



# CITY COUNCIL MEETING

Monday, May 02, 2022 at 6:00 PM

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

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## MINUTES

### 1. CALL TO ORDER

The meeting was called to order by Council President Wachowski 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, Jason Ring, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski

**ALSO PRESENT:** Ross Blaha, Water Utility Director; Dave Buss, Finance Director; Jeff Dawson, Library Director; Steve Denzien, Fire Chief; Heather Ihlenfeldt, Senior Center Supervisor; Brian Kohlmeier, Police Chief; Jim McDonald, Public Works Director; Rick Powell, IS Supervisor; Jared Rohrer, Parks Maintenance Supervisor; Andrew Sukowaty, Water Utility Director; Elizabeth Runge, Community Development Director/City Planner; 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

None.

### 6. INPUT FROM THE PUBLIC

Travis VanLanen - 2906 Forest Avenue - Requested further discussion at a future Council meeting on the City's ordinance for small cell wireless facilities in the City.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Dahlke reported that based on feedback received he would like to have the Council discuss the possibility of using ATVs/UTVs in the City and front yard gardens again. Councilmember Shimulunas suggested that community garden plots are available for rent.

Councilmember Dahlke also received a report from a citizen on 12th Street that has had work done on their street without being notified first.

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

Councilmember D. LeClair reported that the Main Street organization will be undergoing transition as Roger Russove, Executive Director, has announced his retirement effective June 30, 2022. The

Board is working on updating the job description for the Executive Director position prior to starting the recruitment and hiring process.

## 9. CITY MANAGER'S REPORT

### A. Invited Guests

#### 1. Heather Ihlenfeldt, New Senior Center Supervisor

Mr. Buckley introduced Heather Ihlenfeldt as the new Senior Center Supervisor. Heather was previously employed by Manitowoc Health and Rehabilitation Center as Activity Director and External Marketing Director. She was welcomed by the City Council.

#### 2. Peter Crabbe, Update from Wood Type Museum, Including Open House May 21, 2022

Peter Crabbe, Executive Administrative Director of the Hamilton Wood Type and Printing Museum, announced that the Hamilton Wood Type and Printing Museum is having its first open house post-COVID. The event scheduled for May 21, 2022 will feature food trucks, the Two Rivers City Band, prizes, and a variety of exhibits and activities within the museum.

### B. Status Update/Reports

#### 1. 17th Street Project Update

Mr. Buckley reported that WPS is currently installing new gas mains and services on 17th Street. The contractor is beginning the work in June with a pre-construction conference being held within the next two weeks.

#### 2. Upcoming Visit from Sister City Delegation, Domazlice, May 28- June 4, 2022

Mr. Buckley reported on plans for a visit from ten student musicians and eight adults from Two Rivers' Sister City, Domazlice, Czech Republic. The Two Rivers Public School District and the City are busy planning a week of events. The Domazlice students will join our high school band and vocalists in our Memorial Day parade and ceremonies. Czech Music in Central Park will take place on Wednesday, June 1.

#### 3. Staffing Updates

##### a. New Parks and Recreation Director

Mr. Buckley reported the appointment of Mike Mathis as Parks & Recreation Director. Mike currently serves as Director of Michigan State University's Tollgate Farm facility in the Detroit area, and previously worked with the Toledo, Ohio Metro Parks System. He will start work with the City of Two Rivers on June 27.

##### b. Other

Mr. Buckley reported that Heather Ihlenfeldt has been appointed to the position of Senior Center Supervisor. Recruitments are ongoing for a Senior Center Volunteer & Nutrition Coordinator and Public Works Janitor. Interviews are being conducted for a Public Works Maintenance Worker next week.

#### 4. Upcoming Agenda Item: Award of Contract for Wastewater Plant Sludge Press and Related Financing

Mr. Buckley reported that the City currently dewateres treated sludge with a 28-year old belt press which has seen its better days and is fast approaching its last. After running pilot tests and accepting bids, the City determined that the most cost-effective means of dewatering sludge (to lower disposal costs) was by means of a screw press. When the existing belt press fails, the City would need to resort to hauling liquid sludge, probably to the Green Bay Metropolitan Sewerage District. The City has arranged for Clean Water Fund financing, including principal forgiveness. What remains is to award the contract and then determine the type of loan guarantee (general obligation or revenue). The first will impact general obligation borrowing capacity, and the latter will require that sewer utility

revenues be increased. This matter will be addressed at the next Public Utilities Committee meeting prior to being discussed at the May 16 Council meeting.

5. City Tourism Development and Promotion Activities  
Mr. Buckley reported that May 1-7, 2022 is Tourism Week and he shared a video created by the City's Tourism Department highlighting the importance of tourism to our City.
6. Status of Equipment Problems Related to Broadcasting Meetings on Spectrum Cable  
Mr. Buckley reported on the ongoing issues with the City's equipment that is preventing broadcasting the City Council meetings to Spectrum Channel 993. Staff has been unsuccessful in locating an older replacement fiber transmitter to be used until the transmitter can be updated and is currently working with Spectrum to get an estimate for the transmitter update. If and when the City decides to move forward with the update, it will likely be months before it is ready with a cost likely exceeding \$10,000. Online streaming via YouTube is not affected by this issue and remains the current option for viewing meetings without attending in person.
7. Upcoming Events:  
Mr. Buckley reported on the following upcoming events:
  - a. Heart-a-Rama, May 5-7, 2022, Community House - back for it's 50th Anniversary Show which was deferred for two years due to COVID.
  - b. Cinco de Mayo Dinner To Go, Thursday, May 5, 2022, 3:00-5:00 PM, Senior Center
  - c. Main Street Spring Wine and Beer Walk, Friday, May 13, 2022, 5:00-8:30 PM, Downtown Two Rivers
  - d. Two Rivers Farmers & Craft Market, Starting Thursday, May 19, 4:00-8:00 PM and Saturdays 8:00 AM - 1:00 PM
8. Other  
Mr. Buckley reported on a job well done by the Lester Public Library staff in their assistance in helping an area resident get their lost luggage back.

Mr. Buckley also reported on two new homes under construction at the City-developed Sandy Bay Highlands conservation subdivision. One of the homes is a spec home by a local developer, which will soon be on the market.

#### C. Legislative/Intergovernmental Update

1. Potential South Beach Restoration Project--Future Funding Application  
Mr. Buckley reported on a future funding application for a potential south beach restoration project. The project was first proposed in the 2013 Harbor Master Plan. The City is evaluating funding options in consultation with a group from the Great Lakes and St. Lawrence Cities Initiative and the Fund for Lake Michigan.
2. Update on Next Round of Applications to WisDOT for Street Improvements (Federal Bipartisan Infrastructure Bill Funding)  
Mr. Buckley reported that the City will be submitting for the next round of applications to the WisDOT, due in early June, for street improvements under the Federal bipartisan infrastructure bill funding. The Town of Two Rivers recently confirmed that, if the City is awarded grant funds from the State FY 2022 funding application recently submitted to WisDOT by the City, the Town will pay its pro rata share of the local match for Neshotah Road repaving.

## 10. CONSENT AGENDA

### A. Presentation of Minutes

1. City Council Special Meeting - April 14, 2022
2. City Council Meeting - April 18, 2022
3. City Council Re-Organization Meeting - April 19, 2022
4. City Council Work Session Meeting - April 25, 2022

Recommended Action:

Motion to waive reading and adopt the minutes

### B. Minutes of Meetings

1. Joint Review Board, April 19, 2022
2. Police and Fire Commission, April 27, 2022

Recommended Action:

Motion to receive and file

### C. Applications and Petitions

1. Application for Temporary Class "B" License from Two Rivers Fish Derby Inc. (Foundation of Kiwanis Club of Two Rivers) for the Two Rivers Fish Derby, July 15-17, 2022 at Corner of 22nd Street and Polk Street, Two Rivers
2. Application for Temporary "Class B" License from Two Rivers Historical Society for Open House, May 26, 2022 at 1622 Jefferson Street, Two Rivers
3. Main Street Spring Wine and Beer Walk, Friday, May 13, 2022, 5:00-8:30 PM, Downtown Two Rivers

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

### **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 Shimulunas, Seconded by B. LeClair.

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

## 11. CITY COUNCIL - FORMAL ITEMS

### A. Announcement of Council President's Appointments to the Standing Committees of City Council

Recommended Action:

Information only; no action required

Council President Wachowski announced his appointments to the standing committees of City Council. Committee makeup will be as follows:

- **Personnel & Finance Committee:** Jeff Dahlke (Chairperson), Bonnie Shimulunas, Adam Wachowski
- **Public Works Committee:** Tracey Koach (Chairperson), Bill LeClair, Scott Stechmesser
- **Public Utilities Committee:** Darla LeClair (Chairperson), Tim Petri, Jason Ring

### B. Nomination and Election of Council Representatives to Citizen Boards, Committees and Commissions

Councilmembers discussed vacancies and reappointments for City Council representation on Boards, Committees, and Commissions for 2022-2023. Council representation on those Boards, Committees, and Commissions for 2022-2023 will be as follows:

- **Advisory Recreation Board:** Jeff Dahlke and Adam Wachowski
- **Board of Review:** Bill LeClair, Bonnie Shimulunas, and Scott Stechmesser
- **Business and Industrial Development Committee/Community Development Authority:** Tracey Koach and Jason Ring
- **Central Park West 365 Design Committee:** Scott Stechmesser
- **Commission for Equal Opportunities in Housing:** Tim Petri and Bonnie Shimulunas
- **Committee on Aging:** Bill LeClair
- **Community Development Block Grant Housing Committee:** Bill LeClair and Bonnie Shimulunas
- **Environmental Advisory Board:** Darla LeClair
- **Library Board:** Tracey Koach
- **Plan Commission:** Adam Wachowski
- **Main Street Representative:** Darla LeClair

The Council chose not to appoint any councilmembers to the Branding and Marketing Committee and add an item to the May Work Session meeting to discuss dissolving the Committee.

C. Appointments to City Room Tax Commission

State Statute requires that the local room tax commission serving a single municipality consist of 4 to 6 members, at least one of whom shall be a representative of Wisconsin's hotel and motel industry. The Two Rivers ordinance sets membership at five members, to include the City Council President or his designee, the City Manager, two members who shall be Council members or members of the public, and a representative of the local hotel and motel industry. Council President Wachowski chose to appoint former Councilmember Curt Andrews to serve in his place. City Manager Buckley recommended appointment of Councilmember Bill LeClair; Peter Crabbe, Executive Administrative Director of the Hamilton Wood Type and Printing Museum; and Rick Carey, Two Rivers Hotel Group, LLC (developers and owners of Cobblestone Hotel Two Rivers).

Motion to approve the three appointments to the Room Tax Commission as recommended by the City Manager for one year appointments.

Motion carried with a roll call vote.

Motion made by Koach, Seconded by D. LeClair.

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

Voting Abstaining: Ring

D. Noise Ordinance Waiver for Beach Bash, Friday, June 24 and Saturday, June 25, Until 11:30 PM--Waive the Provisions of Sections 9-2-5B(2)(b) Regarding Noise Audible Within an Enclosed Structure Used for Residential Purposes and Section 9-2-5D, Pertaining to Vibration  
Recommended Action:

Motion to approve the request as submitted

Motion carried with a roll call vote.

Motion made by Koach, Seconded by B. LeClair.

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

Voting Abstaining: Wachowski

E. Proclamation of Arbor Day April 29, 2022

Recommended Action:

Motion to waive reading and adopt the proclamation

Motion carried with a roll call vote.

Motion made by D. LeClair, Seconded by Koach.

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

Wachowski

F. Proclamation Naming the Week of May 15-21, 2022 as Police Week and May 15, 2022 as Peace Officer's Memorial Day

Recommended Action:

Motion to read and adopt the proclamation

The proclamation was read by Police Chief Kohlmeier.

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by Stechmesser.

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

Wachowski

G. Proclamation of National Drinking Water Week May 1-7, 2022

Recommended Action:

Motion to read and adopt the proclamation

The proclamation was read by Water Utility Director Andrew Sukowaty.

Motion carried with a roll call vote.

Motion made by B. LeClair, Seconded by Ring.

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

Wachowski

H. Resolution Naming May 14, 2022 as International Migratory Bird Day

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by D. LeClair, Seconded by B. LeClair.

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

Wachowski

I. Resolution Regarding Streaming and Television of City Council Meetings

Recommended Action:

Motion to waive reading and adopt the resolution

Motion made by Dahlke, Seconded by Petri.

Mr. Buckley recapped the resolution that was developed based on Council discussion at the April 25th Work Session meeting. Council had additional discussion about whether to stream and broadcast the entirety of Council work sessions or focus only on action items.

Motion to approve the resolution, with an amendment to provide for streaming and broadcasting the entirety of special City Council and work session meetings up until closed session, so long as no other action items are listed following the closed session; further, to add text to the end of the recording of any meeting that ends with a closed session, describing any action that was taken by the Council upon reconvening in open session following the closed session.

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by Petri.

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

Voting Nay: Shimulunas

J. Amendment to Sex Offender Ordinance, Pertaining to Residency Restrictions

Recommended Action:

Motion to waive reading and adopt the ordinance, as recommended by the Police Chief

Chief Kohlmeier presented amendments to the sex offender ordinance pertaining to residency restrictions.

Motion carried with 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. Official Newspaper Declaration and Bid

Recommended Action:

Motion to accept bid as submitted and declare the Herald Times Reporter as the official newspaper of the City of Two Rivers

Motion made by Shimulunas, Seconded by B. LeClair.

Mr. Buckley and City Attorney Bruce discussed the requirements municipalities have for publication of meeting minutes, ordinances, public hearing notices, license applications, and more.

Motion to table until staff can obtain a price quote and circulation data from the Valders Journal as a possible alternative to the Herald Times Reporter.

Motion carried upon a voice vote.

Motion made by Shimulunas, Seconded by B. LeClair.

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

L. City Manager's Designation of Acting City Manager--City Manager has Designated Police Chief Brian Kohlmeier to Serve as Acting City Manager in his Absence for the Coming Year

Recommended Action:

None; information only

- M. Consideration of Two Facade Improvement Program Grant Applications Submitted to the City and Recommended for Approval by the Main Street Design Committee

Community Development Director Elizabeth Runge reviewed the two facade improvement grant applications that are recommended for approval by the Main Street Design Committee.

The first application was submitted by Emilee Rysticken of The High Lift LLC requesting a maximum grant award of \$10,000 to assist with her \$29,328 project to paint, install signage, flashing, new garage doors, new doors, and a patio at The High Lift Coffee Shop.

The second application was submitted by Christopher Derrington of Renee's Specialties, LLC requesting assistance with a \$3,700 project to pressure wash and repair siding, paint exterior doors, and stain siding and window trim. This application is eligible for 50% of the project cost, or \$1,850.

Recommended Action:

Motion to approve a Facade Improvement Grant to the High Lift, LLC in the amount of \$10,000 and to Renee's Specialties, LLC in the amount of \$1,850

Motion carried with a roll call vote.

Motion made by Ring, Seconded by Stechmesser.

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

**12. FOR INFORMATION ONLY**

- A. City Council Regular Meeting, Monday, May 16, 2022
- B. City Council Work Session, Monday, May 23, 2022

**13. CLOSED SESSION**

Motion to enter into Closed Session at 8:17 PM, per Wisc. Stats 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Discuss matters pertaining to legal judgement obtained by the City, related to the Paragon property foreclosure.

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by B. LeClair.

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

**14. RECONVENE IN OPEN SESSION**

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

Motion to reconvene in open session at 8:50 PM to consider possible actions in follow-up to closed session discussions.

Motion carried upon a voice vote.

Motion made by D. LeClair, Seconded by Dahlke.

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



Motion to satisfy the judgement on the Paragon property foreclosure related to Dan Wergin for \$3,000.

Motion carried upon a roll call vote.

Motion made by D. LeClair, Seconded by B. LeClair.

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

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn the meeting at 8:52 PM.

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