



## MINUTES

### 1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:00 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, Adam Wachowski

**ALSO PRESENT:** Mike Mathis, Parks and Recreation Director; Matt Heckenlaible, Public Works Director; Joe Metzen, Tourism Director; Kassie Paider, Finance Director; Dave Dassey, IT Administrator; Brian Dellemann, Electric Utility Director; Andrew Sukowaty, Water Utility Director; Eric Isselmann, Fire Captain; Sean Griffin, City Attorney (via phone); 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 seconded by to allow Councilmember B. LeClair to participate in this meeting from a remote location.

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

### 5. PUBLIC HEARING

None.

### 6. INPUT FROM THE PUBLIC

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski reported on a citizen's concern about street lights on Tannery Road. He communicated this to Brian Delleman, who checked the lights over the weekend and found them to be in good working condition.

Councilmember Shimulunas shared information about recent improvements at Lakeshore College, including a \$6 million project that added new courses in culinary arts, dental, and nursing assistant programs. She noted that Two Rivers taxes contribute to the college and praised the state-of-the-art facilities, particularly in the medical courses.

Councilmember Petri mentioned that he had been contacted by citizens again about changing the direction of traffic along the beach to improve safety for passengers exiting vehicles.

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

Councilmember D. LeClair reported on new developments from Main Street, including a new business called Two Rivers Showcase and Music Center LLC at 1810 Washington Street. She reminded everyone about the upcoming Great Trivia Contest on March 14 at the J.E. Hamilton Community House gym and mentioned that the Main Street office was looking for summer help.

Councilmember Derby reported on the recent library board meeting, which included a review of the room rental policy and mentioned new initiatives like a "blind date with a book" bag for February and a new kids' section theme.

Councilmember Shimulunas briefly mentioned that the finance committee had discussed 2025 capital projects and borrowing, but noted that a full presentation would be given later in the meeting.

## 9. CITY MANAGER'S REPORT

### A. Invited Guests

The City Manager requested to consider agenda item 11a out of order to allow Justin Fisher from Baird to present on financing matters.

Motion to consider agenda item 11a out of order.

Motion carried with a voice vote.

Motion made by Shimulunas, seconded by Derby

Justin Fisher from Baird presented a report on the proposed general obligation borrowing for 2025 capital projects. He provided an interest rate update, financing summary, and timeline. The total borrowing amount is \$3,355,000, including \$1,985,000 for tax-supported projects and potential refinancing of an existing state trust fund loan. Fisher explained the parameters resolution that would authorize Baird to go to market with the issue.

*\*\*Clerk Note: Council took action on item 11-A after the Baird presentation\*\**

### B. Status Update/Reports

#### 1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: City Manager: second meeting of the selection committee completed, ad to be placed in March, targeting late May selection, July start date; City Planner/Community Development Director – accepting applications; Certified Water Operator – interviews completed; Lead Facilities Worker Parks & Playgrounds – accepting applications. Recent Hires: Community Service Officer – Jessica Rogers. Jessica is originally from the area and recently moved back. She attained the rank of Sergeant with the United States Army & was deployed to Kuwait and Iraq. Most recently she was a stay-at-home mom to her 2 children. Welcome Jessica!

#### 2. Congratulations to Two Rivers Parks and Recreation Director Mike Mathis, recognized as 2024 Young Professional of the Year by the Chamber of Manitowoc County

Mr. Buckley reported Two Rivers Parks and Recreation Director Mike Mathis was recognized as 2024 Young Professional of the Year by the Chamber of Manitowoc County. Young Professional of the Year honors a role model in career, community and future impact. The YP receiving this award excels in their career and has also left and will continue to leave a lasting footprint within the community through volunteer work. The award winner was selected from the 2024 Future 15 award winners. Congratulations Mike Mathis!

#### 3. Congratulations Graduates: Electric Utility Employees Paul Fabian and Gina Sampe

completed the Joint Action Leadership Certificate (JALC) Program offered through WPPI. Mr. Buckley reported Paul Fabian and Gina Sampe completed the Joint Action Leadership Certificate (JALC) Program offered through WPPI. Through this two-year program, participants learn more about valuable partnerships by directly connecting concepts and content back to their individual communities. Key benefits of this program include professional development, leadership opportunities, and networking connections with peers from the utility industry. As the industry evolves, there will be a continued need for active and engaged individuals to step into leadership roles. This coursework provides a solid foundation for that development. Through WPPI, its 51 members share a common mission. By enrolling in this program, participants will establish a broader network of peers and colleagues that can be tremendously valuable. Upon completion, each participant of the JALC will receive a \$1,500 stipend toward an American Public Power Association Conference.

#### 4. Election Updates: Spring Primary, February 18, 2025

Mr. Buckley reported there is only one contest on this ballot: State Superintendent of Public Instruction. Visit [myvote.wi.gov](http://myvote.wi.gov) to find your polling place. Polls are open from 7:00 AM – 8:00 PM.

#### 5. 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.

#### 6. Winter Parking Ban

Mr. Buckley reported the winter parking ban has been suspended.

#### 7. EPA Notice of Violation Regarding Water Service Line Inventory

Mr. Buckley reported the Two Rivers Water Utility was required by the US EPA to complete an Inventory of all water service laterals connected to the City's water distribution system and submit to WDNR by October 16, 2024. Such inventory to identify each later in the system as lead, galvanized requiring replacement (GRR), lead status unknown, non-lead. The Two Rivers Water Utility complied with the filing deadline for the inventory and provided notice to all customers with lead, galvanized or "lead status unknown" water services via mailings postmarked November 14, 2024, also in compliance with US EPA requirements. But, based on a review of the submitted inventory, WDNR has found the City's inventory to be non-compliant with regard to how it reports the "basis for material classification." This has resulted in a violation notice from WDNR, which requires the Water Utility to mail a public notification to all system customers, advising them of this violation, using a template prescribed by US EPA. The utility is also required to submit a revised inventory that complies with US EPA requirements.

Notices as required by the EPA were mailed and required public notices posted on February 13. Information on compliance with these notice requirements has been provided to EPA. Utility Director has consulted with DNR compliance consultants regarding revisions to inventory format and will be filing a revised inventory report by March 31.

#### 8. City Hall Elevator Upgrade Project Scheduled to Start Monday, February 24 and Continue for Up to Four Weeks

Mr. Buckley reported the elevator at City Hall will be down starting Monday, February 24<sup>th</sup> for approximately four weeks. Public Meetings normally held on the second or third floor at City Hall will be scheduled for alternate, handicapped-accessible locations.

#### 9. Police Department Training on New Safe Restraint System (2025 Capital Project)

Mr. Buckley reported the WRAP is a safe restraint system, designed to protect subjects, officers, and staff by reducing the possibility of injury and death. It secures the subject and provides protection in the form of padding which attaches to the subject while maintaining breathing for the subject and control of their actions preventing them from causing further harm to themselves or others. The TRPD currently has two of these systems and is going through the training process with the entire police department.

10. Community and Economic Development Update  
No update provided.

11. Explore Two Rivers Board of Directors; New Members, Recent Meeting  
Mr. Buckley reported the

Mr. Buckley reported the new board members are Todd Nilsson (Clocktower Advisors); Melissa Nyssen (Violet Inn, Lounge & Spa); Erin Dembski (Point Beach State Forest). At the most recent meeting, the Explore Two Rivers Board reviewed the 2024 Budget to Actual and 2024 Year End Room Tax revenue data. The Board also approved the tourism services contract with the City's Room Tax Commission and agreed to move forward with an evening event celebrating National Travel and Tourism Week, in May.

12. Two Rivers Utilities' Scholarship Program is now 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.

13. Upcoming Events

- a. City Council Community Listening Session, Wednesday, February 19, 6:00PM, at Lester Public Library
- b. TR Teen: Teen Skate Night, Friday, February 21, 2025, 5:30PM – 7:30PM, at the Central Park West Skating Loop
- c. The Price is Right, Saturday, February 22, 2025, 6:30 PM, in the Community House Gym
- d. TRCCS 50th Annual Volleyball Tournament, Saturday & Sunday, March 1 & 2, 2025, in the Community House Gym
- e. League of Women Voters, City Council Candidates Forum, Thursday, March 6, 2025, 7:00PM - 8:30PM, at the Community House, Kostka Room
- f. Two Rivers Business Association, City Council Candidates Forum, Tuesday, March 18, 2025, 6:30PM - 8:00PM, at the Community House, Behringer Room

14. Other

C. Legislative/Intergovernmental Update

## 10. CONSENT AGENDA

### **A.** **25-026** Presentation of Minutes

1. City Council Work Session, January 27, 2025
2. City Council Regular Meeting, February 3, 2025

#### Recommended Action:

Motion to waive reading and adopt the minutes

### **B.** **25-027** Minutes of Meetings

1. Committee on Aging, January 6, 2025
2. Library Board, January 14, 2025
3. Public Utilities Committee, February 3, 2025
4. Public Works Committee, February 5, 2025

Recommended Action:  
Motion to receive and file

**C. 25-028 Department Reports, February 2025**

1. City Clerk
2. Electric
3. Fire
4. Inspections
5. Library
6. Police
7. Public Works
8. Water
9. Tourism

Recommended Action:  
Motion to receive and file

**D. 25-029 Finance Reports, October and November, 2024**

1. Debt Service
2. General Fund
3. Lester Library
4. Utilities Report

Recommended Action:  
Motion to receive and file

**E. 25-030 Summary of Verified Bills for the Month January 2025 for \$7,417,831.47**

Recommended Action:  
Motion to receive and file

**F. 25-031 Applications and Petitions**

1. Application for Temporary Class "B" Beer License for Roncalli Catholic Schools, TRCCS Volleyball Tournament, March 1 & 2, 2025, 7:30AM - 11:30PM, at the Community House, 1710 W. Park Street.
2. Application for Temporary Class "B" Beer License for Friends of the Two Rivers Senior Center, Cork and Canvas, April 4, 2025, 6PM - 8PM, 1520 17th Street.
3. Application for Temporary Class "B" Beer License for Two Rivers Youth Sports, Price is Right Game Show, February 22, 2025, 8AM - 11:30 PM, 1710 W. Park Street.

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 Derby, seconded by Shimulunas

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

**11. CITY COUNCIL - FORMAL ITEMS**

**A. 25-032** Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,355,000 General Obligation Promissory Notes (Financing of 2025 Capital Projects Possible Refinancing of Existing Debt)

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Shimulunas seconded by Petri.

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

Voting Nay: Wachowski

**B. 25-033** Consideration of Bids Received for Construction of an Extension of Landfill Leachate Collection System (2024 Budgeted Capital Project, Carried Over to 2025)

Recommended Action:

Motion to award the contract to Mammoth Construction LLC of Manitowoc, based on its lowest qualified bid, in the amount of \$127,019.50

Motion carried with a roll call vote.

Motion made by B. LeClair seconded by Petri

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

**C. 25-034** Resolution Changing the Location for the February 24, March 3 and March 17 City Council Meetings to an Alternative, Handicapped-Accessible Location, Due to a Planned Renovation Project for the Elevator Serving City Hall

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Derby seconded by Brandt

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

**D. 25-035** Review Adopted Guidelines for City Council Community Listening Sessions

Recommended Action:

None; for discussion and information only

The City Manager and City Attorney then reviewed the adopted guidelines for City Council community listening sessions, emphasizing compliance with open records and open meetings laws. The first listening session was scheduled for February 19 at 6:00 PM at Lester Public Library, with three council members in attendance.

**12. FOR INFORMATION ONLY**

A. City Council Listening Session, Wednesday, February 19, 2025, 6:00PM, at Lester Public Library

- B. City Council Work Session, Monday, February 24, 2025, 6:00 PM,  
at the Community House, Behringer Room
- C. City Council Regular Meeting, Monday, March 3, 2025, 6:00PM,  
at the Community House, Behringer Room

**13. CLOSED SESSION**

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 recent communication from Van der Brohe Arboretum, regarding City utility service
- Consider proposed Fixed Property Damage Release, pertaining to motor vehicle damage to a City park property

Motion carried with a roll call vote.

Motion made by Petri seconded by Derby to convene in closed session at 7:22 PM

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

**14. RECONVENE IN OPEN SESSION**

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

Motion carried with a roll call vote.

Motion made by Wachowski seconded by Shimulunas to reconvene in open session at 7:58 PM

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

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 8:05 PM

Motion carried with a voice vote.

Motion made by Wachowski seconded by Derby

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

Respectfully submitted,

Amanda Baryenbruch  
City Clerk