibited, except when plowed into the windrows on streets where the snow is windrowed to the center.

City ordinance 9-6-4 indicates the deposit of snow or ice onto the private property of others, without permission, is prohibited.

14. Other

Mr. Buckley reported that an ice rink will be ready for use at Washington Park on January 4 and thanked the Parks & Recreation staff for their efforts.

Mr. Buckley reported that the City received a donation in late 2021 for the design work of the tennis and pickleball court renovation at Washington Park that is scheduled for 2022.

C. LEGISLATIVE/INTERGOVERNMENTAL

1. None.

10) CONSENT AGENDA

A. Presentation of Minutes

1. Regular City Council – December 20, 2021

Recommended Action:

Motion to waive reading and adopt the minutes

B. Reports

1. Minutes of Meetings:
 - a. Environmental Advisory Board, November 16, 2021
 - b. Public Utilities Committee, December 7, 2021

- c. Public Works Committee, December 1, 2021
- d. Plan Commission, December 20, 2021
- e. Police & Fire Commission, December 22, 2021
- f. Personnel & Finance Committee, December 28, 2021

Recommended Action:

Motion to receive and file

C. Applications and Petitions

- 1. New Application for Class "A" Beer/"Class A" Liquor License for Jalapa Marketing LLC, 1706 16th St., Two Rivers (dba Two Rivers Clark) for the period of January 3, 2022 to June 30, 2022
- 2. New Application for Class "B" Beer/"Class B" Liquor License for Hamilton Wood Type & Printing Museum Inc. for the period of January 3, 2022 to June 30, 2022

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

D. Recommendations from Plan Commission Meeting of December 20, 2021

- 1. Request for a Conditional Use Permit for a Recreational Vehicle Service Business at 1900 School Street in the B-2 Business District
- 2. Request for a Conditional Use Permit for the Rental, Storage, and Repair of Utility Trucks and Trailers at 1900 School Street in the B-2 Business District

Recommended Action:

Motion to set Public Hearings on each of these applications for Monday, January 17, 2022 at 6:00 PM

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion to approve the Consent Agenda with the various actions recommended with a possible correction to the Environmental Advisory Board minutes as identified by Councilmembers Koach and D. LeClair.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jay Remiker
SECONDER:	Darla LeClair
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

11) CITY COUNCIL - FORMAL ITEMS

- A. Recommendations from the Personnel & Finance Committee Meeting of December 28, 2021
 - 1. 2021 Goals Review – Provided with Minutes for Information Only
 - 2. City Manager's Evaluation Relative to City Goals – to be discussed in closed session later on agenda

Recommended Action:

Motion to receive and file the 2021 Goals Review

RESULT: APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER: Jeff Dahlke
SECONDER: Larry Thomas
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

12) FOR INFORMATION ONLY**13) CLOSED SESSION**

Motion to enter into closed session at 6:46 PM 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 reasons require a closed session:

- Discuss Possible City Assistance to Residential Development Project at 3000 Forest Avenue (Proposed TID No. 15 Development Agreement)
- Discuss Possible City Assistance to Other Development Projects

And 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 Performance Relative to 2021-2022 City Goals

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Jeff Dahlke
SECONDER: Tracey Koach
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

14) RECONVENE IN OPEN SESSION

Motion to reconvene in open session at 8:02 PM to consider possible actions in follow-up to closed session discussions.

RESULT: APPROVED BY VOICE CALL VOTE [UNANIMOUS]
MOVER: Mark Bittner
SECONDER: Larry Thomas
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

Motion to authorize a wage adjustment for the City Manager consistent with other non-union employees.

RESULT: NO ACTION [MOTION AMENDED]

MOVER: Mark Bittner

SECONDER: Bill LeClair

Motion to authorize a wage adjustment for the City Manager consistent with other non-union employees to be effective 1/1/2022.

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]

MOVER: Mark Bittner

SECONDER: Bill LeClair

AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomast, Jay Remiker

15) ADJOURNMENT

Motion to dispense with the reading of the minutes and adjourn at 8:04 PM.

RESULT: APPROVED BY VOICE VOTE [UNANIMOUS]

MOVER: Jay Remiker

SECONDER: Larry Thomas

AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas, Jay Remiker

Jamie Jackson
City Clerk