



**TWO  
RIVERS**  
WISCONSIN

# CITY COUNCIL MEETING

Monday, April 07, 2025 at 6:00 PM

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

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## AGENDA

**NOTICE: Arrangements for Addressing the City Council by Telephone, During Public Hearings or Input from the Public can be made by Contacting the City Manager's Office at 920-793-5532 or City Clerk's Office at 920-793-5526 by 4:00 p.m. on the day of the meeting**

- 1. CALL TO ORDER**
- 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
- 4. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
- 5. PUBLIC HEARING**
- 6. INPUT FROM THE PUBLIC**
- 7. COUNCIL COMMUNICATIONS**  
Letters and other communications from citizens
- 8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**
- 9. CITY MANAGER'S REPORT**
  - A. Invited Guests**
    - A. New Water Utility Operator, Gabe Butler
    - B. New Parks and Recreation Lead Worker, Facilities and Playgrounds, Kevin Drossart
  - B. Status Update/Reports**
    1. Recap of April 1, 2025 City Council Election Results; Reminder of Annual Council Reorganizational Meeting, Tuesday, April 15, 2025, 6:00PM
    2. Staffing Updates
    3. Youth Apprentices Working in City Departments
    4. April 18 Recognized as Line Worker Appreciation Day
    5. City Staff Recognitions at April 5, 2025 Two Rivers Rotary Annual Dinner
    6. City Clerk Awarded Grant to Attend International Municipal Clerks Conference
    7. Police Department Involvement with Big Brothers/Big Sisters
    8. City Hall Elevator Upgrade Project
    9. Annual Utility Shut Off Moratorium Ends on April 15
    10. State Highway 42/Memorial Drive Project
    11. Water Utility Service Line Inventory Approved by WI DNR
    12. Bid Opening for East Side Street/Utility Reconstruction--Coming to Council

- for award on April 21, 2025
13. Community and Economic Development Update
  14. 18-Year Anniversary of Lester Library Flickr Site: 12 Million Visitors to Date, Over 36,000 Images
  15. Upcoming Events
    - a. Environmental Advisory Board program, "Light Pollution: The Harm to Wildlife & Ecosystems," Thursday, April 10, 2025, 6:00PM at Lester Public Library
    - b. Two Rivers Optimist Club, "In Remembrance Night," Luminaries placed in Two Rivers Cemeteries, April 12, 2025
    - c. Coffee with a Cop
      1. Starbucks, April 16, 2025, 9:00AM-10:00AM
      2. Senior Center, April 30, 2025, 10:00AM-11:00AM
    - d. Woodland Dunes Event, "Emerald Ash Borer Field Day," Wednesday, April 16, 2025, 4:00PM-7:00PM
    - e. Estate Planning Workshop, Thursday, April 17, 2025, 6:00PM-7:30PM, at Lester Public Library
    - f. Two Rivers Fire Department Fish Boil, Friday, April 18, 2025, 3:00PM-7:00PM, at the TR Fire Department
    - g. Pancakes with the Easter Bunny, Saturday April 19, 2025, 8:30AM-10:30AM, at the Community House
    - h. Two Rivers Optimist Club Easter Egg Hunt, Saturday, April 19, 2025, 11:00AM, in Neshotah Park
    - i. Parks and Recreation Kayaking Programs
  16. Other

**C. Legislative/Intergovernmental Update**

**10. CONSENT AGENDA**

- A. 25-058** Presentation of Minutes
1. City Council Regular Meeting, March 3, 2025
  2. City Council Regular Meeting, March 17, 2025
  3. City Council Work Session, March 31, 2025

Recommended Action:

Motion to waive reading and adopt the minutes

- B. 25-059** Minutes of Meetings
1. Explore Two Rivers Board, February 11 and March 11, 2025
  2. Room Tax Commission, March 5, 2025
  3. City Manager Recruitment and Selection Committee, March 20, 2025
  4. Personnel and Finance Committee, March 6, 13, 17, 19 and April 1, 2025
  5. Business and Industrial Development Committee/Community Development Authority, March 25, 2025
  6. Board of Municipal Canvassers, Statement of the Board of Canvassers, Wednesday, April 2, 2025

Recommended Action:

Motion to receive and file

- C. 25-060** Summary of Verified Bills for the Month of March 2025 for \$4,717,166.74

Recommended Action:

Motion to receive and file

**RECOMMENDED ACTION FOR CONSENT AGENDA**

**Motion to approve the Consent Agenda with the various actions recommended**

**11. CITY COUNCIL - FORMAL ITEMS**

- A.** **25-061** Proclamation Designating April 18 as Line Worker Appreciation Day

Recommended Action:

Motion to waive reading and adopt the resolution

- B.** **25-062** Opportunity to Hear Appeal of Previous Council Decision Denying Variance from Sex Offender Residency Restrictions (Applicant Has Been Advised of Ability to Appeal)

Recommended Action:

Motion to uphold the denial

- C.** **25-063** Resolution Supporting Reauthorization of State Funding for Knowles-Nelson Stewardship Program

Recommended Action:

Motion to read and approve the resolution, for forwarding to Two Rivers area State Legislators

- D.** **25-064** Award of Bid for Paving Project-- Pierce Street Within Neshotah Park, 21st Street to Zlatnik Drive, Plus Streetside Parking Areas (2025 Budgeted Capital Project)

Recommended Action

Motion to award the contract to Northeast Asphalt Inc of Greenville, based on its lowest qualified bid, in the amount of \$150,298.00

- E.** **25-065** Consideration of an Amendment to the City's Revenue Recognition Policy, Retroactive to January 1, 2024, to State that Revenues May be Recognized if Received Within 60 days Following Year-End, Except that Grant Revenue May be Recognized Within 180 days Following Year-End

Recommended Action:

Motion to approve the policy amendment, as recommended by the Personnel and Finance Committee, retroactive to January 1, 2024

- F.** **25-066** Review and Action on City Strategic Goals and Objectives - Review of 2024 Accomplishments and Updating of Goals for 2025, as Recommended by the Personnel and Finance Committee

Recommended Action:

Motion to adopt the progress report and revised goals for 2025

- G.** **25-067** Action Regarding City Manager's 2025 Wage Adjustment, as Recommended by the Personnel and Finance Committee

Recommended Action:

Motion to authorize a 3 percent wage increase, retroactive to January 1, 2025, consistent with other non-union employees, based on the Personnel and Finance Committee's review and recommendation.

- H.** **25-068** Appointment to Plan Commission -- Appoint Patricia Klein to a Term Expiring May 1, 2027

Recommended Action:

Motion to approve the appointment, as recommended by the City Manager

**12. FOR INFORMATION ONLY**

City Council Reorganizational Meeting, Tuesday, April 15, 2025, 6:00PM

City Council Regular Meeting, Monday, April 21, 2025, 6:00PM

City Council Work Session, Monday, April 28, 2025, 6:00PM

**13. CLOSED SESSION**

The City Council reserves the right to enter into Closed Session, 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 reason require a closed session

**14. RECONVENE IN OPEN SESSION**

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

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email [clerk@two-rivers.org](mailto:clerk@two-rivers.org) at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.*

*It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*

**SERVICE LINE INVENTORY APPROVAL NOTIFICATION**

1 message

**Nasir, Fuad B - DNR** <fuad.nasir@wisconsin.gov>

Tue, Mar 18, 2025 at 2:20 PM

To: "gbuckley@two-rivers.org" &lt;gbuckley@two-rivers.org&gt;, "andsuk@two-rivers.org" &lt;andsuk@two-rivers.org&gt;

Cc: "Cahoon, Alyssa L - DNR" &lt;alyssa.cahoon@wisconsin.gov&gt;, "Merry, JaNelle P - DNR" &lt;Janelle.Merry@wisconsin.gov&gt;

Dear Public Water System (PWS) Owner/Operator,

Thank you for submitting the service line inventory for TWO RIVERS WATERWORKS (PWS ID 43604363) to the Department of Natural Resources (Department).

The Department conducted a review of your inventory, public accessibility, and methods and completeness verification materials, to determine compliance with the federal service line inventory requirements of 40 CFR § 141.84(a).

Our review has determined that your inventory is consistent with federal requirements.

Please let your DNR Field Representative and I know if you have any questions.

**Fuad Bin Nasir**

Water Supply Specialist

Wisconsin Department of Natural Resources

(608) 512-2684

[fuad.nasir@wisconsin.gov](mailto:fuad.nasir@wisconsin.gov)

Our core values include professionalism, integrity, and customer service.

Please visit our [survey](#) to provide feedback on your experience interacting with any DNR employee.



# CITY COUNCIL MEETING

Monday, March 03, 2025 at 6:00 PM

Lester Public Library, Community Room,  
1001 Adams Street, Two Rivers, WI 54241

## 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 45<sup>th</sup> 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



**TWO  
RIVERS**  
WISCONSIN

Section 10, ItemA.

# CITY COUNCIL MEETING

Monday, March 17, 2025 at 6:00 PM

Lester Public Library, Community Room,  
1001 Adams Street, Two Rivers, WI 54241

## MINUTES

### 1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:05 PM.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL BY CITY CLERK

Councilmembers: Mark Bittner, Doug Brandt, Shannon Derby, Tim Petri, Bonnie Shimulunas, Scott Stechmesser

**Absent:** Bill LeClair, Darla LeClair, Adam Wachowski (arrived at 7:26 PM)

**ALSO PRESENT:** Kassie Paider, Finance Director; Andrew Sukowaty, Water Utility Director; Joe Metzen, Tourism Director; Ben Meinnert, Police Chief; Brian Dellemann, Electric Utility Director; Matt Heckenlaible, Public Works Director; Jeff Dawson, Library Director; Bill Manis, Part-Time Fire Department Support; Mike Mathis, Parks and Recreation Director (via phone); Andrew Adams, City Attorney (via phone); and Greg Buckley

### 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

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Bitter reported a citizen emailed the entire council regarding concerns about construction equipment parking near their home.

Councilmember Derby reported that she received an email regarding a citizen's concerns about the need for improved code enforcement and follow-through on nuisance properties, garbage collection, and building permit enforcement. Another citizen raised concerns about improper yard sign placement on the terrace. Additionally, a question was posed about why the city does not participate in Progress Lakeshore. The City Manager clarified during the meeting that the City Council decided approximately four years ago that the benefits did not outweigh the costs of membership in Progress Lakeshore. Councilmember Derby also expressed appreciation for Officer Jackson and the TRFD paramedics for their excellent response to a recent 911 call.

Councilmember Shimulunas stated that she received an email from a citizen expressing concerns about allowing tents to be set up overnight at Neshotah Beach for the event.

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

Section 10, Item A.

Councilmember Bittner provided a report highlighting the Parks and Recreation Department, specifically the Senior Center. Notable statistics included Trust Cars providing 3,900 rides to the community and volunteers contributing 13,600 hours across various duties. Councilmember Bittner also complimented Heather Ihlenfeldt, Senior Center Supervisor, on her impact on the community.

Councilmember Shimulunas noted that Mr. Buckley would provide further details on the Personnel and Finance Committee's actions. It was mentioned that Baird initially quoted loan rates at over 4% for the 2025 capital projects borrowing, but the final rate came back at 3.67%, resulting in significant savings.

Councilmember Derby reported on the Library Board, noting that Terry Ehle received an award and that the board reviewed the Library Director position.

Council President Stechmesser reported on Public Works Committee, noting that the committee met twice—once at the DPW shop and again for a regular meeting. Discussion included sidewalk cleanup, with a reminder that state statute requires all snow to be removed. Further discussion on this topic is scheduled for the next meeting in early April.

## 9. CITY MANAGER'S REPORT

### A. Invited Guests

### B. Status Update/Reports

#### 1. Staffing Updates

##### a. New Water Department Operator Gabe Butler has started work

Mr. Buckley reported Gabe worked for the City of Manitowoc in the Department of Public Works for the last 3 years. He is originally from the Mishicot area. He and his family live in the Town of Two Rivers.

##### b. Parks and Recreation Lead Worker for Facilities and Playgrounds

Mr. Buckley reported an offer was extended to the top candidate.

##### c. Community Development Director Recruitment

Mr. Buckley reported the City is accepting applications for this position.

##### d. City Manager Recruitment

Mr. Buckley reported the Committee is meeting on Thursday, March 20, at 8:00 AM with the consultant.

##### e. Recruitment for Seasonal Positions

Mr. Buckley reported the City is now hiring for many Parks and Recreation seasonal positions

##### f. Other

Mr. Buckley reported there are many other summer seasonal openings.

#### 2. Employment of High School Youth Apprentices in City Departments

a. Water Department Karson Kowalski is a junior at Mishicot High School. He started as a youth apprentice at the water department last June and assists the operators in the lab, maintenance, and in distribution. Karson does a great job helping out.

##### b. Clerk's Office

Kiana Luebke is a Senior at Two Rivers High School. She started as a youth apprentice last May and assists the City Clerk / HR Director in many tasks including elections, licensing, and employee support. Kiana does an excellent job!

##### c. Fire Department

The Fire Department (TRFD) is excited to begin involvement with the Youth Apprentice Program, a collaborative initiative in partnership with Two Rivers High School and the Cooperative Educational Service Agency (CESA). A selection process for this position is underway.

d. Parks and Recreation

Logan Hansen and Jayden Wanek are Juniors at Two Rivers High School. They began their apprenticeships at the start of the 2024-2025 school year in September but previously worked for Parks & Rec as Building Attendants at the Community House. Their mentor is Jared Rohrer, Parks Maintenance Supervisor. As part of the Parks Maintenance team, the apprentices are learning general building maintenance, seasonal start-up and shut-down procedures for parks, beach, and restrooms, tree maintenance, and special event support. They are valuable members of the team and always willing to assist. The Forestry Youth Apprenticeship hasn't started yet, but interviews for this position have been completed.

e. Other

3. Financing for 2025 Capital Projects

Mr. Buckley reported 10-year notes for financing of the City's 2025 capital projects (\$2,535,000) and refinancing of (\$786,476) for interest savings were sold on March 5. Overall interest rate for the issue, set to close on April 7, is 3.67% – well below the 4.25% rate used in the financing pro-forma that was presented by R.W. Baird in February, and well below the maximum rate of 4.75% included in the Parameters Resolution adopted by City Council for this borrowing. By comparison, the rate for last year's 10-year note sale was 3.59%.

4. City Hall Elevator Upgrade Project

Mr. Buckley provided an update on the elevator project at City Hall. The Schindler elevator team has finished their work. The City is waiting for Vorpahl Fire and Safety to connect the elevator to the fire monitoring system. Once that is complete, the State Elevator Inspector will conduct a final inspection.

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

Mr. Buckley reported the first day of in-person absentee voting at City Hall is March 18, 2025. The last day of in-person absentee voting at City Hall is March 28, 2025. Voters may request an absentee ballot be mailed to them. Polls will be open on April 1 from 7 AM – 8 PM.

6. Winter Parking Ban Ended March 15

Mr. Buckley reported the winter parking ban is over. Enforcement has been suspended for a while, but the parking ban period set by City Ordinance ends March 15.

7. 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 the TR Utilities website for more information and to access the applications. 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.

8. Community and Economic Development Update

Mr. Buckley reported Sauve's Auto Service project is nearing completion downtown, \$1 million project, assisted with \$200,000 pay-as-you-go TID Grant. Rush Logistics new facility, plans approved by Plan Commission on March 10; to be reviewed by BIDC and CDA on March 25. New building by Growth Garage at Lincoln Ave and 33<sup>rd</sup> will receive further review at a Plan Commission special meeting on March 19.

9. Upcoming Events

- a. Two Rivers Business Association, City Council Candidates Forum, Tuesday, March 18, 2025, 6:30PM - 8:00PM, at the Community House, Behringer Room
- b. Lakeshore Wedding Expo, Sunday, March 23, 2025, 11:00AM-2:00PM, at Sepia Chapel
- c. Two Rivers Business Association, Manitowoc County Business Expo, Wednesday, March 26, 2025, 4:00PM - 7:00PM at Sepia Chapel

- d. Coffee with a Cop
  - 1. McDonalds, March 20, 2025, 9:00AM-10:00AM
  - 2. Starbucks, April 16, 2025, 9:00AM-10:00AM
  - 3. Senior Center, April 30, 2025, 10:00AM-11:00AM
- e. Two Rivers Kids' Run, Saturday, March 29, 2025, 3:30PM-6:00PM, at Two Rivers High School
- f. Two Rivers 10 Mile Run, Sunday, March 30, 2025, 8:00AM, at Two Rivers High School
- g. Two Rivers Senior Center, "Cork and Canvas," Friday, April 4, 2025, 6:00PM, at the Community House, Behringer Room
- h. Two Rivers Rotary Club 23rd Annual Dinner & Auction, Saturday, April 5, 2025, 5:00PM, at Sepia Chapel
- i. Two Rivers Optimist Club, "In Remembrance Night," Luminaries placed in Two Rivers Cemeteries, April 12, 2025
- 10. Other

C. Legislative/Intergovernmental Update

- 1. Notification from WI Department of Administration Regarding Decision by the State to Close Out Locally-Administered CDBG Housing Loan Funds, With Funds to Be Re-Deployed by the State for a New Affordable Housing Initiative
- 2. Status of Safe Drinking Water Fund and Clean Water Fund Financing for 2025 Water and Sewer Infrastructure Work
- 3. Status of Federal Funding for Sustainable Shoreline Planning Project
- 4. Concerns Regarding the Status of Tax-Exempt Financing for Local Infrastructure Projects
- 5. Proposed "Right of First Refusal" Legislation to Allow Existing Owners of Electrical Transmission Facilities in Wisconsin First Rights to Build and Operate New Transmission Facilities Serving the Regional Power Grid--Legislation Supported by WPPI Energy

Legislative/Intergovernmental Update

- 1. Notification from WI Department of Administration Regarding Decision by the State to Close Out Locally-Administered CDBG Housing Loan Funds, With Funds to Be Re-Deployed by the State for a New Affordable Housing Initiative

Mr. Buckley reported The Wisconsin Department of Administration has announced plans to discontinue local Housing Revolving Loan Funds funded through the Small Cities CDBG program, reclaiming the funds for a statewide housing initiative focused on converting vacant buildings into housing. Two Rivers has managed a \$2 million loan fund, providing zero-interest, deferred loans that are repaid when a property is sold or transferred. The state cited concerns about idle funds, noting that \$22 million is currently held across programs. City staff and regional partners, including MSA Professional Services and neighboring communities, were surprised by the decision and are seeking more details through upcoming meetings. Since 2015, small cities like Two Rivers have been ineligible for new CDBG housing grants, relying instead on regional funds. While these have helped residents when local funds were unavailable, concerns remain about whether they will have sufficient resources if local programs are eliminated. A similar situation previously arose when the state sought to reclaim economic development loan funds, but certain funds were ultimately retained. It is unclear if a similar option exists for housing funds. The City will continue monitoring developments and may engage legislators if necessary.

- 2. Status of Safe Drinking Water Fund and Clean Water Fund Financing for 2025 Water and Sewer Infrastructure Work

Mr. Buckley provided an update on the City's Safe Drinking Water Fund and Clean Water Fund financing for 2025 projects, which benefit from federal Bipartisan Infrastructure Law funding to secure low-interest rates and principal forgiveness. Two major projects will utilize Wisconsin DNR funding: the Harbor Street, Emmet Street, and 16th Street road reconstruction project, along with the East Side Lead Service Line (LSL) replacement project. While the WDNR confirmed the City's eligibility for both Safe Drinking Water and Clean Water funds, the

final eligibility list for scattered LSL replacements is still pending. However, the City is assured that funding for the LSL program is secure, covering 100% of private-side costs with principal forgiveness. As a result, the City will proceed with bidding the scattered site LSL replacement project, expecting to support approximately 150 households while maintaining the \$2,500 per household assistance program. Additionally, the City qualified for 20% principal forgiveness on water main projects. Mr. Buckley also noted ongoing challenges related to the federal lead and copper mandate, which faces legal challenges due to concerns about financial burdens on older communities. Despite these broader issues, the City will move forward with planned projects while awaiting further state and federal guidance.

### 3. Status of Federal Funding for Sustainable Shoreline Planning Project

Mr. Buckley provided an update on the Sustainable Shoreline Project, noting that while \$60,000 in funding has been secured from the Fund for Lake Michigan, additional federal funding remains on hold. Specifically, \$130,000 from the Great Lakes and St. Lawrence Seaway Cities Initiative is delayed due to federal funding uncertainties. The City is also awaiting clarification on the funding source for the largest portion of the project, which is expected to come from the National Fish and Wildlife Foundation. While the Council previously authorized signing the consulting services contract in January, the City has held off pending confirmation of available funds. This project aims to conduct a comprehensive shoreline assessment from the southern edge of the harbor to the city limits, including modeling potential solutions to reduce sedimentation at the harbor entrance. Despite significant planning efforts, progress is currently stalled due to funding uncertainties.

### 4. Concerns Regarding the Status of Tax-Exempt Financing for Local Infrastructure Projects

Mr. Buckley reported concerns regarding the potential impact of federal tax policy changes on tax-exempt financing for local infrastructure projects. He emphasized the critical role tax-exempt financing plays in securing lower interest rates—typically 2% lower than taxable rates—for municipalities to invest in infrastructure. He noted that discussions at the federal level indicate tax-exempt financing could be at risk as lawmakers explore ways to offset expiring tax cuts. While no immediate action has been taken, he advised vigilance on the issue. If further developments arise, the City Council may be asked to adopt a resolution in opposition. Mr. Buckley also referenced past federal actions that negatively impacted municipal financing, such as the removal of the tax exemption for advanced refunding bonds. This change limited municipalities' ability to refinance debt at lower rates ahead of call dates, a strategy the City had successfully used in the past. Given the uncertainty, he urged close monitoring of any proposed changes that could increase borrowing costs for local governments.

### 5. Proposed "Right of First Refusal" Legislation to Allow Existing Owners of Electrical Transmission Facilities in Wisconsin First Rights to Build and Operate New Transmission Facilities Serving the Regional Power Grid--Legislation Supported by WPPI Energy

Mr. Buckley provided an update on proposed "Right of First Refusal" legislation in Wisconsin, which would grant existing electrical transmission facility operators, such as American Transmission Company (ATC), the first opportunity to build and operate new transmission infrastructure serving the regional power grid. This legislation, which previously stalled in the last legislative session, is being reconsidered and has gained support from both public power entities and investor-owned utilities, including WPPI Energy. While some critics argue that it is anti-competitive and could drive up costs, supporters believe it will ensure reliable investment in Wisconsin's transmission infrastructure. Mr. Buckley noted that both of the City's state legislators, Senator LeMahieu and Representative Tittl, are in favor of the bill. While there appears to be enough support for passage in the State Senate, the Assembly remains uncertain. The issue has drawn attention from national organizations such as Americans for



Prosperity, highlighting broader industry and financial interests at play. The City will to monitor developments as they unfold.

## 10. CONSENT AGENDA

### **A.** **25-043** Presentation of Minutes

1. City Council Listening Session, February 19, 2025

#### Recommended Action:

Motion to waive reading and adopt the minutes

### **B.** **25-044** Minutes of Meetings

1. Committee on Aging, February 4 and March 3, 2025
2. Library Board, February 11, 2025
3. Environmental Advisory Board, February 18, 2025
4. Public Utilities Committee, March 3, 2025
5. Public Works Committee Special Meeting, March 5, 2025
6. Public Works Committee, March 5, 2025

#### Recommended Action:

Motion to receive and file

### **C.** **25-045** Department Reports, Month Year

1. City Clerk
2. Electric
3. Inspections
4. Library
5. Parks & Recreation (Annual Report)
6. Public Works
7. Water

#### Recommended Action:

Motion to receive and file

### **D.** **25-046** Applications and Petitions

1. Application for Temporary Class "B" Beer and "Class B" Wine License for Heart-A-Rama, May 1, 2, 3, and May 8, 9, 10, 2025, 6:00PM - 11:00 PM, 1710 W. Park Street

#### Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

### **E.** **25-047** Summary of Verified Bills for the Month February 2025 for \$5,255,688.51

#### Recommended Action:

Motion to receive and file

### **RECOMMENDED ACTION FOR CONSENT AGENDA**

**Motion to approve the Consent Agenda with the various actions recommended**

## 11. CITY COUNCIL - FORMAL ITEMS

### **D.** **25-051** Authorization for Overnight Camping at Neshotah Beach for a New, Parks and Recreation

Department- Organized Event, "Great Neshotah Beach Campout" for One Night, August 30-31, 2025

Recommended Action:

Motion to waive normal park closing hours for participants in this special event, per Section 7-1-6 of City Ordinances

Mike Mathis, Parks and Recreation Director, introduced "The Great Neshotah Beach Campout," a new Parks and Recreation Department event scheduled for August 30-31, 2025, allowing families to camp overnight on the beach. The event will include designated campsites, registration requirements, and collaboration with local organizations such as the Boy Scouts, Optimist Club, and Washington House to assist with cleanup, meals, and activities. Concerns about setting a precedent for overnight beach camping were discussed, but the event was recognized as a well-organized, family-oriented initiative aimed at filling the void left by the discontinuation of Kites Over Lake Michigan. City Council expressed support, highlighting Parks and Recreation's strong track record in managing community events and ensuring proper cleanup. Councilmember Shimulunas expressed concern about this new activity possibly setting a

Motion carried with a roll call vote.

Motion made by Bittner, seconded by Derby.

Voting Yea: Bittner, Brandt, Derby, Petri, Stechmesser

Voting Nay: Shimulunas

**E. 25-052 Ordinance Amending Section 6-4-9 of City Ordinance, Entitled "Vendors from Special Vehicles"**

Recommended Action:

Motion to waive reading and adopt the ordinance

Mike Mathis, Parks and Recreation Director, discussed updates to the ordinance regulating food trucks, aiming to balance accessibility for vendors while maintaining order at Neshotah Beach. The proposed changes include a \$250 annual fee for seasonal permits (Memorial Day through the week after Labor Day), designated parking spaces at Lot 1 on a first-come, first-served basis, and a requirement for vendors to display permits. The Parks and Recreation Director may limit the number of permits as needed. Spaces will be marked for vendors, and those with trailers must manage parking efficiently. Council members reviewed minor wording adjustments and expressed general support for the revisions.

Motion carried with a roll call vote.

Motion made by Petri, seconded by Bittner.

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser

**A. 25-048 Resolution to Adopt Manitowoc County Hazard Mitigation Plan 2025-2030**

Recommended Action:

Motion to waive reading and adopt the County Hazard Mitigation Plan 2025-2030

Motion carried with a roll call vote.

Motion made by Derby, seconded by Bittner.

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser

**B. 25-049 Ordinance to Amend Section 5-6-24 of Municipal Code, Regulating Commercial Refuse/Recycling Haulers**

Mr. Heckenlaible noted that this amendment primarily addressed measures required to assure visibility of commercial dumpsters placed on City streets.

Recommended Action:

Motion to waive reading and adopt the ordinance, as recommended by the Public Works Committee

Motion carried with a roll call vote.

Motion made by Petri, seconded by Shimulunas.

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser

**C. 25-050** Ordinance to Amend Section 4-1-4 of the Municipal Code, Regulating Construction and Repair of Sidewalks within the City

Recommended Action:

Motion to waive reading and adopt the ordinance, as recommended by the Public Works Committee

The Council discussed amendments to the municipal code regulating sidewalk construction and repair. The primary updates address vegetation overgrowth, sidewalk clearance requirements, and sidewalk damage caused by city-owned trees. The revised ordinance aligns with federal standards, reducing the threshold for necessary repairs from  $\frac{3}{4}$  inch to  $\frac{1}{4}$  inch, while allowing cost-effective solutions like grinding or mud jacking. Additionally, the city will cover repair costs for sidewalk damage caused by street terrace trees. A user guide has been created to clarify regulations and responsibilities for residents. Council members expressed support for the revisions and the effort to make regulations more accessible.

Motion carried with a roll call vote.

Motion made by Derby, seconded by Petri.

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser

Abstain: Wachowski

*\*\* Clerk Note: Councilmember Wachowski arrived at 7:26 PM and abstained from the vote, as he was not present for the majority of the council's discussion. \*\**

**F. 25-053** Appointment of Jack Powalisz to a three year term on the Lester Library Board, expiring May 1, 2028 (replacing retiring Board Member, David Pennefeather)

Recommended Action:

Motion to approve the appointment as recommended by the City Manager

Motion carried with a voice vote.

Motion made by Wachowski, seconded by Shimulunas

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser, Wachowski

**G. 25-054** Consider Appeal for a Variance from the City Residency Restrictions Applicable to Sex Offenders, Per Chapter 9-9 of City Ordinances

Recommended Action:

Motion to deny the appeal, consistent with the recommendation of the Chief of Police

Motion made Bittner, seconded by Shimulunas

A discussion followed regarding whether the applicant had received proper notice of the meeting. Some council members expressed concern that without confirmation of receipt, denying the request outright could potentially be challenged, and suggested tabling the matter to allow the applicant an opportunity to appear. Others pointed out that the city had consistently denied similar requests in the past and emphasized following the recommendation of the Police Chief. It was further noted that the applicant had no prior ties to the city, such as previous residency or family connections, which factored into the decision-making process.

Councilmember Bittner amended his motion to deny the appeal and if the applicant wishes to speak in the future the Council will allow him to speak, Councilmember Shimulunas agreed with the amendment.

The City Attorney clarified that if the Council denied the request, the applicant would still have the right to appeal or request reconsideration at a later date. Ultimately, a motion to deny the variance was made and seconded. The motion passed, with one council member voting against denial, citing concerns about due process and ensuring the applicant had a fair opportunity to present their case.

Councilmember Bittner withdrew his amendment to the motion, Councilmember Shimulunas agreed with going back to the original motion to deny the appeal, consistent with the recommendation of the Chief of Police.

Voting Yea: Bittner, Brandt, Derby, Shimulunas, Stechmesser  
Voting Nay: Petri, Wachowski

#### **H. 25-055 2024 Annual WDNR MS4 Stormwater Report**

##### Recommended Action:

Review and authorize Public Works Director to sign and submit to WDNR

Motion carried with a voice vote.

Motion made by Brandt, seconded by Derby.

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser, Wachowski

#### **12. FOR INFORMATION ONLY**

1. City Council Work Session Meeting, Monday, March 31, 2025, 6:00PM
2. City Council Regular Meeting, Monday, April 7, 2025, 6:00PM
3. Annual City Council Reorganizational Meeting, Tuesday, April 15, 2025, 6:00PM

#### **13. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:49 PM

Motion carried with a voice vote.

Motion made by Petri, seconded by Derby

Voting Yea: Bittner, Brandt, Derby, Petri, Shimulunas, Stechmesser, Wachowski

Respectfully submitted,

Amanda Baryenbruch  
City Clerk



**TWO  
RIVERS**  
WISCONSIN

## CITY COUNCIL WORK SESSION

Monday, March 31, 2025 at 6:00 PM

Lester Public Library - Community Room,  
1001 Adams Street, Two Rivers, WI 54241

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### MINUTES

#### 1. CALL TO ORDER

President Stechmesser called the meeting to order at 6:01PM

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL BY DEPUTY CITY CLERK

Councilmembers: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunas, Scott Stechmesser.

**ABSENT:** Adam Wachowski (arrived at 6:17PM)

**ALSO PRESENT:** Police Chief, Ben Meinnert; Public Works Director, Matt Heckenlaible; Library Director, Jeff Dawson; Parks and Recreation Director, Mike Mathis; Electric Utility Director, Brian Dellemann; City Attorney, Sean Griffin (participating via telephone); and City Manager, Greg Buckley

#### A. 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 Derby to allow Councilmembers D. LeClair and B. LeClair to participate in this meeting from a remote location via telephone.

Voting Yea: Stechmesser, Bittner, Derby, Brandt, Petri, Shimulunas

#### 4. ACTION ITEMS

##### **A. 25-056 Resolution Designating May 10, 2025 as International Migratory Bird Day**

Parks and Recreation Director, Mike Mathis gave a brief summary and presented and read aloud the resolution titled, "International Migratory Bird Day Resolution."

##### Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by B. LeClair, seconded by Derby

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

**B. 25-057** Consider Amendment to TID 8 Capital Grant to Pop-Start Restaurant Group, LLC, to Extend Certain Deadline Dates Associated With Grant Assistance for Improvements at 1033 22nd Street

Mr. Buckley started by reporting that renovation of the property is underway, then gave a brief recap of the grant that was given and timeline of project. The purpose of this amendment is to extend the deadlines associated with the \$10,000 capital grant, originally approved by the City Council in August.

The original terms required the completion of certain capital investments, including the purchase of equipment and exterior improvements, totaling at least \$100,000.

The capital investment was tied to a March 31, 2025, deadline for both the completion of renovations and the submission of supporting documentation for the grant. After a recent meeting with one of the restaurant partners and their banker, it was determined that a three-month extension, moving the deadlines to June 30, 2025, would be beneficial. This extra time would provide some breathing room, although the restaurant partners are still aiming to open in May, 2025.

Additionally, the Business and Industrial Development Committee has committed to a \$63,000 loan to assist with the project, alongside a \$315,000 loan from a bank/SBA loan. The restaurant partners are also contributing private equity to the project. There have been no draws on the City loan to date. The pizza oven has arrived and is scheduled to be installed on April 4, and other improvements are underway.

To ensure the project's success, the Business and Industrial Tax Credit (BITC) has authorized an increase in the city loan amount to cover additional costs incurred during the renovation, up to \$20,000, bringing the total city loan to \$83,000. These funds would cover documented capital costs, including repairs to a 20-year-old refrigerator unit. However, the full \$20,000 increase may not be necessary, depending on final costs.

The BIDC's approval of that loan increase was contingent upon the final review of loan documents by a BIDC Committee and the bank's agreement to increase its loan authorization by a matching amount, for working capital. Despite these delays, there is significant optimism about the project's progress and the restaurant's opening in May.

Recommended Action:

Motion to authorize extending the deadline dates as recommended by the City Manager  
Motion carried with a roll call vote.

Motion made by Brandt, seconded by Bittner

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

## 5. DISCUSSION ITEMS

### A. Update on City Hall Elevator Project

Mr. Buckley reported the state elevator inspector visited today, and the City is expecting the final approvals for the project. Unfortunately, the approval was not granted due to the absence of required signage and labels on some of the elevator features. If Schindler provides an email with photographic proof that the signs and labels are correctly installed, the elevator can be able put back in service.

As for the project's budget, Mr. Buckley reported that \$120,000 was budgeted, with provision for up to \$10,000 for incidental electrical costs. Staff is still waiting to finalize the costs, but it

looks like the project may exceed the budget by up to \$10,000.

**\*\*Note: Councilmember Wachowski arrived at 6:17PM\*\***

**B. Discuss Proposed Amendments to Various City Ordinances (to be Presented for Action at Upcoming Meetings)**

**1. Ordinance to Amend Chapter 6-9, Massage Establishments, to Eliminate Local Licensing Requirement for Massage Establishments and Massage Technicians--Already Subject to State Licensing Requirements**

Council discussed proposed change to the City of Two Rivers' ordinance on massage establishments (Section 6-9) involves removing the local licensing requirement for massage businesses and massage technicians.

The City Manager explained that this came about after an inquiry from a business owner considering opening a new establishment that includes massage services. While a local license requirement appears in City ordinances, it appears that the City has never issued a license for a massage establishment or technician. Further, the State of Wisconsin already requires massage therapists to be state-licensed. Research into neighboring communities revealed that many don't have local licensing requirements, with only some cities, like Green Bay, imposing such requirements.

Police Chief Ben Meinnert, confirmed that any illegal activity, such as prostitution, which is often associated with "massage parlors", is already adequately covered under the city's existing laws against sexual immorality. Local inspection and regulation of legitimate massage establishments were deemed unnecessary by the Chief, who stated that he believed the State's licensing and the existing local ordinances addressing illegal activities were sufficient.

Some council members expressed concern about maintaining local authority to inspect or spot-check businesses if there are complaints about illegal activities, such as prostitution or other illicit operations. There was a suggestion to keep the ability to investigate and take action locally without having to rely on the state, which might be slow in responding. The matter is expected to be revisited with additional input from legal counsel and draft ordinance amendment in the coming weeks.

**2. Amendments to Chapter 7-4, Trees and Shrubs**

Council discussed the current challenges regarding trees and shrubs as outlined in Chapter 7-4, particularly related to private property trees that may pose potential threats to public safety. Parks and Recreation Director Mike Mathis opened the discussion, addressing the issue of tree overhangs onto private property. He explained that he often receives complaints from residents whose neighbors' trees are overhanging their property and potentially endangering their roofs. Currently, the ordinance dictates that the city must intervene in these cases when trees are considered a public nuisance, putting pressure on city staff to get involved in private property matters.

Mike suggested amending the ordinance language from "must" to "may" when addressing trees on private property that only pose a potential risk to other private property. This change would offer the city more discretion and flexibility in dealing with these issues, as some trees may pose minimal risk but still require significant resources to address.

Staff and Council discussed using arborists to help determine if a tree is an immediate safety hazard and how the city can avoid getting dragged into unnecessary disputes over private trees. Concerns about liability arise when trees from private properties cause damage to neighboring properties. The City Manager also suggested that there is a need for better communication and policy adjustments around pruning trees in the public street right-of-way.

Pruning should be handled by City staff or City contractors. The goal is to create a clear distinction between private and public responsibilities and ensure that city resources are used efficiently. 3. Amendments to Chapter 6-13, Regulation of Short-Term Rentals

The Council reviewed proposed ordinance language making changes to short-term rental (STR) regulations, as discussed at prior meetings. The primary topics discussed included:

**Maximum Occupancy for STRs:** There was discussion on the maximum number of individuals allowed, with consensus to limit occupancy to two persons per bedroom, plus up to four additional "persons" (vs. "adults" in the discussion draft), with children under age two to be excluded from the count.

**Lighting Issues:** Council members raised concerns about excessive lighting from STRs affecting neighbors. There was a discussion on regulating exterior lighting, with consensus leaning toward limiting lighting after 11 p.m. to prevent disturbances. However, some members were concerned about enforcing this strictly, particularly for non-party lighting like decorative lights.

**STR Registration and Posting Requirements:** It was suggested that STRs display important information, such as the health department inspection, noise ordinances, and emergency contact numbers within the property, similar to how hotels display their licenses.

**4. Nuisance Abatement for Tall Grass:** The Council discussed the need to align notice provisions for tall grass violations with other nuisance rules, aiming for quicker enforcement (within five days). These changes are expected to be finalized with ordinance amendments to be presented at upcoming council meetings.

#### C. Discuss Proposed Budget Amendments Related to Capital Projects

The City Manager addressed possible amendments to the capital budget, highlighting a few key points:

**Washington Street Bridge Project and Related Pedestrian Safety Improvements:** Funds allocated for the project initially included a sidewalk widening and barrier construction. However, only a portion of the funds were used for the sidewalk and design work, as the safety barrier was ultimately rejected by WisDOT. Out of \$330,000 borrowed for this work about \$80,000 has been spend on the bridge sidewalk, and another \$60,000 to \$80,000 will be spent on pedestrian signals on Memorial at 12<sup>th</sup>/Lake and at Madison. This will leave about \$170,000 that could be re-allocated to other capital projects.

**Council Chambers Audio System:** The audio control system in the council chambers, which is over 10 years old and failing, requires a \$25,000 replacement; this project is not currently budgeted.

**Stormwater Fund:** There was a discussion about managing the stormwater fund balance, to maintain a balance of at least \$500,000. The possibility of reallocating borrowed funds from other projects was mentioned, to reduce cash outlays for storm sewer work in conjunction with 2025 street projects.

#### D. Discuss Setting Parameters for Redevelopment of City-Owed Former Eggers Industries Downtown Site



Mr. Buckley reported on the former owned Eggers site. The City had previously worked on a development agreement with Confluence Group, which proposed a \$22 million project with 71 market rate apartments, but that deal did not come to fruition.

Mr. Buckley is now reaching out to other developers, but feels that the City needs to set minimum development criteria for this property. He suggested that a reasonable minimum for the site would be around 32 units, focusing on market-rate apartments or condos, with an estimated investment of \$200,000 per unit. Mr. Buckley proposed retaining waterfront access for a future walkway or dock. Additionally, there is some interest in incorporating commercial spaces at ground level, and Mr. Buckley noted the importance of balancing residential and commercial development. The goal is to bring this project back into active discussions, at an April Council meeting. He mentioned possibly referring the matter to the CDA or the Finance Committee for further discussion.

## 6. ADJOURNMENT

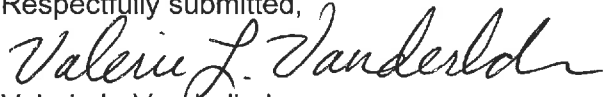
Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:56PM.

Motion carried with a voice vote.

Motion made by Wachowski, seconded by Derby

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

Respectfully submitted,



Valerie L. Vanderlinden,  
Deputy City Clerk



# EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Tuesday, February 11, 2025, at 7:45 a.m.

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

## MINUTES

### 1. CALL TO ORDER

Meeting called to order at 7:45am

### 2. ROLL CALL

Present: John Wyrstek, Curt Andrews, Melissa Nyssen, Erin Dembski, Todd Nilson and  
Tourism Director Joe Metzen

Absent: Tonya Prosser, Mike Mathis and Gina Krahn

### 3. INTRODUCTIONS

### 4. APPROVAL OF BOARD MEETING MINUTES

The motion to receive and file the minutes as presented as only John Wyrstek was present at the previous ETR Board meeting was made by Todd Nilson, seconded by Curt Andrews, discussion, motion carried.

### 5. FINANCIAL REPORT

#### a. Year End 2024 Budget to Actual

Joe Metzen provided an end of year recap of the 2024 budget. Curt Andrews added details as the Room Tax Commission representative. Joe Metzen and Curt Andrews will be meeting on March 3, 2025, to review 2025 budget YTD and prepare the Financial Report for the next ETR Board meeting.

### 6. OLD BUSINESS

#### a. Room Tax Commission and Explore Two Rivers Contract – Action Item

Motion made to amend the contract as presented to indicate that the Parks and Recreation Director will be a voting member of the Explore Board of Directors. Motion made by Todd Nelson, seconded by Curt Andrews, discussion, motion carried.

Motion was made to approve the contract between Explore Two Rivers and the Two Rivers Room Tax Commission with the adopted amendment regarding the voting rights of the Parks and Recreation Director. Motion made by John Wyrstek seconded by Erin Dembski, discussion, motion carried.

### 7. NEW BUSINESS

#### a. Review By-laws (March)

- b. Review and sign Conflict of Interest Policy (March)
- c. Review 2024 Room Tax Data (March)
- d. Elect Officers (March)

## 8. TOURISM DIRECTOR REPORT

### a. Marketing Materials Update

- i. **Hike, Bike & Paddle Two Rivers** ETR Board recommend and approved up to 10 additional pop-up banners should be ordered to be placed strategically around the community.
- ii. **Two Rivers promotional videos**
- iii. **2025 Visitor Guide**

### b. Opportunity Grants Approved

- i. **Really Big Prints - Hamilton Wood Type & Printing Museum**
- ii. **Rogers Street Days – Rogers Street Fishing Village**
- iii. **Two Rivers Fish Derby – Two Rivers Fish Derby Inc.**

### c. National Tourism Week (May 4 thru 10, 2025)

- i. **Explore Two Rivers Tourism Celebration on May 8, 2025**
- ii. **Location and Time: Sepia Chapel at 5pm**
- iii. **Keynote Speaker: David Spiegelberg, Tourism Development Specialist  
Travel Wisconsin**
- iv. **Theme?**

#### 1. Taste of Two Rivers

#### v. Planning volunteers needed

The ETR Board approved moving forward with planning a Tourism Week event on Thursday May 8, 2025, at Sepia Chapel. The ETR Board also liked the idea of a “Taste of TR” theme. Joe Metzen indicated he would start working on the event budget and report back to the ETR Board.

## 9. REVIEW OF ACTION ITEMS ASSIGNED/DEADLINES

## 10. NEXT MEETINGS – March 11, 2025, at 7:45am

## 11. ADJOURNMENT

Motion to adjourn by Todd Nilson, seconded by Curt Andrews, motion carried.

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email [clerk@two-rivers.org](mailto:clerk@two-rivers.org) at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.*

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# EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 11, 2025, at 7:45 a.m.

J.E. Hamilton Community House –  
Koska Room  
1710 W Park Street,  
Two Rivers, WI 54241

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## MINUTES

**1. CALL TO ORDER : 7:50am**

**2. ROLL CALL: John Wyrostek, Mike Mathis, Erin Dembski, Curt Andrews, Todd Nilson**

**ABSENT: Joe Metzen, Melissa Nyssen, Tonya Prosser, Gina Krahn**

**3. APPROVAL OF BOARD MEETING MINUTES**

The motion to receive and file the minutes as presented was made by Curt Andrews and seconded by Mike Mathis, discussion, motion carried.

**4. TREASURER'S REPORT**

- a. Budget to Actual Report for January 2025
- b. 2024 Room Tax Year over Year comparison

Curt Andrews provided a recap of the budget to date and Room Tax comparison, The motion to receive and file the minutes as presented was made by Curt Andrews and seconded by Mike Mathis, discussion, motion carried.

**5. OLD BUSINESS**

- a. Sign Room Tax Commission and Explore Two Rivers Services Contract
- b. Sign Conflict of Interest Policy
- c. Vote on Vice President and Secretary Positions (Action Item)
- d. National Travel and Tourism Week Event  
(need 2 to 3 ETR Board volunteers)
- e. 990 filing for 2024 in process

-Room Tax Commission and Explore Two Rivers Services Contract was signed by Curt Andrews ( RTC) and John Wyrostek (ETR),

-Conflict of Interest Policies signed by CA, MM, JW,ED,TN

-Vote on VP and Secretary was tabled until April and a full board is in place, Invitations to join the board will be made to Michael Dittmer and one other TBD.

-Board thought it was beneficial to have all ETR board members at the event 5/8.

**6. NEW BUSINESS**

- a. Woolly Mammoth Fest 2026

Preliminary discussion regarding Woolly Mammoth Festival was very positive and the board had many questions. It was suggested that the Ige Age Trail Alliance take the lead in the project.

**7. TOURISM DIRECTOR REPORT**

- a. Report from Wisconsin Secretary of Tourism Anne Sayers
- b. Explore Two Rivers Directors Report

**8. REVIEW OF ACTION ITEMS ASSIGNED/DEADLINES**

**9. NEXT MEETING:** New meeting time of 8am established, 4/8/2025 at City Hall.

**10. ADJOURNMENT**

**Motion to Adjourn made by Mike Mathis, seconded by Todd Nilson, notion carried.**

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**TWO  
RIVERS**  
WISCONSIN

## ROOM TAX COMMISSION MEETING

Wednesday, March 5, 2025, at 12:00 PM

Meeting Room – Cobblestone Inn & Suites  
1407 16th St, Two Rivers, WI 54241

### MINUTES

#### 1. CALL TO ORDER

Meeting was called to order at 12:05pm on March 5<sup>th</sup>, 2025

#### 2. ROLL CALL

Present Commission Members: Curt Andrews, Mark Bittner, Greg Buckley, and Rick Carey  
Absent: Bill LeClair Also in Attendance: Joe Metzen (Tourism Director) & Doug Brandt (Two Rivers City Council Member)

#### 3. APPROVE MINUTES FROM 12/30/2024 MEETING (Action Item)

Motion to approve by Rick Carey, seconded by Greg Buckley, discussion, motion carried.

#### 4. PRESENTATION BY GRANICUS-STR TRACKING

##### a. Tracking short-term rentals

##### b. Tourism data collection utilizing geo-fencing and other tools

A conference call presentation was provided by Granicus. The sales rep from Granicus indicated they would be able to provide geo-fencing data as well as STR tracking data. Their packages are based on an annual fee. After the presentation Joe Metzen shared information, he had received from other vendors who offer similar products. Joe asked for another 90 days to look at more options so that he could come back to the next Room Tax Commission meeting with a grid of service options, costs, length of contracts, and service providers. The Room Tax Commission agreed with his approach.

#### 5. TWO RIVERS ROOM TAX & EXPLORE TWO RIVERS SERVICE CONTRACT

##### a. Review amended contract

##### b. Vote on amended contract (Action Item)

Motion to approve the service contract as amended by Explore Two Rivers Board of Director recognizing the Two Rivers Parks and Recreation Department Director as a voting member of the Explore Board was made by Rick Carey, seconded by Mark Bittner, discussion, motion carried.

#### 6. REVIEW 2024 ROOM TAX BUDGET TO ACTUAL

Joe Metzen provided a Year End Budget to Actual overview for 2024. It was noted that even with some unexpected expenses the Community Tourism Fund remains at \$98,530.87. This is in line with the minimum balance that was set by the Room Tax Commission at the June 2024 meeting. Room tax revenue exceeded budget by \$30,796 for 2024.

#### 7. REVIEW ROOM TAX REVENUE YEAR OVER YEAR

Joe Metzen reported that room tax revenue for 2024 was 2.25% higher than 2023. Room Tax revenue collected in 2024 was the highest the City of Two Rivers has collected to date.

#### 8. NATIONAL TRAVEL & TOURISM WEEK (Event May 8, 2025)

**9. NFL DRAFT UPDATE****10. REVIEW THE TWO RIVERS' MAIN STREET CONTRACT**

The contract was reviewed with no recommended changes. This fee was approved as part of the 2025 budget presented at the December 2024 meeting and approved by the Two Rivers Room Tax Commission at that time.

**11. ADJOURNMENT**

Motion to adjourn made by Greg Buckley, seconded by Mark Bittner, motion carried.

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**CITY OF TWO RIVERS CITY COUNCIL  
CITY MANAGER RECRUITMENT AND SELECTION COMMITTEE  
Thursday, March 20, 2025  
8:00 A.M.  
Behringer Room, J.E. Hamilton Community House**

**1. Call to Order**

The meeting was called to order by Committee Chairman Scott Stechmesser at 8:13 a.m.

**2. Roll Call**

Committee Members Present: Bonnie Shimulunas, Scott Stechmesser and Adam Wachowski.

Participating by phone: Mark Bittner. Committee Members Absent: None.

Also Present: Gregory Buckley, City Manager; Kevin Brunner of Public Administration Associates (PAA) was in attendance via video conference.

**3. Discussions and Direction to Recruitment and Selection Consultant**

Mr. Brunner led a discussion regarding the recruitment and selection process, addressing the following matters:

**A. Results of Position Assessment Surveys.**

There were 141 responses to the community survey. Mr. Brunner summarized the survey results, listing top responses in priority order:

Top responses from community survey for skills desired in a new city manager: budget development and management, economic development, capital projects planning and execution, community engagement, downtown and waterfront development.

Top responses from Council and City Staff for skills desired: budget development and management, economic development, capital projects planning and execution, strategic community planning, intergovernmental relations, organizational change and development, commercial development/redevelopment.

Top personal qualities desired, community survey respondents: personal and professional integrity, vision, strong work ethic, innovative/think outside box, conflict resolution.

Top personal qualities desired, City Council and City Staff: personal and professional integrity, innovative/think outside box, vision, strong work ethic, open and positive communication skills.

**B. Draft Position Announcement and Support Materials.**

Mr. Buckley noted that a draft position announcement had been emailed to committee members earlier in the week. He distributed a slightly revised position announcement, supplied by Mr. Brunner the day before this meeting, with a correction on the number of City employees and the insertion of a starting salary range. He also distributed copies of a salary survey supplied by PAA.

There was discussion by the committee members regarding the proposed starting salary range, with consensus support for advertising a starting salary range of \$130,000 to \$150,000, as



City Manager Recruitment and Selection Committee  
 March 20, 2025  
 Page 2

recommended by PAA. There was also discussion of the committee's desire to have the City Manager reside in or nearby the city limits, especially for emergency response purposes. There was discussion regarding possible incentives for city residency.

C. Project Timeline; Next Steps

Mr. Brunner reviewed a schedule for the recruitment/selection process with the committee. There was discussion about filming interviews with the current City Manager and the City Council President, for the recruitment video; it was agreed to try to schedule the videographer's visit for Saturday, March 22. Significant dates in the schedule include:

Week of March 24: Post position announcement to professional associations, municipal leagues and other entities cited in PAA's proposal.

March 24, March 31 and April 14: Video position announcement posted to social media platforms.

April 28: Due date for applications.

April 29: Confidential applicant mini-resumes and candidate report sent to committee.

May 1: Committee meeting to review applicants, select 6 to 10 semi-finalists.

May 2 -May 12: Finalists prepare video interviews; PAA does semifinalist background checks.

May 15: Committee meeting to review candidate video interviews and PAA reference reports; committee identifies 3-5 finalists to invite for final interviews/assessment center with City Council.

Week of May 26 (preferably Thursday-Friday or Friday-Saturday): Finalists to Two Rivers for tours, community reception, interviews and assessment center.

May 31 – June 2: PAA negotiates employment agreement with top candidate on behalf of City; performs final background check.

June 2 or June 16: City Council acts on Employment Agreement with new City Manager.

July 14: Approximate start date for new City Manager.

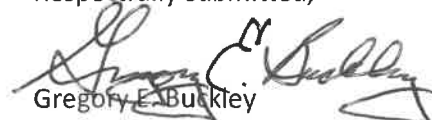
D. Other. There were no other matters discussed.

4. Discuss Date and Time for Next Meeting

Per the schedule noted above, the next meeting is tentatively scheduled for May 1. Time to be determined.

5. Adam Wachowski moved, supported by Mark Bittner, to adjourn the meeting at 9:35 AM.

Respectfully submitted,

  
 Gregory E. Buckley  
 City Manager



## *Public Administration Associates, LLC*

1155 W. South Street  
Whitewater, WI 53190  
262.903.9509

kevin.brunner1013@gmail.com  
public-administration.com

### Position Announcement

#### **City Manager**

**Two Rivers, WI (Population 11,128)**

Two Rivers is seeking a dynamic and proven municipal leader who will replace the current city manager who is retiring after 30 years in the position. The City is ideally situated on the shores of Lake Michigan between Milwaukee and Green Bay in northeastern Wisconsin and combines small town charm with nearby big city amenities. Two Rivers' 17 miles of trails, six miles of beautiful beaches, a nature center and the Rowley Point Lighthouse (the tallest in the Midwest) make it not only a great place to live and work but also to visit and play. Two Rivers has a vibrant downtown (marketed by Main Street Two Rivers) along the Lake Michigan waterfront, abundant parks and open spaces, excellent schools and is a regional market center.

The City is a full-service community that takes great pride in its high quality municipal services under the Council-Manager Form of Government. Nine Council members elected at large on a non-partisan basis for alternating 3 year terms. \$15M General Fund Annual Operating/Debt Service Budget with separate Annual Enterprise Fund Budgets (Electric, Sewer, Water, Storm Water and Solid Waste) totaling another \$17M. 120 FT and 70+PT and seasonal employees. Future emphasis will be on waterfront redevelopment; market rate housing (rental and condominium) development; balanced economic growth; continuance of high-level community engagement; strategic planning and community visioning; maintaining current municipal services under fiscal constraints and long-term relocation of DPW and Utility facilities from current lakefront locations.

Starting salary range \$130,000-\$150,000 plus excellent benefits DOQ. Require Master's Degree in public or business administration or related field with five (5) years of progressive municipal management experience. ICMA-CM credential desired. Residency is strongly encouraged. Require a strong skill set in financial management/budgeting (TIF experience a plus); capital improvement planning and implementation; economic development with an emphasis on downtown/commercial redevelopment and the ability to cultivate positive and productive relationships with the city council, staff and citizens. The successful candidate should have a high level of both professional and personal integrity; have vision and an ability to think outside the box; possess an open and positive approach to communication; have a strong commitment to public service and demonstrate a history of stable tenures in previous positions (the community has had only twelve city managers since 1924 when the current form of government was initiated). The next Two Rivers city manager will inherit a strong and talented team of local government professionals. Visit the community website at [www.two-rivers.org](http://www.two-rivers.org) for more information about the community and the PAA website at [www.public-administration.com](http://www.public-administration.com) for the Position Profile.

Send cover letter, resume, salary history and references to Public Administration Associates, LLC, Attn: Kevin Brunner, President; 1155 W. South Street Whitewater WI 53190; e-mail kevin.brunner1013@gmail.com; phone 262-903-9509 by April 28, 2025.

Confidentiality must be requested by applicant and cannot be guaranteed for finalists.

**Wisconsin City Manager/Administrator Salaries (2024)**  
**Source-Wisconsin City/County Management Association Survey Data\***  
**Cities and Villages Between 10,000 and 15,000 Population**

<b>Municipality</b>	<b>Population</b>	<b>Salary</b>	<b>Title</b>	<b>Years in Position</b>
Reedsburg	10,264	\$ 166,400	CA	6
Portage	10,500	\$ 130,000	CA	2
New Richmond	10,541	\$ 150,000	CA	5
Lisbon	10,900	\$ 127,000	VA	5
Burlington	11,008	\$ 172,718	CA	10
Waupun	11,350	\$ 118,450	CA	10
DeForest	11,674	\$ 147,420	VA	3.5
Platteville	11,764	\$ 120,000	CM	2
Richfield	11,800	\$ 120,000	VA	10
Holmen	12,000	\$ 210,500	VA	14
Sussex	12,412	\$ 145,079	VA	15
Cedarburg	12,456	\$ 130,000	CA	4
Fort Atkinson	12,583	\$ 132,849	CM	4
Brown Deer	12,609	\$ 146,390	VM	3
Baraboo	12,750	\$ 130,000	CA	>1
Port Washington	12,853	\$ 150,000	CA	1
Suamico	13,000	\$ 123,850	VA	5
Plover	13,519	\$ 123,600	VA	2
Allouez	14,156	\$ 138,500	VA	>1
Whitewater	14,351	\$ 140,000	CM	3
Greendale	14,500	\$ 139,884	VM	3
Verona	14,889	\$ 155,688	CA	2

<b>Average</b>	<b>\$ 141,742</b>
<b>Range</b>	<b>\$120,000-\$210,500</b>

Please note that this is 2024 data. Assuming an average salary adjustment of 3% adjustment for 2025, the range would increase to \$123,600 to \$216815 with an average of \$138,505

**\*Additional Data Compiled by PAA**



## *Public Administration Associates, LLC*

1155 W. South Street  
Whitewater, WI 53190  
262.903.9509  
[kevin.brunner1013@gmail.com](mailto:kevin.brunner1013@gmail.com)  
[public-administration.com](http://public-administration.com)

### **Schedule for Two Rivers City Manager Recruitment/Selection Process**

**1/9/2025**-Kickoff Meeting with Search Committee

**2/15/2025-3/7/2025**-City Council, Staff and Community Assessment Process/PAA Information Gathering

**Week of 3/17/2025**-PAA Preparation of Marketing Materials-Text Announcement and Position Profile

**3/20/2025**-Search Committee Meeting- Approval of Text Announcement and Final Candidate Selection Process

**3/24/2025**-Position Announcement Postings Made (ICMA, SGR, WCMA, ILCMA, Wisconsin League, Minnesota League and Others Identified in Proposal) and PAA Begins Recruitment of Candidates

**Week of 3/24/2025**- Filming of Video Announcement in Two Rivers with Council President Stechmesser

**3/24, 3/31 4/7 and 4/14/2024**-Video Position Announcement Posted on Social Media Platforms

**4/28/2025**-Application Materials Due to PAA

**4/29/2025**-Confidential Applicant Mini-Resumes/Candidate Report Sent to Selection Committee

**5/1/2025**- Search Committee Meeting-Review Mini-Resumes and Selection of 6-10 Semi-Finalists (Approximate 1-1.5 Hour Meeting).

**5/2/2025-5/12/2025**-Finalists Prepare Video Interviews (or Individual Zoom Interviews with Committee are Scheduled) and PAA Conducts Semi-Finalist Background Review Reports (Video Interviews Due to City and PAA on 5/12/2025 at Noon)

**5/15/2024**-Search Committee Meeting to Review Candidate Video Interviews/PAA Reference Reports and Select 3-5 Finalists (Approximate 2-2.5 Hour Meeting).

**5/16/2025**(Day after Search Committee Selects Finalists)

**Week of 5/26/2025**-Finalists Come to Two Rivers for Final Interviews/Assessment Center with City Council

**5/31-6/2/2025**-PAA Negotiates Employment Agreement with Selected Candidate on behalf of the City and City Performs Necessary Final Background Check

**6/2/2025 or 6/16/2025**-City Council Approves Employment Agreement with New City Manager

**7/14/2025**-Approximate Start Date for New City Manager (Assumes 30 Day Notice to Current Employer)



**TWO  
RIVERS**  
WISCONSIN

# PERSONNEL AND FINANCE COMMITTEE MEETING

Thursday, March 06, 2025 at 8:00 AM

Community House - Behringer Room - 1710  
W Park St, Two Rivers, WI 54241

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## MINUTES

**1. Call to Order**

The meeting was called to order by Committee Chairman Shimulunas at 8:12am

**2. Roll Call**

Personnel & Finance Committee Members present were Bonnie Shimulunas, Mark Bittner, and Adam Wachowski (arrived approx.. 8:18 am, left approx.. 9:03 am). Members of City Staff present were Gregory Buckley, City Manager and Kassie Paider, Finance Director.

**3. Update on 2025 Capital Projects Financing**

The interest rate for the 2025 capital projects borrowing came in at 3.67%. This is lower than the pro forma rate discussed in February of 4.25% and is \$101,000 savings from what was presented at that time. We were also able to refinance an existing State Trust Fund Loan.

**4. Review of 2024 Goals and City Manager's Performance Relative to Those Goals**

City Manager Buckley began the review of the 2024 goals and efforts made toward each.

**5. Consider Date and Time for Next Meeting**

Next meeting scheduled for March 13, 2024 at 8:00am to continue the review of the 2024 goals.

**6. Reminder of Meeting on Wednesday, March 19, 7:00 PM with Representatives of City's Audit Firm**

**7. Adjournment**

Motion was made by Shimulunas, seconded by Bittner, to adjourn the meeting at 9:24 am. Motion carried.

Respectfully Submitted,

Kassie Paider, Finance Director



**TWO  
RIVERS**  
WISCONSIN

# PERSONNEL AND FINANCE COMMITTEE MEETING

Thursday, March 13, 2025 at 8:00 AM

Community House - Behringer Room -  
1710 W Park St, Two Rivers, WI 54241

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## MINTUES

**1. Call to Order**

The meeting was called to order by Committee Chairman Shimulunas at 8:10 am.

**2. Roll Call**

Personnel & Finance Committee Members present were Mark Bittner and Bonnie Shimulunas. Members of City Staff present were Gregory Buckley, City Manager and Kassie Paider, Finance Director.

Personnel & Finance Committee Members not present were Adam Wachowski.

**3. Continue Review of 2024 City Goals and City Manager's Performance Relative to Those Goals**

City Manager Buckley continued review of the 2024 goals and performance.

**4. Reminder of Next Committee Meeting:**

**Wednesday, March 19, 2025 at 7:00 PM, with City Auditors CliftonLarsonAllen LLP**

**5. Adjournment**

Motion was made by Bittner, seconded by Shimulunas, to adjourn meeting at 9:48am. Motion carried.

Respectfully Submitted,

Kassie Paider, Finance Director

**CITY OF TWO RIVERS CITY COUNCIL  
PERSONNEL AND FINANCE COMMITTEE  
Monday, March 17, 2025  
5:00 PM  
Webster Room, Lester Public Library**

**1. Call to Order**

The meeting was called to order by Committee Chair Shimulunas at 5:09 PM.

**2. Roll Call**

Personnel & Finance Committee Members present were: Mark Bittner, Bonnie Shimulunas and Adam Wachowski. Also present were Finance Director Kassie Paider and City Manager Greg Buckley.

**3. Continue Review of 2024 Goals and Related Accomplishments**

The Committee continued its review of the 2024 Goals and the City Manager's report on progress/activities in pursuit of those goals. Mr. Buckley noted that he had sent out an updated report the prior Saturday via email; he distributed paper copies to the committee. The committee proceeded to review that document, progressing from page 1 to Section III C on page 10.

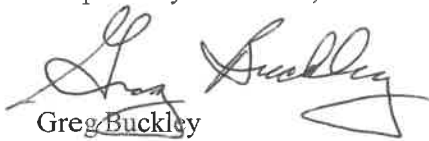
**4. Recess to Reconvene Following City Council Meeting**

At 5:57 PM, Committee Chair Shimulunas declared the meeting in recess, to reconvene following the 6:00 PM regular City Council meeting, soon to convene in the Library Community Room.

**5. Reconvene Following Recess; Adjournment**

Committee members re-assembled in the Webster Room at 7:55 PM, after the City Council meeting. Noting that the Library would be closing at 8:00 PM, the Chair declared the meeting adjourned at 7:55 PM. It was noted that the committee's next meeting was scheduled for Wednesday, March 19 in the Koska Room at the Senior Center, for a meeting with the City's auditors.

Respectfully Submitted,

  
Greg Buckley  
City Manager





**TWO  
RIVERS**  
WISCONSIN

# PERSONNEL AND FINANCE COMMITTEE MEETING

Wednesday, March 19, 2025 at 7:00 PM

Community House- Koska Room,  
1520 17th Street, Two Rivers, WI 54241

Section 10, ItemB.

## Minutes

### 1. Call to Order

The meeting was called to order by Committee Chairman Shimulunas at 7:00pm

### 2. Roll Call

Personnel & Finance Committee Members present were Bonnie Shimulunas, Mark Bittner (by phone), and Adam Wachowski (arrived approx. 7:15 pm.) Members of City Staff present were Gregory Buckley, City Manager and Kassie Paider, Finance Director. Also present was Elizabeth McMasters and Bryan Grunewald representing CliftonLarsonAllen, LLP and Doug Brandt, City Council Member.

### 3. Review Financial Statements and Supplementary Information for the Year Ended December 31, 2023 with Representatives of City Audit Firm CliftonLarsonAllen, LLP

Representatives from CliftonLarsonAllen reviewed 2023 financial data, including a summary of major fund balances, Utility analysis, and other fund balances. Discussed the need to continue to monitor Utility cash flow and careful planning of future infrastructure needs.

### 4. Consider Recommending City Council Adoption of an Amendment to Revenue Recognition Policy, Retroactive to January 1, 2024, to State that Revenues May be Recognized if Received Within 60 days Following Year-End, Except for Grant Revenue, May be Recognized Within 180 days Following Year-End

Motion was made by Wachowski, seconded by Shimulunas, to recommend to City Council to amend the Revenue Recognition Policy, retroactive to January 1, 2024, to state that revenues may be recognized if received within 60 days following year-end, except for grant revenue, which may be recognized within 180 days following year-end. Motion Carried.

### 5. Discuss Schedule for the 2024 City Audit

Discussion of timing of 2024 Audit completion, CLA will try to have completed before August.

### 6. Adjournment

Motion was made by Wachowski, seconded by Shimulunas, to adjourn meeting at 8:00pm. Motion carried.

Respectfully Submitted,

Kassie Paider, Finance Director

**CITY OF TWO RIVERS CITY COUNCIL  
PERSONNEL AND FINANCE COMMITTEE  
Tuesday, April 1, 2025  
8:00 AM  
Koska Room, Two Rivers Senior Center**

**1. Call to Order**

The meeting was called to order by Committee Chair Shimulunas at 8:10 AM.

**2. Roll Call**

Personnel & Finance Committee Members present were: Mark Bittner, Bonnie Shimulunas and Adam Wachowski. Also present were Finance Director Kassie Paider and City Manager Greg Buckley.

**3. Continue Review of 2024 Goals and Related Accomplishments**

The Committee continued its review of the 2024 Goals and the City Manager's report on progress/activities in pursuit of those goals, picking up where the March 17, 2025 committee meeting had ended, at page 10 of the document from that date.

**4. Discuss Any Additions/Deletions to Goals List for 2025**

Upon completion of the review and discussion, the committee discussed any additions or deletions to the 2025 goals. There was nothing noted beyond what Mr. Buckley and the committee had addressed during the review.

**5. Discuss City Manager's Evaluation, Relative to Progress on 2024 Goals**

Committee members discussed the need to address the City Manager's budgeted wage adjustment for 2025, which has been on hold pending 2024 goals review.

Following discussion, Bittner moved, supported by Wachowski, to recommend City Council approval of a three percent pay increase for the City Manager, retroactive to January 1, 2025, based a satisfactory review and accomplishments relative to the City's 2024 Goals and Objectives. The motion was approved by voice vote, without dissent.

**6. Consider Date and Time for Next Meeting**

There was consensus that City staff will follow up with the committee regarding the next meeting date and time.

**7. Adjournment**

Wachowski moved, supported by Bittner, to adjourn the meeting at 9:35 AM. Motion carried by voice vote, without dissent.

Respectfully Submitted,

  
Greg Buckley  
City Manager

**CITY OF TWO RIVERS  
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE  
AND  
COMMUNITY DEVELOPMENT AUTHORITY  
REGULAR MEETING  
Tuesday, March 25, 2025, 5:15 PM  
Webster Room, Lester Public Library**

**1. Call to Order**

The meeting was called to order by BIDC and CDA Chair Greg Coenen at 5:15 PM.

**2. Roll Call**

BIDC members present were Betty Bittner, Tom Christensen, Greg Coenen, Dave Kalista, Tracey Koach, Keith Lyons, Shannon Derby, Scott Stechmesser and Dan Wettstein. Absent and excused: none.

CDA members present were Betty Bittner, Greg Coenen, Shannon Derby, Dave Kalista, Tracey Koach, Keith Lyons, Scott Stechmesser. Absent and excused: none.

Others present were Ty Hove and John Robinson of Rush Logistics, Gregory Buckley, City Manager. Realtors from three area offices were present during their firms' presentations to the CDA, as noted later in these minutes.

**3. Approval of Meeting Minutes**

For the BIDC, Bittner moved, supported by Derby, to approve the minutes of the February 25, 2025 regular meeting, as presented. The motion was approved by voice vote, without dissent.

For the CDA, Bittner moved, supported by Derby, to approve the minutes of the February 25, 2025 regular meeting, as presented. The motion was approved by voice vote, without dissent.

**4. BIDC and CDA Business: Review and Action on Site and Architectural Plans for Proposed Building by Driver Solutions, LLC, D/B/A Rush Logistics, on Brown's Drive in the Woodland Industrial Park**

Mr. Buckley noted the site and architectural plans were approved by the Plan Commission at its meeting on March 10. He stated that the Plan Commission's approval required that driveway and parking lot paving be completed from Brown's Drive to as far east as the loading dock on the south side of the building in 2025, with the balance of the parking lot and vehicle maneuvering areas to be paved by the end of 2026.

Per the protective covenants for the Woodland Industrial Park, site and architectural plans for developments at the industrial park must also be approved by the BIDC and CDA. The City Manager also noted that those bodies had previously, at the time they authorized the sale of this site to Rush Logistics, approved a variance from the covenant that requires 2,500 SF of building per acre of land. Rush will be constructing a 6,000 SF building on 2.5 acres; the covenants would otherwise require 6,250 SF of building.

Following review of the plans with the Rush Logistics representatives:

For the BIDC, Koach moved, supported by Lyons, to approve the site and architectural plans as submitted, concurring with the paving schedule approved by the Plan Commission and with the waiver of the protective covenant on minimum building size, as previously approved by the BIDC and CDA. The motion was approved by voice vote, without dissent.

For the CDA, Koach moved, supported by Lyons, to approve the site and architectural plans with the same conditions stated in the BIDC's action. The motion was approved by voice vote, without dissent.

BIDC and CDA  
 March 25, 2025  
 Page 2

**5. CDA Business: Consideration of Proposals Received for Realtor Listing Agreement for Lots in the Sandy Bay Highlands Subdivision**

Mr. Buckley noted that he had asked representatives of the three realtors who submitted proposals to be at the meeting at 6:00 PM. It being only 5:23 PM at this point in the meeting, Mr. Coenen stated that, barring objections, he would skip over this agenda item and return to it at 6:00 PM or when all realtors had arrived; there were no objections from either body.

**6. Status Report on Pop-Start Pizza Project**

Mr. Buckley reported that he had met the prior week with Justin Ulness of Pop-Start Restaurant Group, LLC and the banker for this project, Daniel Hassemmer of Nicolet Bank. The project is progressing well, but the developers do anticipate opening for business later than had originally been planned—the original opening date was to be by the end of March, and they are now planning on a May opening. The developers have not yet taken any draws on the \$63,000 City loan, Buckley reported.

The City Manager also reported that there had been discussion of possible additional City and bank financing for this project; he stated that he would address that matter in the closed session listed later on the agenda.

**7. Status Reports on Various Community Projects**

Mr. Buckley briefly reported on projects underway at Sauve's Automotive, Violet Inn and the Sandy Bay Highlands subdivision.

**8. Closed Executive Session of the BIDC, for Discussion of Terms of a Previously-Approved Loan**

Mr. Lyons moved, supported by Ms. Koach, to enter into closed session at 5:29 PM per Wisc. Stats. 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Mr. Buckley noted that the purpose of the closed session was for discussion of the BIDC loan to Pop-Start Restaurant Group, LLC.

The motion was approved by the following roll call vote. Voting yes: Bittner, Christensen, Coenen, Derby, Kalista, Koach, Lyons, Stechmesser and Wettstein. Voting no: none.

**9. Reconvene in Open Session for Action in Follow-Up to Closed Session Discussion**

Mr. Lyons moved, supported by Ms. Koach, to adjourn the closed session and return to open session at 5:37 PM. The motion was approved by voice vote, without dissent.

Bittner moved, supported by Lyons, to authorize an increase in the amount of up to \$20,000 to the loan to Pop-Start Pizza, bringing the total loan amount to a sum not to exceed \$83,000; with such additional loan conditioned upon:

--Documentation of project costs for the restaurant project at 1033 22<sup>nd</sup> Street associated with any draws against the loan—all City loan funds are to be used for capital costs as authorized the original loan: building and site improvements, equipment, furnishings, signage, etc.

BIDC and CDA  
March 25, 2025  
Page 3

--Loan terms and security to be the same as the original loan; only the maximum loan amount is being changed.

--The lending of an additional \$20,000 by Nicolet Bank, such funds to be designated for working capital; this would bring the total amount of the bank loan up to \$335,000.

--Review and approval of documents amending the City loan documents, and of documents related to the bank's additional loan commitment, by an ad hoc BIDC subcommittee consisting of BIDC members Bittner, Coenen and Lyons.

The motion was approved by voice vote of the BIDC, without dissent.

**The CDA then returned to Agenda Item 5, "Consideration of Proposals for Realtor Listing Agreement for Lots in the Sandy Bay Highlands Subdivision"**

1. Amy MacMillin and Jenny Gospodarek, First Anderson Real Estate, discussed their proposal and took questions from the CDA members.
2. Joel Moose, JoAnne Kouba and Jody Behringer of Weichert Cornerstone Real Estate discussed their proposal and took questions from the CDA members.
3. Amy Townsend, Berkshire Hathaway/Starck Real Estate, discussed her proposal and took questions from CDA members.

Following presentations/discussions with each of the realtors, the realtors left the meeting and the CDA members discussed each of the firms and its proposal. There was a consensus that additional time was needed to consider this matter, and that it would first be reviewed by the ad hoc committee of CDA members Bittner, Coenen and Lyons plus Mr. Buckley, who had developed the realtor RFP. There was also consensus that all three realtors who responded to the RFP would remain under consideration and followup interviews with some or all of the firms might occur at the CDA's April 22, 2025 meeting.

Lyons then moved, supported by Koach, to authorize the City Manager to execute a one-month extension of the current listing agreement with Amy Townsend of Berkshire Hathaway/Starck Real Estate, to April 30, 2025, while this matter is given further consideration. That motion was approved by voice vote, without dissent.

**10. Next Regular Meeting.**

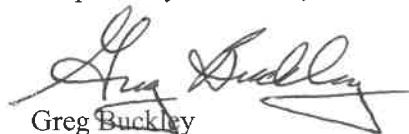
Chairman Coenen noted that the next regular meeting of the BIDC and CDA is on April 22 at 5:15 PM.

**11. Adjournment**

Koach moved, supported by Lyons, to adjourn the BIDC meeting at 7:27 PM. The motion was approved by voice vote, without dissent.

Koach moved, supported by Lyons, to adjourn the CDA meeting at 7:27 PM. The motion was approved by voice vote, without dissent.

Respectfully submitted,



Greg Buckley  
City Manager

**STATEMENT OF THE BOARD OF CANVASSERS – CITY OF TWO RIVERS – A**  
**1, 2025**

Section 10, Item B.

STATE OF WISCONSIN)  
SS)  
CITY OF TWO RIVERS)

We, Ron Abney, Barbara Oswald, and Jean Andrews, of said City constituting the Board of Canvassers of said City do hereby certify that the foregoing and within tabular statement is correct and true as compiled from the original returns made to the City Clerk of said City and as compared therewith by us and that from said returns it appears that at an election held in the City of Two Rivers on Tuesday, April 1, 2025, the number of votes given in said City for candidates for City Councilmember were as follows:

The whole number of votes given for <b>City Councilmember</b> in the City of Two Rivers was	Eight Thousand Four Hundred Eight	8,408
Of which number		
<b>Andre Robitaille</b> received	One Thousand Two Hundred Twenty-Three	1,223
<b>Tim Peach Petri</b> received	One Thousand Eight Hundred Ninety-Four	1,894
<b>Jeff Dahlke</b> received	One Thousand Six Hundred Sixteen	1,616
<b>Scott Stechmesser</b> received	One Thousand Nine Hundred Ninety-Nine	1,999
<b>Bill LeClair</b> received	One Thousand Six Hundred Thirty-Two	1,632
<b>Scattering</b> received	Forty-Four	44

We further determine and certify that the following persons received the greatest number of votes for the office of City Councilmember on April 1, 2025, and are hereby declared to be elected to said office.

<b>Scott Stechmesser</b>
<b>Tim Peach Petri</b>
<b>Bill LeClair</b>

**BOARD OF CANVASSERS – CITY OF TWO RIVERS**

(1) \_\_\_\_\_  
(Signed) Ron Abney  
(2) \_\_\_\_\_ (Signed)  
Barbara Oswald  
(3) \_\_\_\_\_ (Signed)  
Jean Andrews

Date: April 2, 2025

s. 7.53(2)(a), Wis Stats.

Publish in Herald-Times Reporter on Wednesday, April 9, 2025

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/04/2025	139684	North Central Ambulance Sales & Servic	2024 Ford F450 4x2	455-52200-8160	2024 FORD F450	134,176.88
Total 139684:						134,176.88
03/06/2025	139685	4 K's Pest Control LLC	General Pest Control - Sr. Center	100-54150-2900	2/25/25	50.00
03/06/2025	139685	4 K's Pest Control LLC	General Pest Control - Sr. Center	100-54150-2900	1/20/25	50.00
Total 139685:						100.00
03/06/2025	139686	ADRC of the Lakeshore	Reimburse ADRC for February 2025 Con	250-23150	02-28-2025	510.00
Total 139686:						510.00
03/06/2025	139687	Aflac Business Services	February 2025 Premiums	100-21590	061087	2,355.62
Total 139687:						2,355.62
03/06/2025	139688	Amazon Business - Debit Memo	Office Supplies - Comm House	100-55140-3100	1GJH-HYTP-3L6F	338.85
03/06/2025	139688	Amazon Business - Debit Memo	Supplies - Electric	660-59588-3900	13JX-JLCX-3T3D	215.05
03/06/2025	139688	Amazon Business - Debit Memo	Supplies - PW	100-53200-3900	1QTJ-JQ9K-1PY3	337.99
Total 139688:						891.89
03/06/2025	139689	AnSer Services	After hours answering service February 2	650-59665-2900	6502-030125	255.00
Total 139689:						255.00
03/06/2025	139690	Bellin Health	CPR Cards	455-52200-3900	MB13908	805.00
Total 139690:						805.00
03/06/2025	139691	Bernie's Auto & Fix-it Shop LLC	Trailer #0356 Electric	660-19184	11019	193.69
Total 139691:						193.69
03/06/2025	139692	Boardman & Clark LLP	WPSC Transfer Agreement - Electric	660-59923-2120	297995	1,694.00
03/06/2025	139692	Boardman & Clark LLP	Frontier Pole Attachment - Elec	660-59923-2120	297997	1,732.50
Total 139692:						3,426.50
03/06/2025	139693	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney	100-51410-2130	STATEMENT NO. 193	1,770.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/06/2025	139693	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney	100-51410-2130	STATEMENT NO. 194	914.50
03/06/2025	139693	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney	100-51410-2130	STATEMENT 195	1,642.00
Total 139693:						4,326.50
03/06/2025	139694	Carron Net Company Inc	Net - Rec	454-55400-8850	406266	1,636.47
Total 139694:						1,636.47
03/06/2025	139695	Center Point Large Print	Alp - Library	280-55111-3430	2153451	288.84
Total 139695:						288.84
03/06/2025	139696	Chamber of Manitowoc County	Chamber Awards Program - Scott Stech	100-51100-3300	12015718	220.00
Total 139696:						220.00
03/06/2025	139697	Charter Communications	Service 02/19/25-03/18/25 - Sr. Cntr	100-54150-2900	171242001021425	98.63
Total 139697:						98.63
03/06/2025	139698	Compass Consulting & Investigations	Registration - Effective Internal Affairs Inc	100-52115-2920	IA-009	180.00
Total 139698:						180.00
03/06/2025	139699	Complete Office of Wisconsin	Supplies - Kevin(CH)	100-51600-3500	882026	411.76
Total 139699:						411.76
03/06/2025	139700	Cool City Cleaners Inc	Towel Cleaning - February 2025 WWTP	690-59820-2900	3990	56.00
Total 139700:						56.00
03/06/2025	139701	Crafts Inc	Lifting Playground Equipment	454-55400-8860	116380	550.00
Total 139701:						550.00
03/06/2025	139702	Delta Dental of Wisconsin	Delta Premiums - March 2025	100-21532	2307166	6,173.46
Total 139702:						6,173.46



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/06/2025	139703	Digicorp Inc	Graphus Email Security payment 2 of 3	100-51450-2400	353967	8,535.00
Total 139703:						8,535.00
03/06/2025	139704	Forster, Robert	Translation Service Incident 25-738	100-52115-2150	02-23-2025	62.40
Total 139704:						62.40
03/06/2025	139705	Frank's Radio Service Inc.	Supplies - FD	100-52200-2900	127008	101.39
03/06/2025	139705	Frank's Radio Service Inc.	Radio Service Agreement / March 2025 -	100-52200-2900	127015	144.24
Total 139705:						245.63
03/06/2025	139706	Fricke Printing Services Inc	Launch Permit Envelopes - Rec	218-53540-3900	262607	409.50
03/06/2025	139706	Fricke Printing Services Inc	LCRR Inventory EPA Mailing - Water	650-59675-2900	262606	3,908.56
Total 139706:						4,318.06
03/06/2025	139707	Grainger	Scratch Brush - WWTP	690-59834-3900	9413998437	8.17
03/06/2025	139707	Grainger	Clog Blaster	690-59834-3900	9410835236	56.33
Total 139707:						64.50
03/06/2025	139708	Graybar	Lab Remodel - Water	650-59642-3900	9340928837	198.55
Total 139708:						198.55
03/06/2025	139709	Hawkins Inc	Azone-15	650-59641-3910	6997501	1,588.86
Total 139709:						1,588.86
03/06/2025	139710	Hubbart Electric Inc	Maint - Library	280-55110-2410	23664C	225.00
Total 139710:						225.00
03/06/2025	139711	Info USA Marketing Inc	Polk City Directory - Library	280-55111-3400	10004292696	451.00
Total 139711:						451.00
03/06/2025	139712	Jai Unimart	Restitution Cas #QC-15789	100-21125	02-26-2025	92.92
03/06/2025	139712	Jai Unimart	Restitution Case #qc-15381	100-21125	02-20-2025	55.26

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139712:						148.18
03/06/2025	139713	James Imaging Systems Inc.	2/28/2025 to 3/28/2025	660-59921-3900	1539400	312.64
Total 139713:						312.64
03/06/2025	139714	James Leasing LLC	02/24/2025 to 3/23/2025	100-53200-5310	20728	2,499.28
Total 139714:						2,499.28
03/06/2025	139715	Klein, Patricia Ann	Simply Seniors Exercise Class - 2/1/202	100-55300-2900	FEBRUARY 27, 2025	57.00
Total 139715:						57.00
03/06/2025	139716	Kwik Trip / Kwik Star	30 Cards w/5 car washes on each card (	806-52100-2901	2900098716	600.00
03/06/2025	139716	Kwik Trip / Kwik Star	20 Cards w/5 car washes per card (\$20 p	806-52100-2901	2900098718	400.00
Total 139716:						1,000.00
03/06/2025	139717	Living Waters Chemistry	Annual Boiler Chemistry Tests	100-51600-3500	1364	401.93
Total 139717:						401.93
03/06/2025	139718	Manitowoc County Fire Association	2025 Association Dues	100-52300-3210	02-01-2025	170.00
Total 139718:						170.00
03/06/2025	139719	Manitowoc Disposal Inc	Refuse - 2-16-2025 to 3-1-2025	640-53620-2900	03-07-2025	16,805.35
03/06/2025	139719	Manitowoc Disposal Inc	March 2025 Small Box - Rec	640-53620-2900	85042	170.00
Total 139719:						16,975.35
03/06/2025	139720	Manitowoc Public Utilities	2124 Woodland Dr-WTP	690-59820-2210	02-26-2025	30.88
Total 139720:						30.88
03/06/2025	139721	McMahon Associates Inc	TMDL Stormwater Planning	680-19107	938221	21,545.50
Total 139721:						21,545.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/06/2025	139722	Midstar Printing & Marketing Services	Tru Branded Items - Elec	660-59930-3900	14775	334.90
03/06/2025	139722	Midstar Printing & Marketing Services	Tru Branded Items - Elec	660-59930-3900	14845	2,777.00
Total 139722:						3,111.90
03/06/2025	139723	Northern Lake Service Inc	PFAS Testing - WWTP	690-59820-2900	2502990	605.00
Total 139723:						605.00
03/06/2025	139724	NWTC BOOKSTORE	Ewert & Miller	100-52200-3100	858259-1	221.90
Total 139724:						221.90
03/06/2025	139725	OpenPoint LLC	OpenPoint Subscription - March 2025	660-59923-2403	1692	1,960.00
Total 139725:						1,960.00
03/06/2025	139726	Payment Service Network	Services 2/1/2025 to 2/28/2025	690-59840-3900	307182	7.95
Total 139726:						7.95
03/06/2025	139727	Payment Service Network	CC Donation Fees - Cool City Xmas	262-55320-2901	308245	1.50
Total 139727:						1.50
03/06/2025	139728	Penworthy Company LLC, The	JF - Library	280-55112-3420	0605622-IN	518.37
Total 139728:						518.37
03/06/2025	139729	Primus Marketing Group Inc.	Supplies - Electric	660-19370	PM25025	1,220.00
03/06/2025	139729	Primus Marketing Group Inc.	Supplies - Electric	660-19370	PM25028	560.00
Total 139729:						1,780.00
03/06/2025	139730	Quadient Finance USA Inc.	Postage - Closing Date 2/21/2025	100-51510-2900	CLOSING DATE 02/21/202	5,030.00
Total 139730:						5,030.00
03/06/2025	139731	Renegade Pest Management	Monthly Pest Service - City Hall	100-51600-3500	15017	70.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139731:						70.00
03/06/2025	139732	Schermetzler, Marvin	Energy Star Rebate - Range	660-29253	03-04-2025	50.00
Total 139732:						50.00
03/06/2025	139733	Schindler Elevator Company	January 2025 price adjustment - Commu	100-55140-2900	9100944917	41.10
Total 139733:						41.10
03/06/2025	139734	Shawn Williams Creative-Social Media	Social Media February 2025	258-56700-1340	936	800.00
Total 139734:						800.00
03/06/2025	139735	Superior Chemical LLC	Supplies - Elec	660-59588-3900	410817	205.16
Total 139735:						205.16
03/06/2025	139736	Tantrum Audio	Services - Rec	454-55400-8860	3781	5,291.94
Total 139736:						5,291.94
03/06/2025	139737	TAPCO	Sheeting - DPW	100-16120	1797033	1,355.40
Total 139737:						1,355.40
03/06/2025	139738	Two Rivers Automotive Inc.	Supplies - Cemetary	100-54910-3900	5172-321689	304.22
03/06/2025	139738	Two Rivers Automotive Inc.	Supplies - Fire	100-52200-2900	5172-322135	31.92
Total 139738:						336.14
03/06/2025	139739	Two Rivers Historical Society	March 2025 Monthly Support Pymt	258-56700-2910	MAR2025	250.00
Total 139739:						250.00
03/06/2025	139740	Two Rivers Main Street Inc.	Service Agreement - Room Tax Commiss	258-56700-2900	MARCH 5, 2025	12,000.00
Total 139740:						12,000.00
03/06/2025	139741	USA Blue Book	Lab Supplies - Wtr	650-59642-3900	00623515	576.20

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/06/2025	139741	USA Blue Book	Locate Paint - Elec	660-59584-3900	00634505	292.50
Total 139741:						868.70
03/06/2025	139742	WCA/Group Health Trust	March 2025 Health Premiums	100-16300	0017497494	209,866.68
Total 139742:						209,866.68
03/06/2025	139743	West & Dunn LLC	Legal Services - CM	100-51340-2120	15670	6,350.00
Total 139743:						6,350.00
03/06/2025	139744	Wisc Dept of Transportation	Deposit into Traffice Violation & Registrat	100-45131	2-26-2025	63.00
Total 139744:						63.00
03/06/2025	139745	Wisconsin Library Association	Membership Dues	280-55110-3300	22637	277.34
Total 139745:						277.34
03/06/2025	139746	Wisconsin Public Service	WARM BLDG	100-55200-2220	0401271669-12;2/25	59.66
03/06/2025	139746	Wisconsin Public Service	PARK SHELTER	100-55200-2220	0401271669-14;2/25	23.12
03/06/2025	139746	Wisconsin Public Service	1520 17th St	100-54150-2220	0401271669-4;2/25	2,405.29
03/06/2025	139746	Wisconsin Public Service	1300 35TH STREET - Rec	100-55400-2220	0401271669-7;2/25	171.39
03/06/2025	139746	Wisconsin Public Service	CEMETERY	100-54910-2220	0401271669-5;2/25	107.51
Total 139746:						2,766.97
03/06/2025	139747	Wisconsin Public Service Corp	Bridge Bldg - Engineering	100-53341-2220	0401271669-00030 , 2-26-	128.09
03/06/2025	139747	Wisconsin Public Service Corp	1916 COLUMBUS ST - Elec	660-59588-2220	040127166-00010, 2-26-25	320.11
03/06/2025	139747	Wisconsin Public Service Corp	1303 19th Street	291-56700-2900	0401271669-00049 , 2/24/	796.98
Total 139747:						1,245.18
03/06/2025	139748	Wisconsin Retirement System	January 2025 Contributions	100-21520	JANUARY 2025	142,610.92
Total 139748:						142,610.92
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59664-2900	15693111	118.84
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59642-3900	15702494	35.29
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59642-3900	15752087	329.45

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59642-3900	15753059	15.12
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59642-3900	15770202	23.27
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59664-2900	15783012	99.04
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59642-3900	15791210	46.15
03/06/2025	139749	Zoro Tools Inc.	Supplies - Wtr	650-59663-3900	15832978	101.46
Total 139749:						768.62
03/13/2025	139750	Accurate Appraisal LLC	March 2025 Services	100-51530-2130	5239	5,350.00
Total 139750:						5,350.00
03/13/2025	139751	Airgas USA LLC	Cylinder Rental - WWTP	690-59833-2900	5514322548	397.36
Total 139751:						397.36
03/13/2025	139752	Amazon Business - Debit Memo	Supplies - FIRE	455-52200-8140	1VGQ-DW7Y-3HN7	574.35
Total 139752:						574.35
03/13/2025	139753	Ball Auto & Truck Parts Inc	Filter & Oil - WWTP	690-59834-3900	366329	46.97
Total 139753:						46.97
03/13/2025	139754	Bernie's Auto & Fix-it Shop LLC	Trailer 373 Service - Elec	660-19184	11052	647.69
Total 139754:						647.69
03/13/2025	139755	Blackstone Publishing	A-audio-Lib	280-55111-3470	2189905	153.57
Total 139755:						153.57
03/13/2025	139756	CliftonLarsonAllen LLP	December 2024 Audit	242-56700-2900	L251061886	2,604.00
Total 139756:						2,604.00
03/13/2025	139757	Collins Engineers Inc	Bridge Inspections-PW	100-53341-2900	57539	5,500.00
Total 139757:						5,500.00
03/13/2025	139758	Country Visions Cooperative	Diesel - DPW	100-16120	STATEMENT 2/28/25	10,893.93

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139758:						10,893.93
03/13/2025	139759	Cummins Sales and Service	Thermostat & Gasket - DPW	100-16120	F4-241274084	125.45
Total 139759:						125.45
03/13/2025	139760	Door County SWCD	2025 Plat Book - Lib	280-55111-3400	3/12/2025	35.00
Total 139760:						35.00
03/13/2025	139761	EMS Logik / NarcBox / Station Stok	NarcBox Repair - NarcBox 4883 replace	100-52300-2900	35682	86.00
Total 139761:						86.00
03/13/2025	139762	Erickson Sports LLC	Screen printing - Elec	660-59588-3900	2326	40.00
Total 139762:						40.00
03/13/2025	139763	Fire Dept Petty Cash	Petty cash reimbursement	100-52300-2410	3/10/2025	102.75
Total 139763:						102.75
03/13/2025	139764	Fire-Rescue Supply LLC	Supplies - FD	100-52210-2410	10726	890.00
Total 139764:						890.00
03/13/2025	139765	Frank's Radio Service Inc.	Battery - FD	100-52200-2900	127033	301.36
Total 139765:						301.36
03/13/2025	139766	Grainger	Brass Cleanout Plug - WWTP	690-59834-3900	9415908731	21.47
Total 139766:						21.47
03/13/2025	139767	H. Boisch Solutions LLC	Annual Service contract for under 100 se	100-52100-2402	1271	5,000.00
Total 139767:						5,000.00
03/13/2025	139768	HydroCorp	Monthly Comm CCR Program - Wtr	650-59664-2900	CI-04835	1,478.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139768:						1,478.00
03/13/2025	139769	InfoSend Inc.	Utility Bill Mailing	690-59840-3110	282544	5,901.43
Total 139769:						5,901.43
03/13/2025	139770	James Leasing LLC	Contract R15989-01 - Coverage 2/6/25-3	100-54150-2900	20913	149.18
Total 139770:						149.18
03/13/2025	139771	Kaat's Water Conditioning Inc	Water - 6303 Riverview Dr	419-53600-2900	03/01/2025	18.24
Total 139771:						18.24
03/13/2025	139772	Klein's Hardware Hank	Supplies - Com House	100-55140-3900	STATEMENT 3/2/25	253.72
03/13/2025	139772	Klein's Hardware Hank	Supplies - PD	100-52115-3120	65716	20.99
Total 139772:						274.71
03/13/2025	139773	Lacal Equipment Inc	Fan,Housing-DPW	100-16120	0426517-IN	4,311.33
Total 139773:						4,311.33
03/13/2025	139774	MacQueen Equipment	Handle - DPW	100-16120	P37378	185.27
03/13/2025	139774	MacQueen Equipment	Ram - DPW	100-16120	P37448	589.50
Total 139774:						774.77
03/13/2025	139775	Magill, Tammy	Energy Star Rebate - Clothes Washer &	660-29253	3/12/2025	100.00
Total 139775:						100.00
03/13/2025	139776	Mammoth Construction LLC	Watermain Break - Lincoln Ave(by Rita's)	650-59673-2900	2098	1,620.00
03/13/2025	139776	Mammoth Construction LLC	Watermain Break - Hwy VV & 42	650-59673-2900	2107	5,860.00
Total 139776:						7,480.00
03/13/2025	139777	Manitowoc Co Register Of Deeds	Doc #1281002 & Doc #1281003	100-52400-2900	MARCH 5, 2025	60.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139777:						60.00
03/13/2025	139778	Manitowoc Co Solid Waste	Feb 2025 Service	640-53620-2900	STATEMENT 29080	7,705.26
Total 139778:						7,705.26
03/13/2025	139779	Manitowoc Co Treasurer	County Jail & Driver Improvement Surch	100-21125	3-12-25	1,282.18
Total 139779:						1,282.18
03/13/2025	139780	Manitowoc Disposal Inc	Recycling & Refuse Collect - 3/2/2025-3/	640-53620-2900	3/21/2025	16,805.35
Total 139780:						16,805.35
03/13/2025	139781	Manitowoc Engraving Inc	Finance Envelopes - Finance	100-51510-3100	32683	97.00
Total 139781:						97.00
03/13/2025	139782	Manitowoc Public Utilities	Standy Water - Wtr	650-59602-2900	2/28/2025	836.00
Total 139782:						836.00
03/13/2025	139783	Marco	Agreement 003-3116327-000	280-55110-2130	38675541	577.51
03/13/2025	139783	Marco	Maint - Lib	280-55110-2410	38754269	255.86
Total 139783:						833.37
03/13/2025	139784	Menards - Manitowoc 3141	Bathroom Supplies - FD	455-52200-8140	52202	1,654.48
03/13/2025	139784	Menards - Manitowoc 3141	Bathroom Supplies - FD	455-52200-8140	51996	425.51
03/13/2025	139784	Menards - Manitowoc 3141	Bathroom Supplies - FD	455-52200-8140	52348	162.21
03/13/2025	139784	Menards - Manitowoc 3141	Bathroom Supplies - FD	455-52200-8140	52413	227.53
Total 139784:						2,469.73
03/13/2025	139785	Northern Lake Service Inc	2024 Lead & Copper Testing	650-19107	2503588	505.00
Total 139785:						505.00
03/13/2025	139786	Personnel Evaluation Inc	PEP Billing 01/01/25-01/31/25 - PD	100-52120-2154	53928	75.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139786:						75.00
03/13/2025	139787	Ramaker & Associates inc	CIMS Cloud Hosting and Tech Support 5/	100-54910-2900	135372	1,740.00
Total 139787:						1,740.00
03/13/2025	139788	RESCO	Cts - Elec	660-19370	3063993	1,472.55
03/13/2025	139788	RESCO	OH Line Guards - Elec	660-59593-3900	3064758	137.50
Total 139788:						1,610.05
03/13/2025	139789	Riesterer & Schnell Inc.	John Deere Z920M ZTrak - Rec	454-55400-8860	32198586	34,000.00
03/13/2025	139789	Riesterer & Schnell Inc.	Supplies - Cemetary	100-54910-3900	9025287	21.68
Total 139789:						34,021.68
03/13/2025	139790	Sheboygan County Treasurer	Sheboygan County 2022 Plat Book Orde	280-55111-3400	3/11/25	34.00
Total 139790:						34.00
03/13/2025	139791	State of Wisconsin	Feb 2025 penalty surcharges	100-21125	3-12-25	3,481.32
Total 139791:						3,481.32
03/13/2025	139792	TAPCO	Transfer Tape - DPW	100-16120	I797310	1,170.00
Total 139792:						1,170.00
03/13/2025	139793	TargetSolutions Learning LLC	Vector LMS Membership & Maintenance	100-52210-2900	INV113379	3,183.80
Total 139793:						3,183.80
03/13/2025	139794	Town & Country Engineering Inc.	2025 SDW & CWF Loan Assistance	650-19107	27983	2,672.50
03/13/2025	139794	Town & Country Engineering Inc.	2024 SDW & CWF Loan Assistance	690-19107	27982	360.00
Total 139794:						3,032.50
03/13/2025	139795	Uniform Shoppe	Fire Navy Apparel Tops - Barbier	100-52200-3850	5465	107.85
03/13/2025	139795	Uniform Shoppe	Dark Navy Base Layers - Burke	100-52200-3850	5476	163.80
03/13/2025	139795	Uniform Shoppe	Clothing - Decker FD	100-52200-3850	5486	469.95

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/13/2025	139795	Uniform Shoppe	Clothing - Ewert FD	100-52200-3850	5483	60.00
03/13/2025	139795	Uniform Shoppe	Clothing - Ewert FD	100-52200-3850	5454	91.90
03/13/2025	139795	Uniform Shoppe	Clothing - Ewert FD	100-52200-3850	6282	137.75
03/13/2025	139795	Uniform Shoppe	Clothing - Isselmann FD	100-52200-3850	5459	353.55
03/13/2025	139795	Uniform Shoppe	Clothing - Kautzer FD	100-52200-3850	5463	71.90
03/13/2025	139795	Uniform Shoppe	Clothing - Krajnik FD	100-52200-3850	5461	107.85
03/13/2025	139795	Uniform Shoppe	Clothing - Kumbalek FD	100-52200-3850	5455	91.90
03/13/2025	139795	Uniform Shoppe	Clothing - Menges FD	100-52200-3850	5478	235.70
03/13/2025	139795	Uniform Shoppe	Clothing - Miller FD	100-52200-3850	5477	81.90
03/13/2025	139795	Uniform Shoppe	Clothing - Murack FD	100-52200-3850	5453	110.00
03/13/2025	139795	Uniform Shoppe	Clothing - Peterson FD	100-52200-3850	5467	311.65
03/13/2025	139795	Uniform Shoppe	Clothing - Scherer FD	100-52200-3850	5457	45.95
03/13/2025	139795	Uniform Shoppe	Clothing - Schroeder FD	100-52200-3850	5480	215.70
03/13/2025	139795	Uniform Shoppe	Clothing - Sekora FD	100-52200-3850	5468	147.85
03/13/2025	139795	Uniform Shoppe	Clothing - Sekora FD	100-52200-3850	5485	469.95
03/13/2025	139795	Uniform Shoppe	Clothing - Staudinger FD	100-52200-3850	5482	235.70
03/13/2025	139795	Uniform Shoppe	Clothing - Staudinger FD	100-52200-3850	5484	294.95
03/13/2025	139795	Uniform Shoppe	Clothing - Taddy FD	100-52200-3850	5475	189.75
03/13/2025	139795	Uniform Shoppe	Clothing - Tome FD	100-52200-3850	5481	153.80
03/13/2025	139795	Uniform Shoppe	Clothing - Thompson PD	100-52115-3852	6168	85.95
Total 139795:						4,235.30
03/13/2025	139796	Unique	Placements - Feb 2025 - Lib	280-55110-2130	6137159	104.85
Total 139796:						104.85
03/13/2025	139797	USA Blue Book	Electric Trash Pump - WWTP	690-59834-3900	INV00628862	2,208.24
Total 139797:						2,208.24
03/13/2025	139798	Village of Mishicot Treasurer	Feb 2025 Municipal Court Forfeitures	100-21125	3-12-25	588.80
Total 139798:						588.80
03/13/2025	139799	Wisc Dept of Justice	First Line Supervisor Virtual Attendee - L	100-52115-2920	18	250.00
Total 139799:						250.00
03/13/2025	139800	Wisc State Laboratory/Hygiene	Flouride Samples	650-59642-2900	802141	31.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139800:						31.00
03/13/2025	139801	Wisconsin Public Service Corp	RESEVOIR	650-59661-2220	0401271669-2;3/25	119.97
03/13/2025	139801	Wisconsin Public Service Corp	SOUTH TWR	650-59661-2220	0401271669-25;28/25	67.29
03/13/2025	139801	Wisconsin Public Service Corp	EAST TWR	650-59661-2220	0401271669-26;2/25	73.62
03/13/2025	139801	Wisconsin Public Service Corp	HIGH LIFT	650-59626-2220	0401271669-32;2/25	293.25
03/13/2025	139801	Wisconsin Public Service Corp	FILTER PLANT	650-59643-2220	0401271669-33;2/25	3,080.05
03/13/2025	139801	Wisconsin Public Service Corp	CITY HALL	100-51600-2220	0401271669-24;2/25	1,298.99
03/13/2025	139801	Wisconsin Public Service Corp	1401 Lake Street	660-49390	0401271669-35;2/25	8,364.59
Total 139801:						13,297.76
03/13/2025	139802	WPPI Energy	Service for February 2025	660-59902-2900	25-22025	523,717.19
Total 139802:						523,717.19
03/27/2025	139803	4 K's Pest Control LLC	General Pest Control - Library	280-55110-2410	03/26/25	50.00
Total 139803:						50.00
03/27/2025	139804	Aflac Business Services	March 2025 Premiums	100-21590	389024	2,243.06
Total 139804:						2,243.06
03/27/2025	139805	All In Technology LLC	WatchGuard T45 Firewall w/ Total Securit	670-59930-2900	1400	249.00
Total 139805:						249.00
03/27/2025	139806	All Seasons Outdoor Power & Marine	Services - Parks & Rec	100-55200-3900	2/20/2025	733.95
Total 139806:						733.95
03/27/2025	139807	Amazon Business - Debit Memo	Supplies - Senior Center	250-55150-3800	14XK-KNGL-2NDD	87.88
03/27/2025	139807	Amazon Business - Debit Memo	Supplies - ENG	100-53100-3900	1Q4W-PCND-44LP	98.19
03/27/2025	139807	Amazon Business - Debit Memo	Supplies - PW	100-53200-3900	17D6-RFQK-3FQH	367.79
03/27/2025	139807	Amazon Business - Debit Memo	Supplies - POLICE	100-52100-3100	1HC4-V7D7-49PN	64.77
03/27/2025	139807	Amazon Business - Debit Memo	Supplies - wwtp	690-59833-3900	17WW-7GJ6-3JLR	305.01
Total 139807:						923.64

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/27/2025	139808	Aring Equipment Exchange	Parts - DPW	100-16120	912619	838.25
03/27/2025	139808	Aring Equipment Exchange	Pins - DPW	100-16120	912621	895.99
Total 139808:						1,734.24
03/27/2025	139809	Associated Bank-Debit Memo	BF confirm#9744eZZbel	300-58100-6210	02/18/2025	2,751,705.00
Total 139809:						2,751,705.00
03/27/2025	139810	Aurora Medical Group	Drug Screen & Physical	100-52100-2900	1799387	87.50
Total 139810:						87.50
03/27/2025	139811	Badgerland Aggregates LLC	Spoils - Tree Stumps - Rec	100-54910-3500	17257	245.00
Total 139811:						245.00
03/27/2025	139812	Ball Auto & Truck Parts Inc	V-Belt - Water	690-59833-3900	366682	13.70
Total 139812:						13.70
03/27/2025	139813	Bauknecht, Sharon	Supplies for Creation Station - Senior Ce	250-55150-3900	MARCH 24TH, 2025	7.91
Total 139813:						7.91
03/27/2025	139814	Boardman & Clark LLP	General Legal - Elec	660-59923-2120	298889	2,502.50
03/27/2025	139814	Boardman & Clark LLP	General Legal - Elec	660-59923-2120	298890	346.50
Total 139814:						2,849.00
03/27/2025	139815	Braun Building Center	Picnic Hill - Disc Golf Course	100-23158	BB080166001	424.54
Total 139815:						424.54
03/27/2025	139816	Cawley Digital ID	Supplies	100-51420-3100	STI00023971	61.50
Total 139816:						61.50
03/27/2025	139817	Center Point Large Print	Alp-Lib	280-55111-3430	2152995	46.74

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139817:						46.74
03/27/2025	139818	Charter Communications	Service 03/19/25-04/18/25 - Sr. Cntr	100-54150-2900	171242001031425	96.97
Total 139818:						96.97
03/27/2025	139819	City Of Manitowoc	Maritime Metro Transit - Feb 2025 Bus P	250-23103	0541746	30.00
Total 139819:						30.00
03/27/2025	139820	City of Two Rivers	Garbage Stickers - Library	640-46310	3/21/2025	138.00
Total 139820:						138.00
03/27/2025	139821	CliftonLarsonAllen LLP	Audit Services performed for 12/31/2024	100-51510-2110	L251015481	4,830.00
Total 139821:						4,830.00
03/27/2025	139822	Complete Office of Wisconsin	Supplies - City Hall	100-51600-3500	888660	377.54
Total 139822:						377.54
03/27/2025	139823	Delta Dental of Wisconsin	Delta Premiums - April 2025	100-21532	2324074	5,771.92
Total 139823:						5,771.92
03/27/2025	139824	Dennis & Eliza Yanda Rev Living Trust	Refund of 2024 Real Estate Tax Overpay	800-21130	3/25/2025	87.38
Total 139824:						87.38
03/27/2025	139825	Electric Power Systems International Inc	Substation Maintenance - Elec	660-59592-2900	INV_00167020	15,820.00
Total 139825:						15,820.00
03/27/2025	139826	Electrical Testing Laboratory LLC	RUBBER GOODS TESTING - ELECTRI	660-59588-2900	42933	447.52
Total 139826:						447.52
03/27/2025	139827	Erickson Sports LLC	Shirts for Flag Football - Rec	100-55300-3900	2344	632.00
03/27/2025	139827	Erickson Sports LLC	Full zip - FD	100-52200-3850	2329	354.48

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139827:						986.48
03/27/2025	139828	FBINAA Wisconsin Chapter	FBINAA Annual Training 2025 - Wiesner	100-52100-2920	03/26/2025	150.00
Total 139828:						150.00
03/27/2025	139829	Fireline Sprinkler LLC	Sprinkler Sys Maintenance - Elec	660-59598-2900	58564-24	1,473.60
Total 139829:						1,473.60
03/27/2025	139830	Frank's Radio Service Inc.	Equip Repairs - Police	100-52100-2450	127097	65.00
03/27/2025	139830	Frank's Radio Service Inc.	Radio Service Agreement / March 2025 -	100-52100-2441	127016	144.24
03/27/2025	139830	Frank's Radio Service Inc.	Equip Repairs - Police	100-52100-2450	127094	195.00
03/27/2025	139830	Frank's Radio Service Inc.	Equip Repairs - Police	100-52100-2450	127096	255.68
Total 139830:						659.92
03/27/2025	139831	Frontier	Telephone-water	650-59661-2200	03/13/25	80.05
Total 139831:						80.05
03/27/2025	139832	Gannett Wisconsin LocalIQ	Bid Advertisement - Landfill - Eng	419-53600-8170	0006943684	206.92
03/27/2025	139832	Gannett Wisconsin LocalIQ	Legal Ads	100-51100-2910	0006944019	505.31
Total 139832:						712.23
03/27/2025	139833	Garage Door Specialty LLC	Services - PD	459-51600-8170	8031	4,495.00
Total 139833:						4,495.00
03/27/2025	139834	Grainger	Notched Trowel - WWTP	690-59834-3900	9441364875	27.53
03/27/2025	139834	Grainger	Chem Res Gloves - WWTP	690-59820-3900	9436151287	24.72
Total 139834:						52.25
03/27/2025	139835	Hayden Water Co. LLC	Distilled Water for Lab - Water	650-59642-3900	169111	20.99
Total 139835:						20.99
03/27/2025	139836	Huskie Tools LLC	4-6 Ton Dies - Elec	660-59588-3900	IN804238	98.91

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139836:						98.91
03/27/2025	139837	IDEXX Distribution Inc.	WP2001 GAMMA IRRAD COLILERT 100	650-59642-3900	3171170491	1,280.73
Total 139837:						1,280.73
03/27/2025	139838	Kahlenberg, Karl	Overpayment refund on final bill-1600 17	660-21130	3/17/2025	126.17
Total 139838:						126.17
03/27/2025	139839	Klein's Hardware Hank	Coupling 2 in PVS - FD	455-52200-8140	67683	3.98
03/27/2025	139839	Klein's Hardware Hank	Supplies - FD	455-52200-8140	67935	27.92
Total 139839:						31.90
03/27/2025	139840	Kwik Trip / Kwik Star	Ultimate Car Wash Gift Cards - 5 Count	806-52100-2901	2900099762	1,000.00
Total 139840:						1,000.00
03/27/2025	139841	Lakeshore Residential LLC	Overpayment refund on final bill 3129 Sa	660-21130	3/17/2025	28.18
Total 139841:						28.18
03/27/2025	139842	LaPorta, Marco	Refund - Emily La Porta - Winter Indoor	100-46720	3/12/2025	30.00
Total 139842:						30.00
03/27/2025	139843	Lawson Products	Plow bolts, drill bits, Elec, Ties - PW	100-53200-3900	9312305024	249.60
Total 139843:						249.60
03/27/2025	139844	Liberty Mutual Insurance	Installment #7	100-16310	15081330	71,812.82
Total 139844:						71,812.82
03/27/2025	139845	Lincoln Contractors Supply Inc	Filters - PW	100-16120	J38812	150.60
Total 139845:						150.60
03/27/2025	139846	Linda Satterburg	Overpayment on final bill - 2904 37th St -	660-21130	3/17/2025	133.39



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139846:						133.39
03/27/2025	139847	M.A.S. Industries Inc	Backdrop Display - Tourism	258-56700-2914	053640	815.97
Total 139847:						815.97
03/27/2025	139848	Mammoth Construction LLC	Watermain Break - 1609 30th Street	650-59673-2900	2121	6,685.00
03/27/2025	139848	Mammoth Construction LLC	Water Main Break - 3713 Lincoln Ave	650-59673-2900	2124	1,816.00
Total 139848:						8,501.00
03/27/2025	139849	Manitowoc Co Treasurer	Brine - PW	100-53330-3900	28546	7,257.08
Total 139849:						7,257.08
03/27/2025	139850	Manitowoc Disposal Inc	Empty Neshotah Park - Rec	640-53620-2900	85199	100.00
Total 139850:						100.00
03/27/2025	139851	Manitowoc Engraving Inc	18,000 Garbage Sticker - CS	640-53620-3900	32672	1,185.00
Total 139851:						1,185.00
03/27/2025	139852	Manitowoc Heating/Refrigeration	Replace mixing valve - FD	100-52200-3500	8458	533.00
Total 139852:						533.00
03/27/2025	139853	McMahon Associates Inc	TMDL Stormwater Planning	680-19107	938391	1,500.00
Total 139853:						1,500.00
03/27/2025	139854	Menards - Manitowoc 3141	Return - FD	455-52200-8140	52832	422.51-
03/27/2025	139854	Menards - Manitowoc 3141	Supplies - FD	455-52200-8140	52772	30.66
03/27/2025	139854	Menards - Manitowoc 3141	Supplies-FD	455-52200-8140	52834	205.74
03/27/2025	139854	Menards - Manitowoc 3141	Bathroom Project - FD	455-52200-8140	52504	150.72
03/27/2025	139854	Menards - Manitowoc 3141	Bathroom Project - FD	455-52200-8140	52550	278.00
03/27/2025	139854	Menards - Manitowoc 3141	Bathroom Project - FD	455-52200-8140	52604	271.46
03/27/2025	139854	Menards - Manitowoc 3141	Bathroom Project - FD	455-52200-8140	52728	279.97
03/27/2025	139854	Menards - Manitowoc 3141	Bathroom Project - FD	455-52200-8140	52953	74.80

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 139854:						868.84
03/27/2025	139855	Mid-American Research Chemical	Thermal Lock - Rec	100-55140-3500	08434005-IN	611.25
Total 139855:						611.25
03/27/2025	139856	Midwest Chemical & Equipment	Polymer-WWTP	690-59825-4920	7681	12,274.40
Total 139856:						12,274.40
03/27/2025	139857	Minnesota Life Insurance Co	Life Insurance premium - April 2025	100-21531	APRIL 2025	3,775.10
Total 139857:						3,775.10
03/27/2025	139858	North Central Laboratories	Lab Supplies-WTP	690-59820-2900	517126	1,486.00
Total 139858:						1,486.00
03/27/2025	139859	Northern Lake Service Inc	2025 Monthly TOC Testing - Wtr	650-59642-2900	2503930	66.88
03/27/2025	139859	Northern Lake Service Inc	2025 Lead & Copper Testing - Wtr	650-19107	2504170	465.00
03/27/2025	139859	Northern Lake Service Inc	2025 Monthly TOC Testing - Wtr	650-59642-2900	2504408	66.88
Total 139859:						598.76
03/27/2025	139860	ODP Business Solutions LLC	Supplies - Amanda	100-51440-3100	414554511001	9.40
Total 139860:						9.40
03/27/2025	139861	Pomp's Tire Services	Tires-DPW	100-16120	40083250	238.44
Total 139861:						238.44
03/27/2025	139862	Preston, Preston	4K -K Youth Basketball Monday Nights F	100-55300-2900	MARCH 10, 2025	315.00
Total 139862:						315.00
03/27/2025	139863	R&J Fricke Inc	9 Bag Concrete (16th & Wash)	100-16120	16856	2,072.00
Total 139863:						2,072.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/27/2025	139864	Reinders	Turf MVP 50# Bag	454-55400-8850	03/18/2025	3,489.60
03/27/2025	139864	Reinders	Turf & Chark Powder for Athletic Field	100-55400-3900	03/06/2025	3,678.25
Total 139864:						7,167.85
03/27/2025	139865	RESCO	Wire holder; Minro Stock#16000 - Elec	660-59593-3900	3065318	262.75
Total 139865:						262.75
03/27/2025	139866	Riverside Foods	Payment #5 - TID #8	237-56700-8130	MARCH 26, 2025	80,000.00
Total 139866:						80,000.00
03/27/2025	139867	Roberts, Jeanette	Reimbursement for pie box purchase fro	250-55150-3900	MARCH 12, 2025	20.00
Total 139867:						20.00
03/27/2025	139868	Schaus Mechanical	Service - Community House	100-55140-2900	SD13912	161.25
03/27/2025	139868	Schaus Mechanical	Service - Community House	100-55140-2410	SD13873	366.72
03/27/2025	139868	Schaus Mechanical	Maintenance on Boiler - Wtr	650-59678-2900	SD13923	131.00
Total 139868:						658.97
03/27/2025	139869	SEERA Focus on Energy	Focus Program - 2/28/2025	660-29253	FEBRUARY 2025	4,024.85
Total 139869:						4,024.85
03/27/2025	139870	Stubbe, Tori	Instructor for Zumba class on Wednesda	100-55300-2900	3/7/25	270.00
Total 139870:						270.00
03/27/2025	139871	Superior Chemical LLC	Degreaser - PW	100-53200-3900	412014	488.72
03/27/2025	139871	Superior Chemical LLC	Chemicals - WWTP	690-59834-3900	412015	244.34
Total 139871:						733.06
03/27/2025	139872	Two Rivers Automotive Inc.	Trailer Adapter - Rec	100-55200-3900	5172-312439	19.19
03/27/2025	139872	Two Rivers Automotive Inc.	XBO HYD Fitting Pair - Rec	100-55200-3900	5172-310109	161.23
Total 139872:						180.42

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/27/2025	139873	WCA/Group Health Trust	April 2025 Health Premiums	100-16300	0017655780	208,369.35
Total 139873:						208,369.35
03/27/2025	139874	Wells Fargo Vendor Financial Services L	Bobcat Toolcat	457-53300-8160	5033685793	1,268.82
Total 139874:						1,268.82
03/27/2025	139875	WEX Bank	Gasoline	250-55150-3900	103492587	4,828.78
Total 139875:						4,828.78
03/27/2025	139876	Weyers Equipment Inc	Supplies - P&R	100-55400-2410	01-218876	99.96
Total 139876:						99.96
03/27/2025	139877	Wisc Dept Of Revenue-DEBITMEMO	Feb 2025 Sales Tax	640-29410	17-MAR-2025	9,501.59
Total 139877:						9,501.59
03/27/2025	139878	Wisconsin Elections Commission (WEC)	WEC Clerks Conference - 2025 - Baryen	100-51440-2920	3/26/2025	95.00
Total 139878:						95.00
03/27/2025	139879	Wisconsin Public Service Corp	FIRE DEPT	100-52200-2220	0401271669-3;3/25	928.68
03/27/2025	139879	Wisconsin Public Service Corp	LIBRARY	280-55110-2220	0401271669-23;3/25	1,037.86
03/27/2025	139879	Wisconsin Public Service Corp	PAVILLION	100-55200-2220	0401271669-42;3/25	76.11
03/27/2025	139879	Wisconsin Public Service Corp	3801 Mishicot Rd.	100-54910-2220	0401271669-9;3/25	337.04
03/27/2025	139879	Wisconsin Public Service Corp	114 DAVIS STREET	100-55400-2220	0401271669-1;3/25	45.30
Total 139879:						2,424.99
03/27/2025	139880	Wisconsin Retirement System	February 2025 Contributions	100-21520	FEBRUARY 2025	145,453.72
Total 139880:						145,453.72
03/27/2025	139881	Yungerman, Jo	Supplies for concession Supplies - Senio	250-55150-3900	MARCH 24TH, 2025	63.92
Total 139881:						63.92
03/27/2025	139882	Zoro Tools Inc.	Supplies - Wtr	650-59665-2900	INV15838039	99.10

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/27/2025	139882	Zoro Tools Inc.	Supplies - Wtr	650-59643-3900	INV15964481	59.08
03/27/2025	139882	Zoro Tools Inc.	Supplies - Wtr	650-19394	INV15968320	403.64
Total 139882:						561.82
03/28/2025	139883	USBank - Debit Memo	Credit Card Usage - February 2025 / Mar	100-16000	3-6-2025 STATEMENT	45,920.01
Total 139883:						45,920.01
Grand Totals:						4,717,166.74

## **PROCLAMATION FOR LINE WORKER APPRECIATION DAY**

WHEREAS Electric utilities across the country have designated April 18<sup>th</sup> of each year as National Line Workers Appreciation Day. Line Workers Appreciation Day celebrates those dedicated people who work in challenging conditions to keep the lights on; and

WHEREAS Line Workers leave their families and put their lives on the line every day to keep the power on; and

WHEREAS Line Workers work under dangerous conditions to build, maintain, and repair the electric infrastructure to ensure reliable, affordable, and responsible power supply; and

WHEREAS Line Workers are the first responders for the electric utility, getting power back on and making things safe for all after storms and accidents; and

WHEREAS Conditions can be dangerous, but line workers power through to ensure reliable service for customers, thanks to a strong training program that emphasizes safety first and foremost; and

WHEREAS These employees are your family, friends, and neighbors within the community we live in; and

NOW, THEREFORE BE IT RESOLVED that the City of Two Rivers hereby expresses its gratitude and appreciation for the dedication and many contributions to the Two Rivers Electric Department, and the community of Two Rivers.

Dated this 7th day of April, 2025

\_\_\_\_\_  
Councilmember

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Councilmember

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Councilmember

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Gregory E. Buckley  
City Manager



**TWO  
RIVERS**  
WISCONSIN

Section 11, Item B.

**CITY CLERK**

1717 E. Park Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087

March 13, 2025

Mr. Kenneth R Sippel  
4708 Hwy 147 W  
Maribel, WI 54227

Dear Kenneth,

Your sex offender residency appeal was received on March 3, 2025. Following review by our Police Department, your request, along with a recommendation for denial of your request by our Police Department, is being forwarded to the City Council for action at their meeting on Monday, March 17, 2025. You are welcome to attend this meeting in which Council may choose to allow you and/or your legal counsel to speak regarding your request.

The meeting will take place at:  
Lester Public Library  
Community Room  
1001 Adams Street  
Two Rivers, WI 54241

The meeting starts at 6:00 PM. A meeting agenda will be posted at <https://www.two-rivers.org/meetings> no later than Friday, March 14, 2025.

Sincerely,

Amanda Baryenbruch  
City Clerk/Human Resources Director

Enclosures: 03/03/2025 Memo from Police Chief Meinnert



www.two-rivers.org



920.793.5526



920.793.5512



**Police Department**  
**1717 East Park Street**  
**Post Office Box 87**  
**Two Rivers, WI 54241-0087**

EMERGENCY DIAL .....911  
 Non-Emergency Police Response.....(920)686-7200

Police Business Office.....(920)793-1191  
 Mon.-Fri. 7:00 a.m. to 4:30 p.m.

Fax .....(920) 793-5500  
 Email .....trpolice@two-rivers.org

**TO:** Amanda Baryenbruch, City Clerk  
**FROM:** Chief Ben Meinnert  
**DATE:** March 3, 2025  
**SUBJECT:** Sex Offender Residency Appeal

On January 9<sup>th</sup>, Stacie Erdman (Sippel) spoke with Detective Lieutenant Glaser regarding our Sex Offender ordinance restrictions. Erdman was interested in purchasing a house in order to reside in Two Rivers together with Sippel, but wanted to make sure he could with his sex offender status.

Detective Lieutenant Glaser investigated the circumstances and followed up with a phone call to Erdman later in the week. Det Lieutenant Glaser found that Sippel was convicted on August 14, 2002 for one count of **3<sup>rd</sup> Degree Sexual Assault of a Child § 940.225(3)** after pleading guilty. Mr. Sippel is not currently under Department of Corrections Division of Community Corrections Supervision, but he is on the sex offender registry until January 10, 2029

Based on **Ordinance 9-9-3 Domicile Restrictions**, Sippel does not fall under any of the exemptions for allowing an offender to reside within the city of Two Rivers. Specifically (**Section B**), Sippel did not have an established residence within the City of Two Rivers at the time of conviction, nor is there a residence within the City of Two Rivers where Sippel's parents, grandparents, siblings, spouse or child had established a residence at least five years before he intends to establish a residence in Two Rivers. No other exemptions are applicable.

On 03/03/25, Kenneth Sippel sent a letter to the Two Rivers City Clerk, along with a completed Manitowoc Sex Offender Residency Board Appeal form (included) requesting a waiver of the City of Two Rivers sex offender residency restrictions as outlined in Ord. 9-9. I had telephone contact with Mr. Sippel and confirmed he sent the letter and confirmed he has intentions to request a waiver. Based on Mr. Sippel's sex offense and the fact that he does not meet the criteria for an exception to the residency requirement, Mr. Sippel was advised he would not be permitted to reside within the City of Two Rivers without a waiver approved by City Council.

The Police Department recommends that no waiver or variance of the sex offender residency restriction be granted to Mr. Sippel. This recommendation is based upon the severity of the offense in which he has been convicted, a lengthy criminal history, and the fact Mr. Sippel has not previously resided in the City of Two Rivers, his wife has not resided in the City of Two Rivers, and there is likelihood that affordable housing is available within a jurisdiction where he could reside without being in violation of the law.



**RESOLUTION**  
**SUPPORTING REAUTHORIZATION OF STATE FUNDING FOR**  
**KNOWLES-NELSON STEWARDSHIP PROGRAM**

**WHEREAS**, the Wisconsin Legislature created the Knowles-Nelson Stewardship Program in 1989 to preserve valuable natural areas and wildlife habitat, protect water quality and fisheries, and expand opportunities for outdoor recreation. Per Ch. 23 .09 1 5(2c)(d), Wis. Stats.; and

**WHEREAS**, the current authorization for the Knowles-Nelson Stewardship Program is set to expire in 2025 and the program has supported land acquisition and capital development by the Wisconsin Department of Natural Resources (WDNR), local governments, and nonprofit conservation organizations to preserve valuable natural areas and wildlife habitat, protect water quality and expand outdoor recreation for public benefit around the state; and

**WHEREAS**, the City of Two Rivers has directly benefited over the years having received more than \$1.5 million since 1993 in Stewardship grant funds, in addition to more than \$3.2 million invested in Point Beach State Forest by the Stewardship Program; and

**WHEREAS**, the City of Two Rivers is a designated Ice Age Trail Community, which understands the importance of the Ice Age National Scenic Trail in driving visitation to its community and supports efforts to complete the Trail which will require Stewardship funding; and

**WHEREAS**, the Two Rivers City Council consider the Knowles-Nelson Stewardship Program a valuable tool to preserve and restore natural areas, wildlife habitat, and water quality while supporting the development of public nature-based outdoor recreation opportunities that promote economic development and enhance quality of life, including the Ice Age National Scenic Trail; and

**WHEREAS**, it is the intent of the Two Rivers City Council to express its support of the reauthorization of the Knowles-Nelson Stewardship Program in 2025 with sufficient funding allocated to fund projects over the next 10 years in a manner to be determined by the Legislature and the Governor;

**NOW THEREFORE, BE IT RESOLVED**, that Two Rivers City Council does hereby express to the Wisconsin Legislature and Governor our full support for the reauthorization of the Knowles-Nelson Stewardship Program and request that sufficient funding be allocated to support projects over the next 10-year period.

**BE IT FURTHER RESOLVED**, that the City Manager is hereby directed to forward a copy of this resolution to the offices of each of our State Legislators and the Office of the Governor.

Approved this 7<sup>th</sup> day of April, 2025.

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For 30 years, the Knowles-Nelson Stewardship Program has been lakes and streams, securing critical wildlife habitat, and providing recreational opportunities.

Section 11, Item C.

Non-profit conservation organizations, local governments, and the DNR have made thousands of investments in land protection, parks, trails, campgrounds, and more.

## BUT THERE'S MORE WORK YET TO BE DONE.

A renewed Knowles-Nelson Stewardship Program will help Wisconsin adapt to a changing climate, ensure that everyone has access to parks and green space, and will conserve critical areas that provide us with clean air and water.

# THE KNOWLES-NELSON IMPACT ON MANITOWOC-TWO RIVERS



# OF PROJECTS

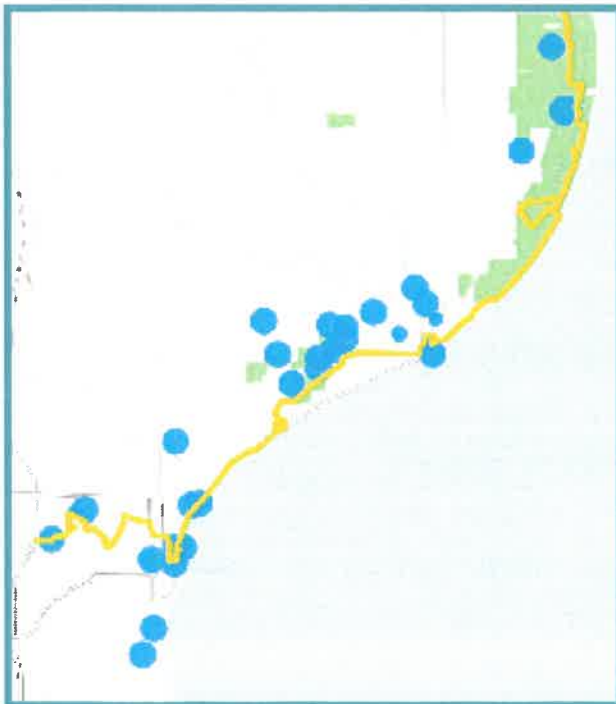
**71**

INVESTMENT

**\$6,623,649**

ACRES PROTECTED

**500+**



- › **\$3.24 MILLION** Point Beach State Forest - bike trail development, utility upgrades, campsite renovations, recreational trail bridge & lodge remodel
- › **\$1.54 MILLION** City of Two Rivers - bike path construction, new trailhead facilities, automated pay station & seawall replacement at Harbor Park
- › **369,302** City of Manitowoc - engineering & construction of the Bayshore Recreation Trail
- › **\$20,637** City of Two Rivers - construct an accessible trail, rain garden & parking improvements at the North Pierhead Light
- › **\$11,001** City of Manitowoc - ADA kayak launch & signage at Schuette Park

Stewardship costs each Wisconsin resident just **\$11.00 each year**, less than a fishing license or state parks pass. And yes, **that includes debt service.**

Wisconsin's outdoor recreation economy provides **\$5.4 billion in wages** and contributes **\$11.2 billion** to the state's GDP.

Nature works for us every day. Knowles-Nelson lands **filter our air, clean our water, and protect against floods.** That's worth more than **\$2.5 billion every year.**





**TWO  
RIVERS**  
WISCONSIN

**PUBLIC WORKS**  
**Engineering Division**  
1717 E. Park Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087

Section 11, Item D.

Date: April 7, 2025  
To: Greg Buckley, City Manager  
From: Matthew R Heckenlaible, PE, City Engineer / Public Works Director *MRH*  
Re: Bid Award Recommendation: Contract 5-2025 – Pierce Street Asphalt Paving

Bids were received and opened on April 3, 2025, for Contract 5-2025, Pierce Street Asphalt Paving, between 21<sup>st</sup> Street to Zlatnik Drive. The work consists of pulverizing the existing pavement surface, placement of base aggregate, fine grading the existing parking areas, grading and graveling of the new parking areas, placement of new bituminous asphalt pavement and restoration.

Two bids were received for this project. It is my recommendation to award the contract to the responsive Low Bidder:

Contract	Eng. Cost Estimate	Low Bid Amount	Contractor
<b>5-2025</b>	<b>\$179,200.00</b>	<b>\$150,298.00</b>	<b>Northeast Asphalt, Inc.</b>

Construction Bid Costs w/ 15% Eng. & Contingency	\$172,842.70
Pierce Street Costs	\$109,275.30
Parking Lot Costs	\$63,567.40

Revenue sources for the project include the following:

Construction Bid Costs w/ 15% Eng. & Contingency	\$172,842.70
City (Street Capital)	\$175,000.00
Neshotah Park Capital (50% City / 50% WDNR)	\$65,000.00

Should any questions arise, please contact me at your earliest opportunity.



www.two-rivers.org



920.793.5539



920.793.5537

**SUMMARY OF BIDS CONTRACT 5-2025  
PIERCE STREET ASPHALT PAVING  
BIDS OPENED APRIL 3, 2025, 1:00Pm**

				VINTON CONSTRUCTION CO 1322 33rd STREET TWO RIVERS, WI 54241		NORTHEAST ASPHALT, INC. 1524 ATKINSON DR GREEN BAY, WI 54303	
ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	BID PRICE	EXTENDED AMOUNT	BID PRICE	EXTENDED AMOUNT
205.0100	Excavation Common	200	CY	40.00	8,000.00	40.00	8,000.00
211.0100	Prepare Foundation for Asphaltic Paving	1	LS	18,160.00	18,160.00	17,980.00	17,980.00
211.0500	Prepare Foundation for Base Aggregate	1200	SY	8.75	10,500.00	6.75	8,100.00
305.0110	Base Aggregate Dense 3/4-Inch	800	TON	16.90	13,520.00	16.90	13,520.00
325.0100	Pulverize and Relay SY	2200	SY	3.96	8,712.00	4.10	9,020.00
455.0605	Tack Coat	300	GAL	3.90	1,170.00	3.85	1,155.00
460.5223	HMA Pavement 3 LT 58-28S	420	TON	109.38	45,939.60	108.30	45,486.00
460.5224	HMA Pavement 4 LT 58-28S	330	TON	113.93	37,596.90	112.80	37,224.00
625.0100	Topsoil	900	SY	6.69	6,021.00	6.69	6,021.00
628.7008	Inlet Protection Type A	3	EA	100.00	300.00	100.00	300.00
630.0140	Seeding, Fertilizer, and Mulching	900	SY	2.50	2,250.00	3.88	3,492.00
	TOTAL BID AMOUNT				152,169.50		150,298.00

Section 11, Item D.

**Proposed added language shown in red below**

**Measurement Focus and Basis of Accounting**

The government-wide financial statements are reposted using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, except for grant revenue, which will be recognized if collected within 180 days following the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to lease liabilities, compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services, and interest. Other revenue such as licenses and permits, fines and forfeits, and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's utility functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reposted for the various functions concerned.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary fund distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's proprietary funds are charges to customers for services. Operating expenses for proprietary funds include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources, as they are needed.





AS REVIEWED AND RECOMMENDED  
FOR APPROVAL BY PERSONNEL AND  
FINANCE COMMITTEE

FORWARDED TO COUNCIL APRIL 7, 2025

Comments on 2024 progress/activities in red  
Proposed modifications for 2025 in blue

**CITY OF TWO RIVERS  
2024 Strategic Goals & Objectives  
Adopted by City Council April 15, 2024**

**I. Focus relentlessly on fiscal new revenue streams and operational sustainability.**

**A. Encourage and facilitate projects that will increase City tax base—both new construction and increase in market value of existing properties.**

- Actively market available development and redevelopment sites, both City-owned and privately owned.
- Continue development and marketing of the Sandy Bay Subdivision by the City and its realtor.

--Project proceeded into Phase 3 in 2024; more details follow.

- Seek bids and determine lot pricing structure for Phase 3 of the Sandy Bay Highlands subdivision; award construction contract by May 31, 2024, with goal of completing Phase 3 utilities and graded/graveled streets by November 1, 2024.

--Bids opened July 2024. Contract for first stage of infrastructure awarded by Council in August 2024. Plat finalized Fall 2024; lot pricing finalized and Phase 3 lots conveyed to CDA for marketing December 2024. 2025 City Budget includes funds for second stage of Phase 3 infrastructure.

One Phase 3 lot sold at end of 2024; 4 lots under contract for construction of spec homes in 2024.

As of 2024 year-end, subdivision had 28 homes, with 2 under construction. Average assessed value just over \$400,000.

- Identify potential new sites for one and two-family residential development; engage with developers on ways to encourage economically feasible development of new owner-occupied housing in these areas. This could include City purchase of properties and/or City development incentives.

--Limited activity in this area.

- Actively pursue development of market rate housing, both condominiums and apartments, with emphasis on downtown waterfront sites. Continue work with The Confluence, LLC for successful implementation of market rate apartment development on City-owned Eggers downtown site that is the subject of TID 10 development agreement. Section 11, ItemF.
  - The Confluence, LLC has withdrawn its development proposal; City reaching out to other developers; need to establish minimum development criteria (on agenda in April 2025). Strike reference to The Confluence, LLC.
- Consider options for short-term (3-4 month) extension of Development Agreement with YBR, LLC, or resume marketing efforts on this site.
  - City offered 3-month extension in June 2024, requiring a non-refundable deposit; developer, after delay, declined; no longer applicable. Strike this item.
- Continue work with Scott Crawford Development for successful implementation of affordable housing apartment development, West River Lofts, on former Eggers West industrial site that is the subject of TID 17 Project Plan. Scott Crawford Development relinquished the tax credits reserved for the project in November 2024; reportedly re-evaluating its options for the Eggers West site. City secured WEDC Idle Sites grant for \$250,000, for site and seawall work; may need to release the grant, as project is not progressing.
 

Keep this goal, as Scott Crawford still controls the property; modify to read “for successful redevelopment of the former Eggers West industrial site.
- Continue to promote private investment at the Woodland Industrial Park, using TID 14 resources for business grants and infrastructure investment as appropriate.
 

City staff and BIDC/CDA worked with Rush Logistics to identify a site to meet the company’s needs for a new, 6,000 SF facility at the Woodland Industrial Park. Work included obtaining Phase I ESA and wetlands assessments, certified survey and land division to create the site. Sale of 2-acre site closed in December 2024. Plans up for Plan Commission and BIDC/CDA review in March 2025; construction will start Spring 2025. WG&R Bedding continues to hold ROFR on 2 acre expansion site next to their plant. Hawk Energy Storage continues to hold option on 9 acre development site.
- City Manager and Community Development Director to continue to meet with prospective developers over the course of 2024, regarding several key redevelopment sites and greenfield sites in the city, including:
  - Former Hansen the Florist site
 

Extensive work with new site owner/developer, including preparation of draft developer grant agreement for TID 15 assistance
  - Former Eggers West plant
 

Scott Crawford project currently on hold after big investment of City staff time. See comments above.
  - Former Eggers East site

The Confluence, LLC no longer pursuing development; outreach to other developers has begun. See comments above.

Section 11, Item F.

--Former Paragon site, including vacant parcel listed for sale on Columbus Street

Periodic contacts with owner Art Dumke.

--Various properties on Washington Street in the downtown business District

Staff has worked with various parties showing interest in Washington Street properties, including Starbucks and Taco Bell developers, and current tenants to be relocated by Taco Bell Project. Outreach to realtor who has listing for the US Bank property. Work with realtor doing current (first quarter 2025) site search on downtown sites. Work with BIDC and business owner on City loan and façade grant for The Hook Lanes and Games, façade grant for Kouba building.

--Vacant former Elks Club on 15<sup>th</sup> Street

--Staff has worked with developers as they considered purchase of the property, and with structuring City assistance that includes BIDC loan, TID 12 pay-go grant for up to \$130,000, and \$20,000 joint City/Main Street façade grant. \$1.6 million redevelopment project at what was a blighted and abandoned downtown property.

--NE corner of Monroe and 16<sup>th</sup> Streets (former Ginny's Resale)

--Staff has discussed redevelopment plans and possible City assistance for mixed-use redevelopment with owner/developer.

--SW corner of Washington and 22<sup>nd</sup> Streets

--No recent activity; have provided site information to developer interested in downtown area site assembly.

--Former M & M Restaurant and adjacent properties

--Several discussions with current owner and his design/build firm about redevelopment options.

--Burrows waterfront property on the West Twin downtown (behind Kurtz's)

--Only limited discussion with owners development consultants, during Plan Commission and City Council consideration of owner's proposal to put self-storage warehouses on this property. City denied the request for conditional use permit for that use.

--Former Ralph Schroeder property on Garfield Street

No activity to report.

--Undeveloped portion of East Point

No activity to report. Continue to make residential developers aware of that site.

--Sites in the Columbus and Woodland Industrial Parks

--See other comments on Rush Logistics and Woodland Ind. Park. Discussions with prospects about Columbus Ind. Park site.

--Vacant former Union State Bank on Lincoln Avenue



--Sold and redeveloped in 2024. City façade grant assistance provided to new building owner Meridian Wellness (\$10,000 from TID 8).

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--Vacant former St. Mark's School on 12<sup>th</sup> Street

--Contacts during 2024 with 2 different owners of the property.

--2023 Washington Street (former UniMart site)

--Work with current owners and City Council to amend 2022 property sale/development agreement; amendment approved by City Council January 2025. Per amended agreement, owner has property listed for sale.

- Strive for at least three percent annual increase in the City's equalized valuation, 2022-2023 and ongoing.

--Two Rivers' equalized valuation increased 16 percent 2022-23 and 13 percent 2023-24, increasing faster than the rest of the county. This trend has improved some important ratios, including:

- City G.O. Debt. Statutory Debt Limit is 5 percent of total equalized value; City policy goal is to not exceed 60 percent of that limit (3 percent of total EV)—percentage is down from about 3.25 (65 percent of limit) percent to 2 percent (40 percent of limit) over the past 5 years).
- TIF. By statute, new TID's cannot be created nor existing TID's amended if EV of all increment exceeds 12 percent of total EV. That ratio has declined from 5.73 percent in 2019 to 4.6 percent in 2024.

- B. Recruit businesses that can take advantage of available water and wastewater treatment capacity, to help stabilize or reduce rates for those utilities Develop a targeted strategy for marketing these assets: high quality water and available water and sewer capacity.

--Have not yet developed targeted strategy. BOD loading and solids in wastewater stream have posed challenges in recent years for the wastewater system—issue has been addressed by Engineering and Wastewater staff over the past 2-3 years, working with a local industry.

- C. Increase the General Fund's Unrestricted Fund Balance to \$2.2 million—improve by at least \$200,000 per year (Ongoing).

--Unrestricted fund balance (GF balance net of any negative balances in other funds) was -\$138,136 in 2022, -\$164,279 in 2023. Still a marked improvement from -\$850,000 in 2017. Expected to improve as of 2024 year-end.

- D. Eliminate Water Utility deficit—reduce by at least \$200,000 per year

--Water Utility cash deficit improved by \$184,794 in 2023. Accelerated improvement in cash position expected with significant drop in debt service in 2024, even with having started the 3-year payoff of \$500,000 loan from TID 7 (intake cleaning project). Improved by another \$260,000 in 2024 (unaudited).

- E. Pursue acquisition for redevelopment of the vacant, tax-delinquent parcel fronting on south side of 12<sup>th</sup> Street, between Adams and Monroe Streets, from County for redevelopment.

--No activity in 2024; revisit in 2025.

- F. Pursue location at or near the Woodland Industrial Park for correctional facility.  
--No action to date; State of WI has made no decision on future of Green Bay Correctional Facility, nor on any replacement facilities.
- G. Pursue development of hydroponic produce growing and processing operations.  
--No action to date.

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- H. Highlight cost containment and efficiency measures achieved by the City in its 2024 Budget  
--Limited attention to cost containment measures; achieving balanced General Fund operations in 2024 (unaudited) with extra-ordinary expenses presented by the Elijah Vue case was a notable achievement. Likewise for developing and adopting a 2025 City Budget with zero tax increase.

2024 Year-End Financials show balance operations (unaudited) with a small operating surplus (\$22,000) on a \$12 million budget. Revenues and expenditures each within 1 percent of budget.

City Tax Levy History, Recent Years: City tax levy up by a total of 7.78% in the five-year period 2019-2024 (average of 1.5% per year).

City General Fund Budget, Recent Years: Budgeted General Fund spending up 18.3 percent in the five-year period 2020-2025 (average just under 3.5% per year)

## **II. Deliver outstanding city services & innovations for both sustainability and to support future growth.**

- A. Develop, implement and act upon feedback mechanisms for local residents and businesses (Ongoing)
- Pursue re-engineering/reinvigorating Two Rivers' Citizen Academy—a program started in the Police Department in the 1980's. The City of Two Rivers was a national pioneer in the development of Citizen Academy. Evaluate virtual academy options, to either replace or supplement traditional classroom and hands-on approach to Citizen Academy.  
  
--No action on this in 2024.
  - Hold periodic community forums on specific topics: Community development, housing issues, public safety, infrastructure issues, etc. Begin in third quarter 2024.  
  
--Not accomplished in 2024. City Council has initiated quarterly listening sessions in 2025.

- Expand “Coffee With a Cop” concept to include community outreach by other City Departments.

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--“Coffee With a Cop” resumed in Fall 2024. Limited outreach activities by other departments; increase emphasis on this in 2025.

B. Invest in technology to drive delivery of quality services and to achieve economies

- Continue to develop and expand the ExploreTwoRivers.com website. Encourage more local businesses to submit events; add more features on local attractions; encourage use of the site by local businesses in order to maximize the business impact of special events.  
--Website for ExploreTwoRivers is being improved, still sharing platform with two-rivers.org but with a more distinct appearance.
- Continue and expand on City-produced ‘focus’ features on local businesses.  
--No expansion of these efforts in 2024
- Implement new permitting software in Inspections; expand to include on-line submissions for permits.  
--2023-24 budgeted item

--Efforts slowed with vacancy in Community Development Director position.

- Continue to add cameras in parks and public spaces to enhance public safety, deter vandalism and prosecute ordinance violations (vandalism, dumping, other offenses): Add signage about presence of cameras, as an advisory to the public and deterrent to criminal activity.  
--Cameras being added to Central Park West March-April 2024; plan to add to new Neshotah Park playground area. 2025 Budget includes funding for installation and activation of 8 new Flock cameras at major community entry/exit points by the Police Department.

C. Develop and implement a strategy for better informing the public about city services and infrastructure and their contribution to economic development and community quality of life.

- Presentations to groups and service clubs by City Mgr., Department Heads.
- Continue to implement short informational videos on various City services, produced by Communications Coordinator.

--Limited progress on this; City Manager and department heads do continue to make presentations to civic and business groups, but there is low participation/engagement in those traditional settings. City continues to provide information on infrastructure efforts through the monthly newsletter in utility bills. Should produce several informational videos in 2025.

D. Pursue community sustainability and resiliency initiatives where considered appropriate, with input from the Environmental Advisory Board and involving community partner organizations.

--EAB has not led a major community sustainability initiative, but with staff support has actively engaged the community on sustainability and resiliency issues, through its speaker series, front yard gardens pilot project and other initiatives.

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- E. Implement SwimSmart beach advisory system in 2024 at Neshotah Beach and New Beach, with funding from Room Tax Commission, involvement of NOAA Marine Sanctuary.

--Accomplished. Beach safety will be further enhanced in 2025 with Fire Department putting rescue jet ski (2025 capital budget item) into service.

Modify to read: Continue to enhance beach safety with Fire Department purchase and training on rescue jet ski.

### III. Drive strategic community development.

- A. Secure the former Hamilton property for redevelopment by 2024 year-end.

--Not yet accomplished. Achieving this goal still largely depends on progress in the ongoing environmental investigation activities of property owner Thermo Fisher Scientific, working with its environmental consultants and WDNR. This should nonetheless remain one of the City's highest priorities.

- B. Emphasize continued redevelopment in the City's downtown and downtown waterfront areas

- Work with The Confluence, LLC to successfully implement project on former Eggers downtown property

--The Confluence, LLC's plans have gone inactive as of July 2024; City staff is commencing outreach to other prospective developers. Change to: continue to pursue redevelopment of the former Eggers downtown property.

--Consider options for short-term (3-4 month) extension of Development Agreement with YBR, LLC, or resume marketing efforts on this site.

--Delete.

- Pave “Phase 2” of South Breakwater Trail project—a trail segment south along the shoreline, behind DPW and back out to Mariners Trail just north of the Lighthouse Inn property. Relocate DPW concrete storage and processing to new site, opening this area up for more public recreational use.

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--Not pursued to date; tie to overall planning/design effort for this area. PW Director did meet with BIDC and CDA in 2024 to present preliminary site plan for relocating DPW concrete storage and processing to a lot in the Columbus Industrial Park, to get that activity off the lakefront and open up more area for future recreational use. Implement this change in 2025.

- Continue grant program to help fund for façade and sign grants, both downtown (in partnership with Main Street) and along major commercial corridors (City TID or Economic Development funding) Funded at \$100,000 in 2024 City Budget; strive to expend 100% of these funds, leveraging business investment and improving downtown in the process. \$40,000 in new funding in the 2025 Budget, plus \$55,000 carryover committed to projects; strive to expend 100 percent of these funds, leveraging business investment and improving downtown in the process.

--\$10,000 TID 8 façade grant paid to Meridian Wellness, Lincoln Avenue

--\$25,000 City TID 13/\$5,000 Main Street façade grant encumbered to The Hook Lanes and Games (completion deadline extended to May 31, 2025)

--\$5,000 City TID 13/\$5,000 Main Street Façade Grant encumbered to Kouba building, 1606 Washington (completion deadline extended to May 31, 2025)

--\$10,000 TID 8 small business grant encumbered to Pop-Start Pizza, 1033 22<sup>nd</sup> Street

--\$10,000 TID 8 façade grant encumbered to The Wave TR, LLC, 2015 Jackson Street

2025: \$15,000 City TID 8/\$5,000 Main Street façade grant approved March 3 to Violet Inn, 1415 16<sup>th</sup> Street. As of March 12, 2025, \$25,000 remains available for new grants in 2025.

- Work within City government and with community groups to both maintain the new Central Park West 365 project to high standards, and to continue to program and promote the park as a year-round hub for downtown activities. Expand Summer season programming and build on the success of Cool City Christmas event to fill the period from Thanksgiving to Christmas with downtown activities, helping drive business activity.

--2024 Summer season saw expanded activities, with the addition of Sponsor-supported Friday night concerts; 2025 acts are booked. Second annual Cool City Christmas was a success and plans for 2025 are already in place. Park has been maintained to a high standard, including installation of irrigation system as 2024 Budget item.

Project received awards in 2024 from WI Park & Recreation Association, WI Main Street Program and the Chamber of Manitowoc County.

- Develop plans and community fund-raising strategy for next phase of downtown Christmas decorations and lighting.

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~~Implement “Phase 2” of downtown Christmas decorations upgrade in 2024.~~  
 Work with Main Street, TRBA and other local organizations to expand and improvement downtown holiday decorations in 2025.

Downtown Christmas decorating activities extended in 2024 with tree decorating contest and display in Central Park—event had great participation, was well-executed and drew positive community feedback. Supported with donations by Sprang’s Christmas Trees, Lowe’s (tree stands) and the many community groups that decorated trees.

- City Council rep and City Manager actively participate as members of the Main Street Board. Continue to cooperate with Main Street in:
  - Expanding streetscape and signage to better incorporate the 22<sup>nd</sup> Street corridor as part of the downtown district
  - Offering façade and sign grants to businesses in the BID district
  - Promoting public art in the downtown area
  - Filling vacancies in downtown storefronts
  - Encouraging historic preservation and promotion of design standards for Downtown.

--Main Street’s 2024 public art activities included a new “Bird City” mural, continued summer art banner program, and downtown “yarn bombing.” Main Street has partnered with City on façade grant commitments to The Hook and the Kouba building (2024 funding commitments) and Violet Inn (2025).

- Place high priority on development of new, market-rate housing (rental or condo) on the downtown waterfront to aid in revitalizing downtown.

--No development activity finalized; needs new effort in 2025.

#### C. Emphasize redevelopment investment along Memorial Drive and Lake Michigan shoreline south of downtown

- Develop master plan for upgrades to Spirit of the Rivers Wayside and adjacent lands acquired by City in January 2020

--Not yet developed; should build on work associated with shoreline planning project described on next page.

- Pursue funding for rehabilitating that portion of Mariners Trail located in Two Rivers not resurfaced in 2020-21 and for replacing split rail fence along trail.

--No action in 2024; continue to list as goal.

- Pursue funding for ~~Complete~~ installation of pedestrian-activated flashers on Memorial Drive at 12<sup>th</sup>, Madison and Columbus (in that priority order) in 2025 and future years, to make these crossings safer.

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--Funds for ped crossing improvements on Memorial at 12<sup>th</sup>/Lake And at Madison are available in the 2025 budget for TID 12; City will need to pursue funding for crossing at Columbus Street. This work will need to be completed after the 2025 WisDOT-funded resurfacing project on Memorial Drive. WisDOT has indicated that they do not have funds to assist in these projects.

- Complete improvements between Washington Street bridge and Jefferson Street (East Gateway Corridor), which included an improved, off-street trail; this \$100,000 improvement has been deferred for two years and needs to be completed in 2024-2025-. Include plans for permanent display of Coast Guard motor lifeboat.

--Portion of this trail connection completed in 2024; complete balance, across the Kozlowski property, in 2025. No progress to date on display of restored USCG boat, stored at Wood Type Museum.

- Aggressively pursue acquisition of CN Railroad right-of-way to aid in redevelopment in this corridor; get contract with CN signed and process underway in 2023. Finalize commitment to this property purchase in 2024.

--No action in 2024. Pursue in 2025.

- Develop and pursue implementation of plans to upgrade 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.

--City in late 2023 and 2024 secured \$506,000 in funding, from three grant sources, to fund plans for shoreline stabilization, stormwater management, improved public access and habitat improvement along its Lake Michigan shoreline in the areas described above.

Funding sources include:

--\$280,000 from the National Fish and Wildlife Foundation's Sustain Our Great Lakes (SOGL) program, for planning and design work, and some improvement projects, all along the shoreline.

--\$66,000 from the Fund for Lake Michigan (approved March 22, not yet announced), to cover local most match on the above grant. Balance of approximately \$33,000 local match would be in-kind staff time or Storm Water Utility investment in demonstration projects along shoreline.

--\$160,000 from the Great Lakes-St. Lawrence Seaway Cities Initiative, which in turn was funded with a NF&WF National Coastal Resilience Fund grant. (No local match requirement.) The Cities Initiative solicited coastal resiliency project proposals from communities around Lake Michigan, seeking to award funding for 4 projects. The project submitted by Two



Rivers: planning and design for shoreline restoration and stabilization, improved natural habitat and public recreational use for the Lake Michigan beach between the South Pier and the Lighthouse Inn (from the City's Harbor Master Plan, was selected for funding.

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These grant-funded activities should be completed in 2024 and 2025, and will lay a solid foundation for seeking implementation funds to improve the publicly-owned Lake Michigan shoreline in these areas.

--Complete in 2024 the planning and design activities for the City's south lakeshore, as funded through Save Our Great Lakes, Coastal Resiliency and Fund for Lake Michigan grants (\$506,000 total); make these plans the basis for securing funds for implementation of physical improvements to this area of shoreline. [Revise to 2025.](#)

--In tandem with the above planning activities, develop a site-specific master plan for the City-owned properties between Taylor Street and the Chamber of Commerce (10+ acre area, comprised of two major waysides. Pursue funding in ~~2024~~[2025](#), undertake planning in ~~2025~~[2026](#).

[Funding agreements were finalized in 2024, consulting services agreement given final approval in January 2025. As of March 2025, project is delayed due to uncertainty of the status of previously-approved Federal funding, based on actions of the new Trump Administration.](#)

--Also in tandem with the above planning activities, undertake a space needs assessment for ultimately replacing and relocating the City's public works yard and garage, as well as the water and electric service building to a new, non-lakefront location.

--[Staff pursuing relocation of material storage and processing from DPW campus to Columbus Industrial Park in 2025; seek to fund space needs study in 2026 Budget.](#)

E. Invest in critical infrastructure, leveraging available funding from non-City sources to maximize investment.

- Complete street/utility reconstruction projects budgeted for ~~2024~~[2025](#).

[--Roosevelt Avenue reconstruction completed: major reconstruction project, including all utilities, at a cost of \\$3 million. Modify to say the same about 2025 projects \(Harbor/16<sup>th</sup>/Emmet reconstruction; Pierce Street paving\)](#)

[Low-interest State and Federal funding and grants/principal forgiveness secured for these projects.](#)

- Identify 2025 street and utility projects and begin providing information to impacted property owners not later than July 31, 2024.

[--Direct communication to impacted property owners did not happen until January 2025, but neighborhood awareness did not appear to be an issue, given advance public discussion of the project. Adopt similar goal for 2026 street projects.](#)



- Continue to aggressively pursue funding for lead water service lateral replacement throughout the city.  
 --City has continued aggressive pursuit of funding and implementation programs to “get the lead out.” 2024 projects will replace 50 IsI’s on Roosevelt Ave. and about 200 at scattered locations. New fund to allow use of Safe Drinking Water Fund low-interest loan monies, created at March 18, 2024 City Council meeting, will further assist homeowners with “private side” IsI replacement.  
 --Successfully implement the program described above in 2024; develop strategy for continued IsI replacement for years 2025-2027.

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--Update to reflect ongoing efforts to replace IsI’s. 2025 funding for about 200 IsI replacements is qualified for 100 percent principal forgiveness for the “private side.”

--Cite outside funding secured for IsI replacement in recent years.

- Develop plans for effective use of American Rescue Plan Act funds; work with County to use all available City and County ARPA funds for city infrastructure.

City expects to make full use of available City and County-shared ARPA dollars (approx. \$1,155,000 each), all for lead lateral replacement.

--Done: agreements in place with County—still some question about ability to use ALL available County funds.

Implement low-interest loan program to aid in funding private side laterals, using Safe Drinking Water loan funds. Identify any additional sources of State and Federal funding to keep local costs for lead abatement at the minimum level necessary.

--City is making use of DNR low interest (0.25 percent) loan funds for both public and private lateral replacement under 2024-25 IsI replacement program.

#### F. Implement City of Two Rivers Tourism Program, under the direction of the Room Tax Commission (Post-MAVCB)

--Explore Two Rivers, Inc. established at a 501(c)6

--New director hired March 2023, January 2024. After an initial setback, the program is on the right track.

--Local tourism promotion and development efforts continue to see success:

--Room tax revenues grew by 3 percent in 2024, when many other markets saw declines.

--Room Tax Commission and Explore Two Rivers, Inc. reached agreement on a services contract for calendar year 2025.

--Explore Two Rivers Board has welcomed new members for 2025.

--Two Rivers is effectively partnering with the City of Manitowoc in jointly promoting area tourism.

- Develop updated concept plan and cost estimates for adaptive re-use of historic water pumping station at Memorial Drive and Lake Street as Rivers welcome center. Adopt strategy for making this project a reality by 2026, with at least half of the estimated \$1.2 million project cost to be funded from non-local sources, and the bulk of local source funding from room taxes and TID funds.
  - --Updated plans and cost estimates have been developed, with funds provided by the City through TID 12 in 2024; updated plans have been shared with Room Tax Commission, Explore Two Rivers and the Advisory Council for NOAA's Shipwreck Coast National Marine Sanctuary. Progress toward a joint funding arrangement with NOAA has been complicated by possible NOAA budget cuts and the current situation with the Federal budget.
  - Design and implement new system of wayfinding signage, to guide visitors to community attractions and destinations by Summer 2025.2026.
  - --No activity in 2024; keep as goal for 2025.
  - Maximize tourism benefits to Two Rivers from implementation of National Marine Sanctuary: "Wisconsin's Shipwreck Coast"
    - City Manager and Tourism Director have actively participated in meetings of the Sanctuary Advisory Council, advancing Two Rivers' interests including the water pumping station's conversion to a community and sanctuary welcome center.
    - Keep this goal
    - City Manager, Tourism Director and Park & Rec Director have continued to be in touch with Sanctuary staff on this matter; a pre-application by staff for \$250,000 in State funding for this project was well-received, but activities currently on hold, given uncertainties about Federal funding.
    - Recommended New Goal: Work to better document the local economic impact of tourism, using tools like geofencing to identify where overnight visitors and day-trippers are coming from, where they are staying and visiting in the community. Use such data to increase the beneficial economic impact of visitor spending and to help evaluate measures like possible parking fee at the beach.
- G. Lobby Federal government for needed investment in Lake Michigan harbor infrastructure to address shoaling and storm surge issues
- Limited dialogue with USACE in 2024; keep this goal. Get USACE Chicago District reps to Two Rivers for a meeting in 2025.
- H. In pursuit of all the above goals, make strategic use of development incentives
- Make strategic use of TIF for housing initiative cited above and for infrastructure work cited above.
  - Stay on top of State and Federal funding programs that may assist with local development, including Community Development Block Grant funding and various funding programs offered through the WEDC (Idle Sites, Community Development Investment Grants, etc.), WI Department of Tourism, etc.

- City continues to do so. Examples cited throughout this document.
- Keep this goal.
- Provide detailed listing of grants received in recent years.

#### **IV. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses.**

- Address the need for additional tools (ordinances, policies, grant and loan programs) and enforcement resources (possible additional personnel) to address deteriorated properties
  - Consider licensing and inspections program for all residential rental properties
  - Consider licensing program for hotels and motels

--Limited progress in 2024; set goal of adopting a rental properties registration ordinance in 2025; drop goal related to hotel/motel licensing, as this has been a subject of litigation in other communities.

- Develop **voluntary** design standards and incentives for investment in historic properties This goal has been a subject of discussion at several meetings of the TR Main Street Design Committee, including consultation with representatives of the State Historical Society. A current topic with that committee.
- Develop design standards and incentives for new development and redevelopment in the downtown and downtown waterfront areas.

--City staff and Plan Commission worked to address design standards for new development in the downtown area in 2024, with proposed Zoning Code amendment to create a “downtown overlay district.” While some zoning restrictions specific to that district were approved by City Council, the Council rejected the proposed design standards for new development.

TR Main Street in early 2025 has started a working group to take a look at possible measures to support historic preservation and design standards for new development in the downtown.

--Suggest changing to: Work with downtown area stakeholders to consider changes to zoning ordinance, sign ordinance and other regulations related to downtown land uses, historic preservation and design standards

- Update and continue implementation of 2013 Bike/Ped Facilities Plan

--No progress on this in 2024; keep this goal for 2025.

- Continue phased implementation of Neshotah Park Master Plan that was adopted in 2023.

--Following major playground upgrade in 2023, improvements continued with completion of trail and lighting upgrades, installation of beach conditions warning system in 2024. Also, design work on plans and cost estimates for a future

upgraded beach house. Staff pursued and secured grant funding for 2025 capital projects through WDNR (\$210,000), West Foundation (\$100,000) and the City Room Tax Commission (\$30,000). These grants, totaling \$340,000, will fund nearly of the \$700,000 in improvements at Neshotah Park planned for 2025.

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- Complete and adopt updated Park and Open Space Plan (AKA Comprehensive Outdoor Recreation Plan, CROP)

--Developed over the course of 2024 by Parks and Rec Director and Advisory Recreation Board; adopted by City Council September 2024. Parks and Rec staff is pursuing implementation, using the Plan as guide for needed park improvements.

- Foster development of the local arts community as an integral component of community quality of life and economic development
  - Continued cooperation with TR Main Street on downtown projects that include hanging planters, art banners, new "Bird City" mural. New, arts-based business, Inky Blues, opened in 2024; two other parties with arts-related businesses have contacted the City in 2025 about possible start-ups.
- Support downtown murals as part of joint façade program with Main Street
  - Façade Grants program did not fund any murals in 2024; 2025 grant funded for Violet Inn project incorporates artwork into the building façade; possible mural site on the now-exposed south wall of Casa Mexico is being explored for 2025.
- Review and consider modifications to local regulations on short-term vacation rentals.
  - Topic for two City Council work sessions in August 2024 and February 2025; these discussions have resulted in a set of ordinance amendments that will go to the City Council for consideration in April 2025.

**V. Encourage employees' personal and professional development, invest in employees to deliver the highest quality services for our community today and tomorrow while**

- A. Recruit and retain employees whose professional and educational background interests are consistent with the City's goals. Recent recruitments/promotions/ at the department head level have strengthened the City's management team: Engineer/DPW Director, Parks & Rec Director, Fire Chief, City Clerk and Tourism Director were all newly hired or promoted within the past two years. Filling Finance Director position with a qualified individual is a high priority.

--Finance Director position filled with a quality candidate; transition has gone well. More recently, City Manager's Admin. Assistant position filled November 2024 with a quality hire. Filling the Community Development Director/City Planner position (vacant since July 2024) has proven to be a real challenge; position remains vacant at this time.

- B. Retain good employees by encouraging ongoing professional development, supported by City budgeted resources and through active pursuit of grant funding.  
--Individual department budgets continue to support staff training and development.

--Recent highlights have included:

- Recognition of Senior Center Director and Parks & Rec Director among Manitowoc County's 2024 "Future 15"
- Recognition of Parks & Rec Director Mike Mathis as Manitowoc County Young Professional of the Year;
- Recognition of Deputy Police Chief Melissa Wiesner as 2023 WI Woman Police Officer of the Year.
- Recognition of Lester Public Library Assistant Director Terry Ehl as 2024 Wisconsin Librarian of the Year

Training is actively supported and promoted throughout the City organization, including use of resources of the FBI National Academy, National Fire Training Academy, National Recreation and Parks Association, American Public Power Association, WPPI Energy, and other organizations.

- C. Ongoing emphasis on staff development. Highlight professional development activities through periodic reports at City Council meetings.

--See above

- D. Recruit and retain good employees by maintaining competitive, market-based pay scales.

Add: Negotiate responsible labor agreements with Police and Fire unions as successors to current agreements, which helped keep wages competitive, aiding employee retention, while recognizing the need for fiscal constraint..  
Fund a non-union wage study in the 2026 City budget.

- E. Implement modified Summer hours for City Hall on a trial basis in 2024, as a no-cost enhanced benefit for non-union support staff and possible enhancement to customer service.

--Modified hours implemented on a trial basis in Summer 2024, adopted as standard hours for 2025. Delete this goal.

- F. Lay groundwork to implement performance appraisal process and merit pay adjustments at department head level in 2024.

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--Keep this goal. Baseline appraisals and 2025 goals for department heads being developed in 2025 to assist in transition to new city manager.

- G. Develop and maintain succession plans for positions of City Manager, department heads and other key positions.

Delete: Plan and budget for recruitment, selection and hiring of a new City Manager in mid-2025, based on current retirement plans of incumbent.

Delete: City Council, under the lead of the Personnel and Finance Committee, to evaluate search consultant options and make recommendations regarding recruitment and selection process.

Add: Complete recruitment and selection process for a new City Manager; bring new CM on-board by mid-July 2025.

--City Council in September 2024 established a City Manager Recruitment and Selection Committee to take the lead in this process. Committee to date has Issued a search consultant RFP, recommended a search consultant to the City Council (approved November 2024), and contracted with that firm, Public Administration Associates, to assist in the recruitment and selection process.

Process is underway to identify a top candidate for the position and have that person on-board by mid-July. Current City Manager retiring August 8, 2025.

- H. Proposed New Goal: Encourage local students to pursue careers in public service, expanding and highlighting use of high school youth apprentices, shadowing programs, and college-level internships. Highlight and celebrate the contributions of these student employees, as well as their future career accomplishments.

--In 2025, there will be at least six youth apprentices working in various City departments.

## VI. Enhance and promote the City's identity and brand story throughout the region.

- A. Tell Two Rivers' story through effective implementation of branding strategy, using the most effective communication channels, digital and traditional, both for tourism and overall economic development
- B. Target message to drive economic development, new residential growth, and tourism.

- C. Continue to expand “Made in Two Rivers” initiative; create “Made in Two Rivers” link on EXPLORETWORIVERS.COM website.

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- D. Leverage community and regional resources to help promote Two Rivers’ brand story, including:

- TRBA
- Two Rivers Main Street
- Two Rivers Historical Society
- Hamilton Wood Type and Printing Museum
- Woodland Dunes Nature Center
  
- Local Arts Community
- Area Realtors—
- Local Employers—meetings about “Made in Two Rivers” by Brand Ambassadors
- Progress Lakeshore
- Manitowoc Area Visitor and Convention Bureau
- Chamber of Manitowoc County

--Logos and themes of the City’s adopted brand strategy are being used extensively in City communication efforts, including marketing work by the City’s Room Tax Commission and Explore Two Rivers, Inc.





**TWO  
RIVERS**  
WISCONSIN

## Committee Volunteer Application

If you reside in the City of Two Rivers and wish to be appointed to a citizens Committee, Commission, or Board please complete the following application and return to the City Manager's Office, P.O. Box 87, Two Rivers, WI, 54241-0087

Name (Last, First, Middle):

KLEIN, PATRICIA, ANN

Home Address:

3111 MONROE ST., TWO RIVERS, WI

Phone:

920-402-3453  
920-657-1491

Email:

PAKLEIN5473@CS.COM

Employer/Business:

DNA / N/A

Employer Address:

Occupation:

Which Committee, Commission, or Board do you wish to serve on?

TWO RIVERS PLANNING COMMISSION

Do you have any special skills, knowledge, experience, or interest that relates to the above Committee, Commission, or Board?

SALES, PEOPLE SKILLS, SUB CONTRACTOR  
FOR BUILDING OUR HOME, WRITER, MINOR  
IN PSYCHOLOGY

Do you have any conflict of interest related to the Committee, Commission, or Board for which you are applying (such as employed, relatives, business or financial conflicts, etc.)?

NONE

*Patricia Klein*

Signature

3/31/25

Date

