



CITY COUNCIL MEETING

Monday, May 05, 2025 at 6:00 PM

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

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**
 1. Two Rivers Fire Department Youth Apprentice, Christopher Parker
 2. **25-080** Representatives of American Legion Auxiliary Unit 165; Proclamation Designating May as Poppy Month and May 23, 2025 as Poppy Day in the City of Two Rivers

Recommended Action:
Motion to read and adopt the proclamation
 - B. Status Update/Reports**
 1. Staffing Updates
 2. Czech Flags Flying in Honor of Liberation Day, May 5, 2025 in Two Rivers' Sister City of Domazlice, Czech Republic
 3. Two Rivers Contingent Visiting Domazlice, CZ to Participate in 80th Liberation Day Ceremonies, Make Special Presentation on May 5.
 4. Law Enforcement Memorial Week with Local, County, State Ceremonies, May 15, 2025
 5. National Travel and Tourism Week, Sunday, May 4 through Saturday, May 10, 2025 - Joe Metzen
 6. Travel and Tourism Event - Joe Metzen
 7. New Two Rivers Logo Wear Available

8. Arbor Day Celebration - Mike Mathis
9. Parks and Recreation, Street Tree Planting Project- Mike Mathis
10. Parks and Recreation, Adaptive Paddling Workshop- Mike Mathis
11. LNRP received a \$5,000 WI DNR Surface Water Education Grant - Mike Mathis
12. State Highway 42/Memorial Drive Project - Matt Heckenlable
13. Lead Service Laterals Replacement - Andrew Sukowaty
14. Rush Logistics Ribbon Cutting Ceremony
15. Upcoming Events
 - a. Washington Park Clean-Up, Tuesday, May 6, 2025, 9:00AM-10:00AM, at Washington Park
 - b. Coffee with a Cop, Wednesday, May 7, 2025, 10:00AM-11:00AM, at the Senior Center & Wednesday, May 14, 2025, 10:00AM-11:00AM, at Starbucks
 - c. Two Rivers School District Art Show, Now-May 19, 2025 at Lester Public Library
 - d. Heart-a-Rama, May 8, 9, 10, 2025, 6:00PM in the Community House gym
 - e. Secure Shred & Electronics Drive, Saturday, May 17, 2025, 9:00AM-1:00PM, at the Community House
 - f. SnowFest Wine & Beer Walk, Saturday, May 17, 2025, 5:00PM-8:30PM, Downtown, Two Rivers
 - g. E-Waste Recycling Event, Tuesday, June 10, 2025, 7:30PM-5:00PM, at 1415 Lake Street
16. Other

- C. Legislative/Intergovernmental Update
 1. State Representative Paul Tittl and State Senator Devin LeMahieu Listening Session

10. CONSENT AGENDA

- A.** **25-081** Minutes of Meetings
 1. Explore Two Rivers Board, April 8, 2025
 1. Environmental Advisory Board, April 16, 2025
 2. Zoning Board of Appeals, April 17, 2025
 3. Business and Industrial Development Committee and Community Development Authority, April 22, 2025
 4. Architectural Control Committee, April 25, 2025

Recommended Action:

Motion to receive and file

- B.** **25-082** Applications and Petitions
 1. Temporary Class "B" License, Two Rivers Fish Derby, Inc (Foundation of Kiwanis Club of Two Rivers); Two Rivers Fish Derby & Festival; July 19-20, 2025, Walsh Field; Montana Anderson, Agent

Recommended Action:

Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

- A.** **25-083** Award of Bid for 2025 Lateral Replacement Program, Scattered Locations on the City's East Side

Recommended Action:

Motion to award the bid to low qualified bidder, Essential Sewer and Water Services, LLC of Sheboygan, WI, in its bid amount of \$1,867,580.00

B. 25-084 Award of Bid for 2025 Sanitary Sewer Lining Project

Recommended Action:

Motion to award the bid to low qualified bidder, Visu-Sewer LLC, of Pewaukee, WI, in its bid amount of \$774,726.00

C. 25-085 Ordinance Amending Chapter 6-13 of the Municipal Code, Entitled "Licensing of Short-Term Rentals"

Recommended Action:

Motion to waive reading and adopt the ordinance

D. 25-086 Ordinance Amending Chapter 7-4 of the Municipal Code, Entitled "Trees and Shrubs"

Recommended Action:

Motion to waive reading and adopt the ordinance

E. 25-087 Ordinance Amending Sections 9-3-4 and 9-6-8 of the Municipal Code, Pertaining to Abatement of Noxious Weeds, Tall Grass and Other Public Nuisances

Recommended Action:

Motion to waive reading and adopt the ordinance

F. 25-088 Finalize Council Member Appointments to Boards, Commissions, and Committees

Recommended Action:

G. 25-089 Proclamation Naming the Week of May 11-17, 2025 as Police Week and May 15, 2025 as Peace Officer's Memorial Day

Recommended Action:

Motion to read and adopt the proclamation

H. 25-090 Proclamation Naming the Week of May 4-10, 2025 As National Travel And Tourism Week

Recommended Action:

Motion to read and adopt the proclamation

I. 25-091 Proclamation Naming the Week of May 4-10, 2025 as Drinking Water Week

Recommended Action:

Motion to read and adopt the proclamation

12. FOR INFORMATION ONLY

1. City Council Regular Meeting, Monday May 19, 2025 at 6:00PM
2. City Council Work Session, Tuesday, May 27, 2025 at 6:00PM
3. Anticipate special meetings on May 29 and 30, 2025 regarding activities relating to City Manager search

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 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.



EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Tuesday, April 8, 2025, at 8:00 a.m.

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

MINUTES

1. CALL TO ORDER at 8am

2. ROLL CALL

In person: Todd Nilson, Mike Mathis, John Wyrostek, Erin Dembski, Melissa Nyssen, Curt Andrews, & Michael Ditmer
Zoom: Joe Metzen

3. APPROVAL OF BOARD MEETING MINUTES

(Action Item)

Approval of Minutes from previous Board meeting, Motion to accept: Todd, second; Curt, Passed.

4. TREASURER REPORT

(Action Item)

a. Budget to Actual Report Q1 2025

b. 2025 Room Tax Year over Year comparison

Treasurer Report presented by Curt and Joe.

Q1 YTD numbers are flat BUT still missing three months' worth of revenue from a local Hotel dating back to Dec. 2024. If those historical dollars were received would be up YTD roughly 8%. Reviewed current concerns with the economic situation and the impact were seeing in neighboring DMO's related to room cancellations due to tariff. Recommended we revisit the forecast for 2025 and reduce to flat. Revisit the planned expenditure and consider reducing if needed, to align with new forecast. In addition will bring to the Room Tax Committee revisiting the self-imposed reserve balance of \$100K to possible lower, ensuring we don't lose momentum on our tourism progress. Joe will be staying close to other DMO's and keep us informed on actual impacts and adjustments others are making or considering.

Motion to accept Report: John, Seconded Todd.

5. OLD BUSINESS

a. Vote on Vice President and Secretary Positions

(Action Item)

Motion made by Curt and seconded by Mike & approved for officer positions, VP Michael Ditmer and Secretary Todd Nilson. Passed Unanimous.

b. Vote to add Michael Ditmer to Board

(Action Item)

Motion to accept Michael Ditmer as a new Board Member by Curt seconded by Mike, Passed. Welcome Michael who also proved a brief history. Will be a great add as he brings short term rental experience and marketing chops.

Combined Room Tax and ETR Board meeting planned for June. The agenda will review the first half results, financials, new board members, preliminary plans for 2026.

c. Discussion of the remaining ETR Board seat

Two empty ETR Board seats discussed possible candidates, and John will reach out directly. We also agreed to post criteria to the public to solicit any interested parties to be considered. Joe to coordinate posting and goal is to review at our next board meeting Mid-May.

d. National Travel and Tourism Week Event Review
(need 2 to 3 ETR Board volunteers)

May 8th Tourism Week Event reviewed and invited board to attend and help where possible. It should be a great event at Sepia with a Taste of Two Rivers being featured.

e. 990 tax filing updates

On track.

6. NEW BUSINESS

a. Wolly Mammoth Fest 2026

Discussed the proposed Wolly Mammoth Fest 2026. Board loved the proposal made by Melissa. Reviewed next steps following up with Ice Age trail friends, Darla, Joe, Melissa to begin to craft and lead versus local TR Park and Rec. team.

Mike Mathis updated board on upcoming Park Projects in the que this year, proposed for future, discussed paid parking initiative and steps to better provide a truer forecast on impact and investment.

John mentioned a celebration Suzie Johnson Day they are working on to recognize her and the discovery of shipwrecks in our area she's made.

7. TOURISM DIRECTOR REPORT

a. Explore Two Rivers Directors Report

Tourism Director report: (Recommend we just add to the minutes Joe's report as part of the minutes.

b. Q1 2025 Opportunity Grants

8. NEXT MEETINGS

9. ADJOURNMENT

Adjournment Motion at 9:05 am made by Michael, seconded by John.

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**TWO
RIVERS**
WISCONSIN

ENVIRONMENTAL ADVISORY BOARD MEETING

Wednesday, April 16, 2025 at 5:30 PM

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

Section 10, ItemA.

MINUTES

1. **CALL TO ORDER:** John Tillotson called the meeting to order at 5:30 pm

2. **ROLL CALL**

Board Members: Present: Donald DeBruyn, Douglas Brandt, Heather Gross, John Tillotson

Virtual: Corinne Weis Absent: Darla LeClair, Tracey Koach

Staff & Others: Matthew Heckenlaible, Scott Ahl, Mike Mathis

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the March 18, 2025, Environmental Advisory Board meeting

Donald DeBruyn made a motion to accept the March 18, 2025, Environmental Advisory Board meeting minutes as discussed noting that the guest at last month's meeting should be spelt as Drury. Motion seconded by Douglas Brandt. Motion carried.

4. **PUBLIC INPUT - N/A**

5. **NEW ITEMS FOR DISCUSSION AND ACTION, AS NEEDED - N/A**

6. **ONGOING ITEMS FOR DISCUSSION AND ACTION, AS NEEDED**

A. **2024-2025 Winter Educational Series**

April 10, 2025 - Light Pollution and Animal Confusion

Scott Ahl stated the presentation by Michael Dietmer was well done and provided a good local perspective. It was also well attended with around 20 people in attendance. This was the last one for this season. Need to work on next year's lineup.

B. **EAB City Posted Videos on Website** – Darla was not present; therefore, no update provided.

C. **Northeast Lakeshore TMDL/Urban Non-Point Source Grant**

Director Heckenlaible and Scott Ahl met with the consultant on April 3, 2025, to discuss the preliminary results of the most recent stormwater modeling and where we compare to the Northeast Lakeshore TMDL requirements. There are multiple drainage basins that the city discharges into, which are the West Twin River, East Twin River, Molash Creek, Forget Me Not Creek and directly into Lake Michigan.

West Twin River required to remove 36% Total Suspended Solids (TSS) and 15% Total Phosphorus (TP). The modeling is showing we are removing 42.3% TSS and 30.5% TP with existing best management practices in place which meets requirements.

Lake Michigan watershed directly discharges into Lake Michigan and was not part of the TMDL

study. As such, there are removal reduction requirements associated with these area

Molash Creek (the drainage area up near the high school) has a minor drainage area associated with it. However, since the drainage in this area does not flow through a city (municipal separate storm sewer) system but flows through WDOT and private drainage ways which then discharge to Molash Creek, the City will not be required to achieve any reduction for TSS or TP in this drainage basin. There are a few best management practices already in place in that basin which would be for the STH-42 Industrial Park and Two Rivers High School property.

Forget Me Not Creek watershed is required to reduce TSS by 20% and TP by 50% to meet TMDL standards. The modeling indicates that with present practices in place we are achieving 5.3% TSS and 3.0% TP reductions.

East Twin River watershed is required to reduce TSS by 20% and TP by 28% to meet TMDL standards. The modeling indicates that with present practices in place we are achieving 14.2% TSS and 9.8% TP reductions.

Overall, we are in a very good position with respect to meeting the Northeast Lakeshore TMDL requirements. The consultant will need to make a few modifications to the model and associated maps to provide updated reduction values. This includes modifying the type of street sweeper being used (mechanical vs high efficiency). By modifying the model to include our new high efficiency street sweeper along with modifications to a few existing best management practices and the inclusion of a few additional practices, we should be able to meet our TSS and TP reduction requirements.

7. GOALS AND OBJECTIVES

Park and Recreation Director Mike Mathis provided an update on the following agenda items.

A. Urban Forestry Grant update

Received a 50/50 grant with each portion being \$25,000. A portion of it will be used to fund a youth apprenticeship where they will learn to prune and plant trees along with providing some resources related to education. Plus, there are some tree plantings to be incorporated with this grant.

There will be 60 trees that need to be planted in the southern portion of the city with a majority of those trees to be placed along the newly reconstructed Roosevelt Street. There will be challenges with overhead utilities on both sides of the street, but appropriate trees will be selected. Need to look at locations out in the field over the next couple of weeks.

B. Arbor Day Event update

There will be a gathering at the Lester Public Library on Saturday, April 26th. There will be a demonstration on how to fell some ash trees and the planting of six trees around the library property along with other educational opportunities.

C. Lake Michigan Bird Observatory Grant update – No update

D. Paddlers Park update

City staff planted trees in the park with the assistance of LNRP who added the design of the proposed improvements. The Parks Department has also applied to the Wisconsin Coastal

Management Grant program for further assistance with these improvements. Local s positive about and support the application, which usually means that the project has a good chance of being funded. Currently waiting for the official word.

E. NWFW, Great Lake and St. Lawrence Cities Initiative Grant update

Now that the uncertainty related to the funding streams has been clarified, contracts have been signed and the city and consultant can now begin work on how to make improvements to the shoreline from the wastewater plant south to the Light House Inn as well as possible features along Mariners Trail down to the Chamber of Commerce building in Manitowoc.

F. Neshotah Beach Project(s) update

A lot is happening in the park:

1. Replacement of the paved surface underneath the Jaycee Shelter.
2. Foundations for the climbing wall and bamboo climbing areas are being constructed. Everything should be completed prior to Memorial Day.
3. The replacement of Pierce Street along with the construction and modification of parking areas along Pierce Street.
4. Construction of paved trails from the concession stand to Pierce Street, Garfield Street and adjacent to Pierce Street from the parking areas to the beach.
5. Conceptual concession stand/building plans have been received from the consultant so future budgeting and fundraising plans can be made for this project.

G. Kayaks grant funding

Past grants allowed the Park's Department to get a small fleet of kayaks and appropriate paddling gear. They have six (6) paddling programs scheduled for this year including a training program related to adaptive paddling. See their website for additional details. Must register in advance to participate.

8. OTHER ITEMS THAT MAY COME BEFORE THE BOARD, WITH CONSIDERATION AND ACTION, IF NEEDED - N/A

9. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT BOARD MEETING

Proposed for May 20, 2025, at 5:30 pm.

10. ADJOURNMENT: 6:30 pm

Donald DeBruyn made a motion to adjourn the meeting, seconded by Heather Gross. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible

Public Works Director/City Engineer



BOARD OF APPEALS

April 17, 2025

MINUTES

1. Call to Order

Preston Jones served as the Chairman. The meeting was called to order at 4:00 PM.

2. Roll Call

Present: Randall Ammerman, Preston Jones, Roger Russove and Jayne Rulseh. Also Present: Ryan Marcelle, Applicant, and Adam Taylor, Zoning Administrator.

3. Statement of Public Notice

Mr. Taylor confirmed the statement of public notice.

4. Public Hearing

Mr. Marcelle presented an overview of his application and the request to encroach on the rear yard setback.

Mr. Taylor explained the staff's findings.

Chairman Jones opened the public hearing. The Chairman called for public comment three times. There were no comments and no one in attendance for the public meeting. At the end of the third call, the public hearing was closed.

6. Action to be Taken

The Board discussed the alternatives available to the board and the request of the applicant. The building addition would encroach seventeen inches into the setback. It was discussed that the lot is in a unique location, and because of the building's orientation, the rear yard is the most optimal spot for an addition. The discussion included that the public interest would remain protected and wouldn't obscure anyone's view of the lake or road.

A motion was made to grant the variance due to unique characteristics, no neighboring objections, difficulty of a new business being built on this lot, and the obstacle of the current ordinance.

Motion made by Mr. Ammerman and seconded by Mr. Russove.

Roll call vote.

Voting Yes: Ammerman, Jones, Russove, and Rulseh

Motion carried.

7. Adjournment

Motion by Mr. Russove and seconded by Ms. Rulseh to adjourn at 4:25 PM.

**CITY OF TWO RIVERS
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE
AND
COMMUNITY DEVELOPMENT AUTHORITY
REGULAR MEETING
Tuesday, April 22, 2025, 5:15 PM
Webster Room, Lester Public Library**

1. Call to Order

In the absence of chair Greg Coenen, the meeting was called to order by BIDC and CDA Vice Chair Keith Lyons at 5:16 PM.

2. Roll Call

BIDC members present were Betty Bittner, Dave Kalista, Tracey Koach, Keith Lyons, Shannon Derby, Scott Stechmesser and Dan Wettstein. Absent and excused: Tom Christensen and Greg Coenen. Mr. Buckley noted that a quorum of seven of the nine BIDC members was present.

CDA members present were Betty Bittner, Shannon Derby, Dave Kalista, Tracey Koach, Keith Lyons and Scott Stechmesser. Absent and excused: Greg Coenen. Mr. Buckley noted that a quorum of six of the seven CDA members was present.

Also present were JoAnne Kouba, Jody Behringer, Mark Gordon and Joel Moose of Weichert Realtors.

Noting that the guests at the meeting were all present for the matters addressed in agenda items 7 and 8, acting chair Lyons stated his intention to next address those items out of order. There were no objections.

7. Closed Executive Session of the Community Development Authority

Bittner moved, sported by Koach, to enter into closed session at 5:18 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.

--Consider proposals received from realtors for listing and marketing of lots in the CDA-owned Sandy Bay Highlands Subdivision, and consider terms for any proposed listing agreement.

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

All guests left the meeting room at this time.

8. Community Development Authority Reconvene in Open Session for Possible Action in Follow-Up to Closed Session Discussions

Koach moved, supported by Stechmesser, to adjourn the closed session and reconvene in open session at 5:40 PM. The motion was approved by voice vote, without dissent.

Ms. Kouba, Ms. Behringer, Mr. Gordon and Mr. Moose re-entered the meeting room at this time.

Mr. Lyons then reviewed with the Weichert Realty representatives the terms for a proposed 12-month listing agreement:

- 12-month agreement, from June 1, 2025 through May 31, 2026
- "Corporate listing" with the office, not with any individual agents
- JoAnne Kouba to be primary point of contact for the CDA on this listing
- Commission of 10 percent, with splits to be as specified by Weichert in the listing agreement

BIDC and CDA
 April 22, 2025
 Page 2

--Exclusions for any buyers identified as working with the current listing realtor

Bittner moved, supported by Derby, to authorize the listing agreement with Weichert, with terms as stated by the Chair, with the Chair, the Vice Chair or the City Manager authorized to execute related documents on behalf of the CDA. The motion was approved by voice vote, without dissent.

The Weichert representatives left the meeting at this point.

3. Approval of Meeting Minutes

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

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

4. BIDC and CDA Member Terms Expiring May 1, 2025

Mr. Buckley noted that Betty Bittner will reach the limit of three terms on the CDA, but has one more year to serve in her current term on the BIDC. Dan Wettstein will reach the limit of three terms on the BIDC; he does not currently serve on the CDA. Mr. Wettstein indicated that he would be willing to serve on the CDA.

The City Manager further stated that Tom Christensen's first term on the BIDC expires on May 1; he does not serve on the CDA. He reported that Mr. Christensen has agreed to serve a second term on the BIDC. Mr. Kalista's term on the CDA expires on May 1; he has agreed to re-appointment to the CDA, but will re-evaluate his service in 2026, when his term on the BIDC expires.

Appointments and re-appointments to the BIDC and CDA will be presented by the City Manager to the City Council at meetings in May.

5. Updates on Current Economic Development Projects

Mr. Buckley provided brief updates on the following projects:

- Violet Inn
- Pop-Start Pizza
- Taco Bell
- Sandy Bay Highlands Conservation Subdivision
- 3000 Forest Apartment Development

5. CDA Business: Further Direction to Realtor Regarding Subdivision Marketing Signs

Community Development Authority members expressed an interest in providing further direction to Weichert Realtors regarding signage to be placed at the subdivision, so there would be time for that signage to be properly prepared in advance of the June 1 listing date. During the discussion that followed, CDA members referred to a prototype sign that had been provided by Weichert.

Bittner moved, supported by Koach, to provide the following direction:

- No photos of individual realtors/agents on the sign
- Make map, showing Phase 3 lots, as large as possible
- Provide a general phone number for Weichert, vs numbers of individual agents

- List phone number starting with area code, not "1"
- If a QR Code is used, it should direct users to either Weichert's landing page or a website specific to the subdivision, not an individual agent's profile
- Make sure that the sign correctly shows "Sandy Bay" as two words and "Highlands" as one word, unlike the example provided
- Furnish a final draft of the sign(s) to the City Manager's Office for approval, prior to sign production

Following discussion, the motion was approved by voice vote, without dissent.

9. Next Regular Meeting

The City Manager noted that the next regular meeting for these bodies will fall on Tuesday, May 27, the day after Memorial Day; that will be the same night as the monthly City Council work session, which will be rescheduled from Monday due to the holiday. He suggested that the BIDC and CDA keep their regular meeting, but start at 5:00 PM, to allow a full hour prior to the City Council work session. There was consensus in favor of such a change.

11. Adjournment

Derby moved, supported by Kalista, to adjourn the BIDC meeting at 6:20 PM. The motion was approved by voice vote, without dissent.

Derby moved, supported by Wettstein, to adjourn the CDA meeting at 6:20 PM. The motion was approved by voice vote, without dissent.

Respectfully submitted,



Greg Buckley
City Manager



**TWO
RIVERS**
WISCONSIN

Section 10, Item A.

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

ARCHITECTURAL CONTROL COMMITTEE

**Proceedings
Friday, April 25, 2025**

Committee Room 8:30 am

1. **CALL TO ORDER** Meeting was called to order at 8:40 am.

2. **Roll Call**

These members were present: Matt Heckenlaible Director of Public Works, Kay Koach Plan Commission Member, and Adam Taylor, Zoning Administrator.

Absent: BIDC-CDA Representative

3. **ACTION ITEMS**

- a. **Review updated plans for the construction of a single-family dwelling on Lot 16, Block 2, Sandy Bay Highlands, Subdivision No. 2, Submitted by Mark Liska.**

A motion was made by Matt Heckenlaible and seconded by Kay Koach to approve the updated plans for Lot 16, Block 2. The motion carried on a voice vote.

4. **Adjournment**

Matt Heckenlaible made a motion to adjourn at 8:50 am seconded by Kay Koach. Motion carried on a voice vote.



Temporary Alcohol Beverage License

Municipality

CITY OF TWO RIVERS

Section 10, Item B.

License(s) Requested	Fees	
<input type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$ 10.00
	Background Check	\$
	Total Fees	\$ 10.00

Part A: Organization Information			
1. Organization Name Two RIVERS FISH DERBY, INC (FOUNDATION OF KIOWAN CLUB OF TWO RIVERS)			
2. Organization Permanent Address P.O. BOX 34			
3. City Two RIVERS		4. State WI	5. Zip Code 54241
6. Mailing Address (if different from permanent address)			
7. FEIN 27-2071955	8. Date of Organization/Incorporation 7/7/1966		9. State of Organization/Incorporation WI
10. Phone 920-323-3050	11. Email richter4968@gmail.com		
12. Organization type (check one) <input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.			
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
14. Wisconsin Seller's Permit Number (if applicable)			

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
MACMILLIN	AMY	PRESIDENT	920-973-0761
MOORE	MARVIN	VICE PRESIDENT	608-438-3093
HEAP	SHERI	SECRETARY	920-973-0767
RICHTER	NANCY	TREASURER	920-323-3050
ANDERSON	MONTANA	AGENT	920-681-1388

Continued →

Part C: Event Information

1. Name of Event (if applicable) TWO RIVERS FISH DERBY & FESTIVAL			
2. Dates of Operation JULY 19-20, 2025		3. Hours of Operation SAT - 9 AM to 10:30 PM SUN - 9 AM to 5:30 PM	
4. Premises Address corner of POLK + 22ND St. (Walsh Field)			
5. City TWO RIVERS		6. State WI	7. Zip Code 54241
8. County MANITOWOC	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: TWO RIVERS		10. Aldermanic District
11. Organizer of Event (if not the named applicant) NANCY RICHTER		12. Email and/or Phone Number for Organizer of Event 920-323-3050	
13. Organizer Website —		14. Event Website www.trkiwanis.org	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Will be selling beer out of 40'x100' tent southwest of ball diamond. Selling premises is inside of chain link fence around field. Will be wristbanding adults of legal drinking age.			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name RICHTER		First Name NANCY		M.I. L
Title TREASURER	Email nrichter498@gmail.com		Phone 920-323-3050	
Signature Nancy L. Richter			Date 4-24-25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 4/24/2025	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



**TWO
RIVERS**
WISCONSIN

Section 10, Item B.

CITY CLERK

1717 E. Park Street

P.O. BOX 87

Two Rivers, WI 54241-0087

NOTE:

**THIS FORM IS TO BE COMPLETED AND ATTACHED TO ALL
APPLICATIONS FOR SPECIAL CLASS B MALT LICENSES FOR
PICNICS & GATHERINGS**

* * * * *

The applicant hereby agrees to indemnify and hold the City of Two Rivers harmless from and against any and all claims, actions, causes of action, damages, expenses, and liabilities which may be imposed upon, incurred by or asserted against the City of Two Rivers by reason of any injury or claim of injury or damage to any person or property which is associated with or arises out of the applicant's use of the City property and the dispensing of fermented malt beverage to any person pursuant to any license issued upon this application

TWO RIVERS FISH DERBY, INC

Organization (FOUNDATION of Kiwanis Club of Two Rivers)

Nancy L. Richter

Signature

NANCY L. RICHTER

Printed Name

4.24.25

Date



**TWO
RIVERS**
WISCONSIN

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

Section 11, Item A.

Date: May 5, 2025
To: City Council
Greg Buckley, City Manager
From: Matthew R Heckenlaible, PE, City Engineer / Public Works Director *MH*
Re: Bid Award Recommendation: Contract 2-2025 East Side LSL Replacement

Four (4) bids were received and opened on April 24, 2025, for Contract 2-2025 for replacement of lead water service laterals on the east side of the city. The project involves water service lateral replacement within the public rights-of-way and within private property in approximately 200 different areas of the City, and supplemental items for sanitary laterals, wall cores, sewer televising, sanitary lateral reconnection, removal and replacement of unsuitable backfill, topsoil restoration, seeding, fertilizer, and erosion mat, water meter relocation and exploratory excavation.

Town & Country, Consulting Engineer's Bid Tabulation and recommendation memo is attached. I concur with the recommendations of Town & Country, Consulting Engineers to award the contracts to the respective Low Bidder:

Contract	Eng. Cost Estimate	Low Bid Amount	Contractor
3-2025	\$2,304,250.00	\$1,867,580.00	Essential Sewer and Water

Revenue sources for the project include the following:

	Construction Bid Costs	Construction Bid Costs w/ 10% Eng. & Contingency
		\$2,054,338.00
DNR Loans (SDWFL-LSL-Private)	\$679,214.00	
DNR Principal Forgiveness (100%)	-\$679,214.00	
DNR Loan (SDWFL-LSL-Public)	\$1,038,657.00	
DNR Principal Forgiveness (20%)	\$259,664.00	
DNR Loan (CWF)	\$583,000.00	
	\$2,560,535.00	\$2,054,338.00

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



www.two-rivers.org



920.793.5539



920.793.5537

April 24, 2025

City of Two Rivers
1717 East Park Street
P.O. Box 87
Two Rivers, WI 54241

Attention: Mr. Gregory E. Buckley, City Manager

Subject: Analysis of Bids and Recommendation for Award of Contract
2 – 2025 Lateral Replacement; City of Two Rivers

Bid Deadline: April 24, 2025 at 1:00 p.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2025 Lateral Replacement project and to recommend the award of a contract. This project involves lateral replacement within the public right-of-way and on private property in approximately 200 different areas of the City, and supplemental items for sanitary laterals, wall cores, sewer televising, sanitary lateral reconnection, removal and replacement of unsuitable backfill, topsoil restoration, seeding, fertilizer, and erosion mat, water meter relocation and exploratory excavation.

The pre-bid estimate for the base bid was \$2,304,250.00. Twelve general contractors, subcontractors, and material suppliers requested sets of the bidding documents, and four contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Bid Total
Essential Sewer and Water	\$1,616,180.00	\$251,400.00
Mammoth Construction	\$1,929,113.00	\$281,417.50
Alfson Excavating LLC	\$1,951,800.00	\$298,750.00
Van Rite Plumbing Inc.	\$2,082,800.00	\$374,625.00

All of the bids were properly submitted. The low bidder, using the base bid only, or the base bid and supplemental bid is Essential Sewer and Water of Manitowoc, Wisconsin, an experienced utility contractor that completed a similar project for the City in 2022. The bid prices are lower than the original budget due to the competitive market and slightly conservative budgeting. We recommend that Essential Sewer and Water be awarded a contract for the base bid, plus the supplemental bids, for a total of \$1,867,580.00.

This will be a unit price contract. That is, the contractor will be paid for the work performed based on the unit prices bid. This means that the final costs could be either greater than or less

Analysis of Bids and Recommendation for Award of Contracts
April 24, 2025
Page 2

than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

As this project is intended to be funded in part through both the Wisconsin DNR Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund (CWF) loan program, the City will need to execute this agreement and provide a signed copy to the Wisconsin DNR to secure the grant and loan funding to be utilized.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.



Gregory J. Droessler, P.E.
Vice-President

GJD:sai

J:\JOB#S\Two Rivers\TR-41-M9 2025 SDW and CWF Loan Assistance\10. Construction\2 - 2025 Lateral Replacement\Recommendation Ltr.docx

Project: 2 – 2025 Lateral Replacement; City of Two Rivers
 Engineer's Project Number: TR-41(2) Bid Deadline: April 24, 2025 at 1:00 p.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE		Essential Sewer and Water		Mammoth Construction		Alfson Excavating LLC		Van Rite Plumbing Inc.	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID - PART 1 PUBLIC IMPROVEMENTS													
1.	1" Tap and Corporation Stop	200	each	\$ 4,500.00	\$ 900,000.00	\$ 3,250.00	\$ 650,000.00	\$ 4,300.00	\$ 860,000.00	\$ 750.00	\$ 150,000.00	\$ 4,150.00	\$ 830,000.00
2.	1" HDPE Water Service - Long	100	each	\$ 1,200.00	\$ 120,000.00	\$ 200.00	\$ 20,000.00	\$ 600.00	\$ 60,000.00	\$ 4,000.00	\$ 400,000.00	\$ 400.00	\$ 40,000.00
3.	1" HDPE Water Service - Short	100	each	\$ 1,000.00	\$ 100,000.00	\$ 175.00	\$ 17,500.00	\$ 500.00	\$ 50,000.00	\$ 3,250.00	\$ 325,000.00	\$ 400.00	\$ 40,000.00
4.	1" Valve and Box	200	each	\$ 350.00	\$ 70,000.00	\$ 285.00	\$ 57,000.00	\$ 350.00	\$ 70,000.00	\$ 375.00	\$ 75,000.00	\$ 350.00	\$ 70,000.00
5.	Televising for Existing Sanitary Lateral Inspection	200	each	\$ 125.00	\$ 25,000.00	\$ 85.00	\$ 17,000.00	\$ 85.00	\$ 17,000.00	\$ 164.00	\$ 32,800.00	\$ 165.00	\$ 33,000.00
6.	6" PVC Sanitary Lateral	3,000	lin. ft.	\$ 55.00	\$ 165,000.00	\$ 42.00	\$ 126,000.00	\$ 50.00	\$ 150,000.00	\$ 52.00	\$ 156,000.00	\$ 55.00	\$ 165,000.00
7.	4" PVC Sanitary Lateral	3,000	lin. ft.	\$ 55.00	\$ 165,000.00	\$ 42.00	\$ 126,000.00	\$ 46.00	\$ 138,000.00	\$ 50.00	\$ 150,000.00	\$ 50.00	\$ 150,000.00
8.	8" Sanitary Sewer Wye - Cut in	80	each	\$ 2,000.00	\$ 160,000.00	\$ 1,500.00	\$ 120,000.00	\$ 1,600.00	\$ 128,000.00	\$ 2,000.00	\$ 160,000.00	\$ 2,250.00	\$ 180,000.00
9.	10" Sanitary Sewer Wye - Cut in	40	each	\$ 2,200.00	\$ 88,000.00	\$ 1,600.00	\$ 64,000.00	\$ 1,800.00	\$ 72,000.00	\$ 2,200.00	\$ 88,000.00	\$ 2,500.00	\$ 100,000.00
10.	Sanitary Lateral Saddle Tee	80	each	\$ 1,000.00	\$ 80,000.00	\$ 1,500.00	\$ 120,000.00	\$ 1,000.00	\$ 80,000.00	\$ 1,000.00	\$ 80,000.00	\$ 1,200.00	\$ 96,000.00
11.	Sanitary Lateral Tracer Wire System	200	each	\$ 100.00	\$ 20,000.00	\$ 50.00	\$ 10,000.00	\$ 40.00	\$ 8,000.00	\$ 200.00	\$ 40,000.00	\$ 38.00	\$ 7,600.00
	TOTAL BASE BID PART 1				\$ 1,893,000.00		\$ 1,327,500.00		\$ 1,633,000.00		\$ 1,656,800.00		\$ 1,711,600.00
	PUBLIC IMPROVEMENTS												
BASE BID - PART 2 PRIVATE SERVICE LATERALS													
12.	1" HDPE Water Service	130	each	\$ 2,000.00	\$ 260,000.00	\$ 1,500.00	\$ 195,000.00	\$ 1,510.00	\$ 196,300.00	\$ 1,700.00	\$ 221,000.00	\$ 2,000.00	\$ 260,000.00
13.	Pre-Construction Meeting with Property Owner, Contractor, & City Staff	130	each	\$ 100.00	\$ 13,000.00	\$ 85.00	\$ 11,050.00	\$ 85.00	\$ 11,050.00	\$ 100.00	\$ 13,000.00	\$ 100.00	\$ 13,000.00
14.	Wall Core (1" Diameter Pipe)	130	each	\$ 25.00	\$ 3,250.00	\$ 1.00	\$ 130.00	\$ 0.10	\$ 13.00	\$ 10.00	\$ 1,300.00	\$ 5.00	\$ 650.00
15.	Reconnect Water Service Inside Building	130	each	\$ 1,000.00	\$ 130,000.00	\$ 625.00	\$ 81,250.00	\$ 625.00	\$ 81,250.00	\$ 440.00	\$ 57,200.00	\$ 750.00	\$ 97,500.00
16.	Mobilization for Lateral Replacement Outside the Project Area	5	each	\$ 1,000.00	\$ 5,000.00	\$ 250.00	\$ 1,250.00	\$ 1,500.00	\$ 7,500.00	\$ 500.00	\$ 2,500.00	\$ 10.00	\$ 50.00
	TOTAL BASE BID PART 2				\$ 411,250.00		\$ 288,680.00		\$ 296,113.00		\$ 295,000.00		\$ 371,200.00
	PRIVATE SERVICE LATERALS												
	TOTAL BASE BID PARTS 1 AND 2				\$ 2,304,250.00		\$ 1,616,180.00		\$ 1,929,113.00		\$ 1,951,800.00		\$ 2,082,800.00
SUPPLEMENTARY BID ITEMS - PRIVATE SERVICE LATERALS													
S1.	6" PVC Sanitary Lateral	1,100	lin. ft.	\$ 55.00	\$ 60,500.00	\$ 38.00	\$ 41,800.00	\$ 50.00	\$ 55,000.00	\$ 15.00	\$ 16,500.00	\$ 55.00	\$ 60,500.00
S2.	4" PVC Sanitary Lateral	1,100	lin. ft.	\$ 55.00	\$ 60,500.00	\$ 38.00	\$ 41,800.00	\$ 46.00	\$ 50,600.00	\$ 10.00	\$ 11,000.00	\$ 50.00	\$ 55,000.00
S3.	Wall Core (6" Dia. Pipe or Less)	75	each	\$ 100.00	\$ 7,500.00	\$ 1.00	\$ 75.00	\$ 0.10	\$ 7.50	\$ 30.00	\$ 2,250.00	\$ 10.00	\$ 750.00
S4.	Televising for Sanitary Lateral Acceptance	75	each	\$ 100.00	\$ 7,500.00	\$ 175.00	\$ 13,125.00	\$ 85.00	\$ 6,375.00	\$ 164.00	\$ 12,300.00	\$ 165.00	\$ 12,375.00
S5.	Reconnect Sanitary Lateral Inside Building (Above Basement Floor)	25	each	\$ 800.00	\$ 20,000.00	\$ 200.00	\$ 5,000.00	\$ 475.00	\$ 11,875.00	\$ 2,200.00	\$ 55,000.00	\$ 1,200.00	\$ 30,000.00
S6.	Reconnect Sanitary Lateral Inside Building (Below Basement Floor)	50	each	\$ 2,500.00	\$ 125,000.00	\$ 2,250.00	\$ 112,500.00	\$ 2,500.00	\$ 125,000.00	\$ 2,700.00	\$ 135,000.00	\$ 3,150.00	\$ 157,500.00
S7.	Removal and Replacement of Unsuitable Backfill	100	cu. yds.	\$ 25.00	\$ 2,500.00	\$ 1.00	\$ 100.00	\$ 0.10	\$ 10.00	\$ 25.00	\$ 2,500.00	\$ 10.00	\$ 1,000.00
S8.	Topsoil Restoration, Seeding, Fertilizer, and Erosion Mat	3,000	sq. yard	\$ 15.00	\$ 45,000.00	\$ 9.00	\$ 27,000.00	\$ 10.00	\$ 30,000.00	\$ 12.00	\$ 36,000.00	\$ 10.00	\$ 30,000.00
S9.	Relocate Water Meter	5	each	\$ 1,000.00	\$ 5,000.00	\$ 500.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 640.00	\$ 3,200.00	\$ 500.00	\$ 2,500.00
S10.	Exploratory Excavation	50	each	\$ 400.00	\$ 20,000.00	\$ 150.00	\$ 7,500.00	\$ 1.00	\$ 50.00	\$ 500.00	\$ 25,000.00	\$ 500.00	\$ 25,000.00
	TOTAL SUPPLEMENTARY BID ITEMS				\$ 353,500.00		\$ 251,400.00		\$ 281,417.50		\$ 298,750.00		\$ 374,625.00



**TWO
RIVERS**
WISCONSIN

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

Section 11, Item B.



Date: May 5, 2025
To: City Council
Greg Buckley, City Manager
From: Matthew R Heckenlaible, PE, City Engineer / Public Works Director *MRT*
Re: Bid Award Recommendation: Contract 3-2025 Sanitary Sewer Lining

A single bid was received and opened on April 24, 2025, for Contract 3-2025 for sanitary sewer lining throughout various locations within the city. The project involves investigative televising of approximately 8,000 lineal feet of sanitary sewer mains and the wastewater treatment facility's outfall pipe, along with lining and repairs of the same. The project also includes supplemental items for joint testing and grouting, lateral connection testing and sealing and repairing of protruding taps or connections into the sewer main.

Town & Country, Consulting Engineer's Bid Tabulation and recommendation memo is attached. I concur with the recommendations of Town & Country, Consulting Engineers to award the contracts to the respective Low Bidder:

Contract	Eng. Cost Estimate	Low Bid Amount	Contractor
3-2025	\$908,065.00	\$774,726.00	Visu-Sewer LLC

Revenue sources for the project include the following:

	Construction Bid Costs	Construction Bid Costs w/ 10% Eng. & Contingency
		\$852,198.60
DNR Loans (Outfall)	\$64,504	
DNR Loans (Sewer Mains)	\$739,912	
DNR Principal Forgiveness (20%)	\$201,104	
	\$1,005,520	\$852,198.60

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



www.two-rivers.org



920.793.5539



920.793.5537

April 24, 2025

City of Two Rivers
1717 East Park Street
P.O. Box 87
Two Rivers, WI 54241

Attention: Mr. Gregory E. Buckley, City Manager

Subject: Analysis of Bids and Recommendation for Award of Contract
3 – 2025 Sanitary Sewer Lining

Bid Deadline: April 24, 2025 at 1:30 p.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2025 Sanitary Sewer Lining project and to recommend the award of a contract. This project involves investigative televising of almost 8,000' of sanitary sewers and the wastewater treatment facility outfall pipe, along with lining and repairs of the same. The project also includes supplemental items for joint testing and grouting, lateral connection testing and sealing, and repair of protruding taps.

The pre-bid estimate for the base bid was \$908,065.00. Five general contractors requested sets of the bidding documents, but only one contractor submitted a bid.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Bid Total
Visu-Sewer LLC	\$629,776.00	\$144,950.00

The bid was properly submitted. The low bidder, Visu-Sewer LLC of Pewaukee, Wisconsin is an experienced sewer lining contractor that completed similar work throughout Wisconsin and previously for the City. The bid prices are lower than the original budget due to the anticipated competition and conservative budgeting for the project. We recommend that Visu-Sewer be awarded a contract for the base bid, plus the supplemental bids, for a total of \$774,726.00.

This will be a unit price contract. That is, the contractor will be paid for the work performed based on the unit prices bid. This means that the final costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

As this project is intended to be funded in part through the Wisconsin DNR Clean Water Fund (CWF) loan program, the City will need to execute this agreement and provide a signed copy to the Wisconsin DNR to secure the grant and loan funding to be utilized.

Analysis of Bids and Recommendation for Award of Contracts
April 24, 2025
Page 2

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,
TOWN & COUNTRY ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Gregory J. Droessler', written in a cursive style.

Gregory J. Droessler, P.E.
Vice-President

GJD:sai

J:\JOB#S\Two Rivers\TR-41-M9 2025 SDW and CWF Loan Assistance\10. Construction\3 - 2025 Sewer Lining\Recommendation Ltr.docx

BID TABULATION

Section 11, ItemB.

Project: 3 - 2025 Sanitary Sewer Lining

Engineer's Project Number: TR 41(3)

Bid Deadline: April 24, 2025 at 1:30 p.m. local time

ITEM		BID		PRE-BID ESTIMATE		Visu-Sewer LLC	
NO.	DESCRIPTION OF WORK	QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID							
1.	Mobilization / Demobilization	1	lump sum	\$ 30,000.00	\$ 30,000.00	\$ 10,500.00	\$ 10,500.00
2.	Investigation Set Up (Sections)	34	each	\$ 500.00	\$ 17,000.00	\$ 100.00	\$ 3,400.00
3.	Preparatory Sewer Cleaning and Pre-Lining Televising (8-inch)	3,300	lineal feet	\$ 7.00	\$ 23,100.00	\$ 8.00	\$ 26,400.00
4.	Preparatory Sewer Cleaning and Pre-Lining Televising (18-inch)	3,789	lineal feet	\$ 15.00	\$ 56,835.00	\$ 8.00	\$ 30,312.00
5.	Preparatory Sewer Cleaning and Pre-Lining Televising (24-inch)	455	lineal feet	\$ 25.00	\$ 11,375.00	\$ 8.00	\$ 3,640.00
6.	Preparatory Sewer Cleaning and Pre-Lining Televising (27-inch)	317	lineal feet	\$ 25.00	\$ 7,925.00	\$ 8.00	\$ 2,536.00
7.	Lining Set Up (Sections)	34	each	\$ 500.00	\$ 17,000.00	\$ 100.00	\$ 3,400.00
8.	Tempoary Sewer Bypassing	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00
9.	Lining & Post-Lining Televising (8-inch)	3,300	lineal feet	\$ 45.00	\$ 148,500.00	\$ 29.00	\$ 95,700.00
10.	Lining & Post-Lining Televising (18-inch)	3,789	lineal feet	\$ 120.00	\$ 454,680.00	\$ 76.00	\$ 287,964.00
11.	Lining & Post-Lining Televising (24-inch)	455	lineal feet	\$ 150.00	\$ 68,250.00	\$ 175.00	\$ 79,625.00
12.	Lining & Post-Lining Televising (27-inch)	317	lineal feet	\$ 200.00	\$ 63,400.00	\$ 247.00	\$ 78,299.00
	TOTAL BID				\$ 908,065.00		\$ 629,776.00
SUPPLEMENTAL ITEMS							
S1	Joint Testing (Joints)	60	each	\$ 750.00	\$ 45,000.00	\$ 675.00	\$ 40,500.00
S2	Joint Grouting (Joints)	60	each	\$ 50.00	\$ 3,000.00	\$ 10.00	\$ 600.00
S3	Lateral Connection Testing	10	each	\$ 1,500.00	\$ 15,000.00	\$ 925.00	\$ 9,250.00
S4	Lateral Connection Sealing	10	each	\$ 150.00	\$ 1,500.00	\$ 10.00	\$ 100.00
S5	Repair Protruding Tap	10	each	\$ 1,000.00	\$ 10,000.00	\$ 150.00	\$ 1,500.00
S6	Spot Sanitary Sewer Repairs, 18-inch	3	each	\$ 20,000.00	\$ 60,000.00	\$ 31,000.00	\$ 93,000.00
	TOTAL SUPPLEMENTAL ITEMS				\$ 134,500.00		\$ 144,950.00

CITY OF TWO RIVERS

ORDINANCE

An Ordinance to amend Sections 6-13 and 10-1-20 of the Municipal Code of the City of Two Rivers, Wisconsin, regulating the use of Short Term Rentals, based on the recommendation of the City Council Work Session:

The Council of the City of Two Rivers, Wisconsin, ordains as follows:

SECTION 1. Subsection 6-13-1 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to include the following definition:

Maximum Capacity. The maximum capacity of a residential dwelling unit offered for rent as a short-term rental shall not exceed two persons for every bedroom, plus four additional persons. Children two (2) years of age or younger shall not count toward this maximum.

SECTION 2. Subsection 6-13-5 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to include the following subsection B.:

B. Outdoor lighting at each short-term rental shall be maintained and used in a manner which does not create a nuisance, as that term is defined by Ordinance § 9-6-2, as amended, or does not otherwise interfere with the quiet enjoyment of adjacent properties by the owners and occupiers of those properties, according to the standards of the zoning district in which each property lies. No short-term rental shall allow any outdoor lighting between the hours of 11:00 PM and 7:00 AM except for motion-activated lights installed for security purposes, which are programmed to automatically shut-off, and which do not remain illuminated for more than ten (10) minutes after activation.

SECTION 4. Subsection 6-13-4.C. of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended and shall now read as follows.

C. A license may be suspended, revoked, or not renewed following a due process hearing of the city council if the council determines that the licensee: (a) fails to comply with any of the requirements of this section; (b) owner(s) or renter(s) have been convicted of engaging in illegal activity while on the licensed

premises on two or more separate occasions within the past 12 months; or (c) has outstanding fees, taxes, or forfeitures owed to the city. Any licensee which has had a license suspended, revoked, or not renewed for a property, pursuant to this subsection, may not reapply for a Short Term Rental license for said property for the license year following the year in which licensee's license was suspended, revoked, or not renewed.

SECTION 5. Subsection 6-13-5.A.(8). of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended and shall now read as follows:

- (8) All short-term rentals shall display proof of a current inspection by the Manitowoc County Health Department, current license issued by the City of Two Rivers, a copy of the City's noise ordinance (§ 9-2-5, as amended) and short term rental light ordinance (§ 6-13-5.B., as amended), the Maximum Capacity, and contact information for each of the following: the Two Rivers Police Department (non-emergency), fire department, property owner, and property manager.

SECTION 6. Subsection 6-13-5.A.(9). of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended and shall now read as follows:

- (9) Each short-term rental shall maintain a guest register for two years. The register shall contain the full name, current address of any person renting the property, the dates and times of rental, and the monetary amount or consideration paid. A copy of the register shall be available if requested by the city. The portion of the register reflecting the most recent calendar quarter shall be provided to the city within 30 days of the end of each calendar quarter. The required room tax payments shall be filed as required by chapter 6-11.

SECTION 7. Subsections 6-13-6 and 6-13-7. of the Municipal Code of the City of Two Rivers, Wisconsin, are hereby amended and reorganized such that subsection B. of 6-13-6 is removed from that section and added to 6-13-7 as a new subsection C.

SECTION 8. Subsection 10-1-20A. of the Municipal Code of the City of Two Rivers, Wisconsin, listing permitted uses in the R-1 Single Family Residence District, is hereby amended to include the following subsection (14).

(14) Short Term Rentals, as that term is defined by Section 6-13-1.

SECTION 9. This ordinance shall take effect after the date of its passage and upon publication but shall only affect Short Term Rental licenses and Short Term Rental license applications acquired or applied for after such date.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this _____ day of _____, 2025.

Scott Stechmesser
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch, City Clerk

Approved as to form and legality:

Sean P. Griffin
City Attorney

Sec. 10-1-20. R-1 single-family residence district.

A. *Use.* In the R-1 single-family residence district no building or premises shall be used and no building shall hereafter be erected or structurally altered unless otherwise provided in this chapter, except for one or more of the following uses:

- (1) Single-family dwellings meeting the provisions of section 10-1-20.I. of this chapter, including conventionally constructed on-site dwellings, and manufactured homes, but not mobile homes.
- (2) Churches, public libraries, public museums and public art galleries; municipal cemeteries and buildings, except sewage disposal plants, garbage incinerators, public warehouses, public garages, public shops and storage yards, and penal or correctional institutions and asylums; public recreational and community center buildings and grounds; institutional uses such as private clubs and fraternal organizations on the premises and incidental to a church, all subject to approval by the city council.
- (3) Telephone and utility buildings used to house fixed equipment, lines and transformer stations, provided there be no service garage or storage yard.
- (4) Accessory buildings.
- (5) Not more than three boarders or lodgers not members of the family.
- (6) Railroad right-of-way and passenger depots, not including switching, storage, freight yards or siding.
- (7) Uses customarily incidental to any of the above uses when located on the same lot and not involving the conduct of a business, including home occupations, on the premises.
- (8) Community living arrangements and community-based residential facilities for eight or fewer persons.
- (9) Keeping of chickens and ducks as permitted under section 6-5-22 of the Code.
- (10) Conditional uses.
 - (a) Agriculture.
 - [1] Limited to dairy farms, horse farms, fruit and vegetable farms, greenhouses, plant nurseries, tree nurseries, the keeping of goats, ponies, rabbits, sheep, more than six chickens and ducks, and a bird of prey used for falconry.
 - [2] In considering the keeping of animals and birds, the plan commission and city council shall evaluate factors, such as, but not limited to, parcel size and location, number and size of animals and birds, location of structures such as cages, coops, pens, stables and fencing, odor control, animal waste management and conflicts with deed or covenant restrictions.
 - (b) Barbershop or beauty shop.
 - (c) Community living arrangements and community-based residential facilities for nine or more persons.
 - (d) Conservation subdivision.
 - (e) CPA and other accountants.
 - (f) Day-care center.
 - (g) Golf course.
 - (h) Laundromats.
 - (i) Photographic studio or camera and photographic material shops.

- (j) Professional offices of doctors, dentists, physical therapists, massage therapists or technicians, chiropractors, chiropodists, osteopaths, optometrists, architects, attorneys, professional engineers and land surveyors.
- (k) Public, private and parochial schools, and colleges and universities, including dormitories.
- (l) Real estate or rental agency offices.
- (m) Retail flower stores or shops.
- (n) Retail grocery store and fruit and vegetable stand.
- (11) Signs complying with sections 10-4-1 through 10-4-19.
- (12) Off-street parking and loading facilities complying with section 10-1-13.
- (13) Mobile home parks, provided such parks are approved by the plan commission and the council pursuant to section 10-1-30.
- (14) Short Term Rentals, as that term is defined by Section 6-13-1.

B. *Height.* Principal buildings hereafter erected or structurally altered shall not exceed 35 feet in height.

C. *Side yards.* There shall be a side yard on each side of a building.

- (1) The sum of the widths of the required side yards shall be as follows:

Lot Width (feet)	Total Side Yard Width (feet)	Minimum Side Yard Width (feet)
Less than 76	15	7
76 to 80	16	8
81 to 85	17	8
86 to 90	20	8
91 to 95	23	8
More than 95	25	8

- (2) The width of a corner side yard shall be not less than 50 percent of the setback required on the lots in the rear, except that, where the frontage on a corner lot is to be reversed, no structure shall project beyond the front building line required of the lots in the rear. The buildable width of any lot in this district shall in no case be reduced to less than 24 feet.

D. *Setback.* Unless otherwise provided, there shall be a setback line of not less than 30 feet or one of the following, whichever is less:

- (1) Where more than 30 percent of the frontage on one side of a duly recorded subdivided block is occupied by dwelling structures, a majority of which structures have observed or conformed to an average setback line with a variation of no more than six feet, no building shall hereafter be erected or structurally altered so as to project beyond such average setback line.
- (2) On corner lots less than 60 feet wide and of record on September 8, 1953, where reversed frontage exists the setback on the side street shall be not less than 50 percent of the setback required on the lot in the rear. No accessory building shall project beyond the setback line of the lots in the rear; provided, further, in no case shall the buildable width of such corner lot be reduced to less than 24 feet.

E. *Rear yard.* There shall be provided a rear yard having a depth of 25 feet for interior lots and 15 feet for corner lots, except that when the dwelling structure is so oriented as to face the long frontage of a corner lot the rear yard may be reduced to seven feet, provided that there is no rear door in the dwelling, and further

provided that an interior side yard not less than 15 feet in width is provided and made accessible by means of a side door leading thereto.

- F. *Vision clearance.* Vision clearance shall be provided on corner lots and at all driveways in accordance with section 10-1-15.
- G. *Lot area per family.*
 - (1) Every building hereafter erected or structurally altered shall provide a lot area of not less than 8,400 square feet per family. No such lot shall be less than 70 feet in width, except smaller lots of record on September 8, 1953, may be occupied by one family when the building erected thereon complies with the provisions herein made for side yards, setbacks, rear yards, and vision clearance for such smaller lots.
 - (2) When any building is to be erected or structurally altered on an irregular lot or on a lot entitled to a buildable width of 24 feet on which the provisions as to side yards, front yards, and rear yards cannot be complied with, the zoning administrator shall designate the location of such buildings on such lot in conformity with the spirit of this chapter and the best interests of the public and the owner.
- H. Off-street parking and loading facilities shall be provided in accordance with section 10-1-13.
- I. *Dwelling design and construction.* Dwellings, as defined and permitted by this chapter, shall conform to the following:
 - (1) Shall be attached to a permanent foundation meeting the requirements of applicable building code provisions in such manner as to comply with standards for vertical loading, uplift and lateral forces and so designed and constructed that the floor elevation is reasonably compatible with other dwellings in the area.
 - (2) Shall have a minimum area of 800 square feet and be not less than 20 feet in its smallest horizontal dimension exclusive of attached garage, carport or open deck.
 - (3) Shall have any wheels, axles, hitches, tow bars and other equipment necessary for transporting on streets or highways removed when the structure is placed on the foundation.
 - (4) Shall have a double pitched roof having a minimum of three inches of vertical rise per foot of horizontal run.
 - (5) Shall have roof overhang of one-foot minimum measured from the vertical sides of the structure.
 - (6) Shall have roofing material of a type customarily found on conventionally constructed dwellings and buildings, including wood shakes or shingles, asphalt composition shingles, fiberglass composition shingles, metal shingles and standing seam metal but not corrugated metal or corrugated fiberglass.
 - (a) Standing seam metal roofing shall be installed per the manufacturer's specifications.
 - (b) Colors of standing seam roofing are to be applied by the manufacturer. Field applications are prohibited.
 - (c) Installation of standing seam metal roofing shall meet all applicable building codes.
 - (d) Solar roof tiles and shingles shall be installed per the manufacturer's specifications and for the duration of the solar collector system operation.
 - (e) Installation of solar roof tiles and shingles shall meet all applicable building codes.
 - (7) Shall have exterior siding of a type customarily found on conventionally constructed dwellings including wood clapboards, simulated clapboards such as vinyl, metal or Masonite type siding, wood shakes, wood shingles, brick, stone or other masonry-type veneer materials, but not smooth, ribbed or corrugated metal or plastic panels except when part of solar collector systems.

(Amended 3-5-2018; Ord. No. 2022-041, § 1, 3-7-2022; Ord. No. 2022-061, § 1, 4-4-2022; Ord. No. 2023-124, § 2, 7-17-2023; Ord. No. 2023-190, § 1, 11-20-2023)

Editor's note(s)—Amended at time of adoption of Code.

State law reference(s)—See title 1, general provisions, Ch. 1-1, Art. III.

CHAPTER 6-13. LICENSING OF SHORT-TERM RENTALS

Sec. 6-13-1. Definitions.

- A. The following definitions apply unless specifically modified:

City clerk. The city clerk of the City of Two Rivers or their designee.

License. The short-term rental license issued after an application for a license is submitted and approved following the process in section 6-13-2.

Maximum Capacity. The maximum capacity of a residential dwelling unit offered for rent as a short-term rental shall not exceed two persons for every bedroom, plus four additional persons. Children two (2) years of age or younger shall not count toward this maximum.

Owner. The person owning a short-term rental property.

Person shall include a corporation, firm, partnership, association, organization, limited liability company and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any section of this code prescribing a penalty or fine, as to partnerships, limited liability companies or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or shareholders thereof who are responsible for any violation of such section.

Property manager. An individual who is not the property owner and who is authorized to act as the agent of the property owner for the receipt of services, remedy of municipal ordinance violations, and for acceptance of service of process pursuant to this chapter.

Residential dwelling unit. Any building, structure, or part of a building or structure with living, cooking, sanitary, and bathroom facilities that is intended to be used as a home, residence or sleeping place by one or more persons related by blood, marriage or adoption or a group of not more than four persons who need not be related. Residential dwelling units include any residential dwelling, tourist rooming house licensed by Manitowoc County, seasonal employee housing and dormitory units.

Short-term rental. A residential dwelling unit that is offered for rent for a fee with a rental term of fewer than 30 consecutive days, as defined in Wis. Stats. § 66.0615(1)(dk).

State. The State of Wisconsin Department of Health or the Wisconsin Department of Agriculture, Trade and Consumer Protection or their designees.

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1)

Sec. 6-13-2. Application for a short-term rental license.

- A. No person shall maintain, manage or operate a short-term rental more than ten nights a year without a license issued by the City of Two Rivers pursuant to this section.
- B. Applications for a license shall follow the following procedures:
- (1) All applications for a license shall be filed with the city clerk on forms provided. Applications must be signed by the property owner and, if applicable, the authorized property manager(s). The property owner's contact information including mailing address, physical address, email address and 24-hour

phone number shall be provided. No license shall be issued unless the completed application is accompanied by payment of the required fee.

- (2) Upon receipt of each application, the applicant shall undergo a criminal records inspection and background check by the chief of police or their designee and the chief of police shall make and complete an investigation of the statements made in such registration, and may refuse to approve the application if:
 - (a) There are any material omission or materially inaccurate statements; or
 - (b) Repeated complaints of a material nature have been received against the applicant by authorities in the last cities, villages and towns in which the applicant or the property manager conducted similar business; or
 - (c) The applicant or designated property manager have criminal convictions that are materially related to the services being provided.
 - (d) The applicant failed to comply with any applicable provision of the application process as state herein.

- C. No license may be issued unless the completed application is accompanied by payment of the required fee. Fees shall be as set forth in section 1-2-1.
- D. The city clerk shall issue a license to applicants following payment of the required fee, satisfactory completion of the investigation by the chief of police, and receipt of all completed documentation and information requested in the application. If the city clerk shall determine if the application meets the requirements of this ordinance, the city clerk may approve the application. If the city clerk determines that the application does not meet the requirements of this section, the city clerk may deny the application.
- E. Licenses will only be issued if the applicant provides a copy of a completed Manitowoc County Tourist Rooming House License with a copy of the property inspection report dated within one year of the date of filing the application with the city clerk.

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1; Ord. No. 2023-017, § 7, 1-16-2023)

Sec. 6-13-3. Property manager.

- A. *Property manager.* No person may act as a property manager for a short-term rental without authorization from the property owner and contact information on file in accordance with this section.
- B. *Property manager qualifications.* The property manager, as the authorized agent, shall be accessible 24 hours a day by phone or in person in the event of an emergency at the property the manager is responsible for.
- C. Each property manager shall be authorized by the property owner to act as the agent for the owner to provide or facilitate services to the short-term rental property, in the event of an emergency, for the receipt of notice of ordinance violation(s), accept service of process, and shall be authorized by the owner to allow city employees, officers, and their designees, to enter the owner's property for purposes of inspection and enforcement of this ordinance and/or any other city ordinance.

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1)

Sec. 6-13-4. License renewal.

- A. The license shall be effective for one year and may be renewed for additional one-year periods. The annual license term is from January 1 to December 31 of each year. A fully completed renewal application and

renewal fee must be filed with the city clerk by December 1 of each year if the short-term rental will be continued. The renewal application shall contain any updated information since the filing of the original application. Licenses shall lapse upon a change in ownership.

- B. No license shall be renewed if the applicant or property has outstanding fees, taxes or forfeitures owed to the city unless arrangements for payment have been approved by the city clerk. Also, the license shall not be renewed if the applicant or property is under an order issued by the building inspector or zoning administrator to bring the premises into compliance with city ordinances.
- C. A license may be suspended, revoked, or not renewed following a due process hearing of the city council if the council determines that the licensee: (a) fails to comply with any of the requirements of this section; (b) owner(s) or renter(s) have been convicted of engaging in illegal activity while on the licensed premises on two or more separate occasions within the past 12 months; or (c) has outstanding fees, taxes, or forfeitures owed to the city. Any licensee which has had a license suspended, revoked, or not renewed for a property, pursuant to this subsection, may not reapply for a Short Term Rental license for said property for the license year following the year in which licensee's license was suspended, revoked, or not renewed.

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1)

Sec. 6-13-5. Standards for short-term rentals.

- A. Each short-term rental shall comply with all of the following:
 - (1) The noise levels shall comply section 9-2-5.
 - (2) Signage advertising the short-term rental is not permitted. Off-site advertising in media channels relating to the availability of the rental may take place only after the city and county licenses have been obtained.
 - (3) No recreational vehicles (RVs), campers, tents, or other temporary lodging arrangements shall be permitted on any residential dwelling unit site as a means of providing additional accommodations for paying guests or other invitees.
 - (4) Activities at the premises shall not become a public nuisance. All activities conducted shall comply with chapter 9-6.
 - (5) All short-term rentals shall be subject to payment of the City of Two Rivers room tax at the applicable rate. Property owners or property managers holding the license are responsible for complying with all room tax requirements as set forth in chapter 6-11.
 - (6) The provisions of title 9, article 9 of the city's ordinances, regarding sexual offender residency restrictions, including but not limited to sections 9-9-3.A. and 9-9-3.C., shall apply to all short-term rentals and compliance with those provisions is required.
 - (7) Compliance with all applicable state, county, and local codes, laws and regulations is required.
 - (8) All short-term rentals shall display proof of a current inspection by the Manitowoc County Health Department, current license issued by the City of Two Rivers, a copy of the City's noise ordinance (§ 9-2-5, as amended) and short term rental light ordinance (§ 6-13-5.B., as amended), the Maximum Capacity, and contact information for each of the following: Two Rivers Police Department (non-emergency), fire department, property owner, and-or property manager.
 - (9) Each short-term rental shall maintain a guest register for two years. The register shall contain the full name and current address of any person renting the property, the dates and times of rental, and the monetary amount or consideration paid. A copy of the register shall be available if requested by the city. The portion of the register reflecting the most recent calendar quarter shall be provided to the city

within 30 days of the end of each calendar quarter. The required room tax payments shall be filed as required by chapter 6-11.

- (10) Vehicle parking shall be on a paved or gravel surface in accord with chapter 8-2.
- (11) Each short-term rental unit shall have a minimum of one, off-street parking space with the exception of the downtown area in accord with section 10-1-14.A.(2)(c) off-street parking and loading requirements.
- (12) A safe, unobstructed means of egress from the dwelling leading to safe, open space at ground level shall be provided.
- (13) Shall have functional smoke detectors and carbon monoxide detectors in accordance with the requirements of Chapter SPS 321 of the Wisconsin Administrative Code.
- (14) Shall not have an accessible wood burning fireplace unless the property owner provides a certificate from a properly licensed inspector, dated no more than 30 days prior to submission of the license application or renewal, certifying that the fireplace and chimney have been inspected and comply with the National Fire Prevention Association Fire Code Chapter 211 Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances.
- (15) Shall not have a hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking or any other purpose on any balcony, deck or under any overhanging structure or within ten feet of any structure.
- (16) Outdoor cooking and heating devices shall be used in accordance with section 3-1-3.
- (17) All property owners shall carry casualty and liability insurance issued by an insurance company authorized to do business in this state by the Wisconsin Office of the Commissioner of Insurance, with liability limits of not less than \$300,000.00 per individual occurrence and not less than \$1,000,000.00 in the aggregate.

B. Outdoor lighting at each short-term rental shall be maintained and used in a manner which does not create a nuisance, as that term is defined by Ordinance § 9-6-2, as amended, or does not otherwise interfere with the quiet enjoyment of adjacent properties by the owners and occupiers of those properties, according to the standards of the zoning district in which each property lies. No short-term rental shall allow any outdoor lighting between the hours of 11:00 PM and 7:00 AM except for motion-activated lights installed for security purposes, which are programmed to automatically shut-off, and which do not remain illuminated for more than ten (10) minutes after activation.

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1)

Sec. 6-13-6. Appeals.

A. The denial of any license application or renewal under this section may be appealed by filing a written appeal request with the city clerk within ten days of the city's notice of denial. The appeal shall be heard by the city council. The city council shall consider the application or renewal and recommendations and may approve or deny the application or renewal.

~~B. A license may be revoked by the city council for one or more of the following reasons:~~

- ~~(1) Failure to make payment on taxes or debt owed to the city.~~
- ~~(2) Failure to make payment on any City of Two Rivers room tax.~~
- ~~(3) Two or more calls in any 12-month period for police department services that relate to criminal or nuisance activities at the short-term rental, fire department services that relate to criminal or nuisance~~

~~activities at the short-term rental, building code violations, nuisance activities or other ordinance violations as defined in chapter 9-6.~~

- ~~(4) Failure to comply with city building inspection requirements that may occur on an as-needed basis.~~
- ~~(5) Failure to maintain all required local, county, and state licensing requirements.~~
- ~~(6) Failure to comply with any applicable zoning regulations as described in chapter 6-10.~~
- ~~(7) Any violation of local, county or state laws that harm or adversely impact the predominantly residential uses and nature of the property or of the surrounding neighborhood.~~

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1)

Sec. 6-13-7. Penalties.

- A. Any person that violates any provisions of this section shall be subject to license revocation. Appeals shall be handled by the process identified per section 6-13-6.
- B. Any person who violates any provision of this chapter or any other order or regulation issued hereunder shall be subject to a penalty as provided in section 1-1-5 of this Code.

~~C.B.~~ A license may be revoked by the city council for one or more of the following reasons:

- ~~(1) Failure to make payment on taxes or debt owed to the city.~~
- ~~(2) Failure to make payment on any City of Two Rivers room tax.~~
- ~~(3) Two or more calls in any 12-month period for police department services that relate to criminal or nuisance activities at the short-term rental, fire department services that relate to criminal or nuisance activities at the short-term rental, building code violations, nuisance activities or other ordinance violations as defined in chapter 9-6.~~
- ~~(4) Failure to comply with city building inspection requirements that may occur on an as-needed basis.~~
- ~~(5) Failure to maintain all required local, county, and state licensing requirements.~~
- ~~(6) Failure to comply with any applicable zoning regulations as described in chapter 6-10.~~
- ~~(7) Any violation of local, county or state laws that harm or adversely impact the predominantly residential uses and nature of the property or of the surrounding neighborhood.~~

(Ord. of 6-17-2022(1), eff. 1-1-2023, § 1)

CITY OF TWO RIVERS**ORDINANCE****An Ordinance to amend Sections 7-4-2, 7-4-3, and 7-4-6 of the Municipal Code of the City of Two Rivers, Wisconsin, based on the recommendation of the City Manager:**

WHEREAS, the City of Two Rivers (the “City”), Section 7-4-3 of the City Code grants the City the authority to abate trees that constitute a public nuisance.

WHEREAS, Section 7-4-3(B)(1) of the City Code mandates that the City give property owners a notice to remove trees that constitute a public nuisance and give the property owner at least 30 days to remove said trees.

WHEREAS, Section 7-4-3(B)(2) of the City Code provides that if a property owner does not abate a tree that constitutes a public nuisance after the notice period expires, the City forester must abate the nuisance.

WHEREAS, the City wishes to amend these regulations to clarify said mandates to abate public nuisances.

NOW, THEREFORE, The City Council of the City of Two Rivers, Wisconsin, does hereby ordain as follows:

SECTION 1. Section 7-4-2 shall be amended as follows:

Unless specifically defined below, the words or phrases used in this chapter shall be so interpreted as to give them the meaning they have at common law and to give this chapter its most reasonable application:

City. The City of Two Rivers, Wisconsin.

Clear sight triangle. A triangle formed by the curblines of two intersecting rights-of-way and a third line connecting a full-view zone at corners of streets, alleys and highways.

Forestry program. A comprehensive annual plan including maintenance, inventory, new planting and budget, with projections for annual and long-range implementation.

Major alteration. Pruning a tree beyond necessary pruning to comply with this chapter.

Person. Person, firm, association or corporation.

Public areas. Includes all public parks and other lands owned, controlled or leased by the city except the terrace areas.

Public nuisance. Any tree or shrub or part thereof which by reason of its condition interferes with the use of any public area, infected with a plant disease, infested with injurious insects or pests, injurious to public improvements or endangers the life, health, safety or welfare of persons or public property.

Public trees and shrubs. All trees and shrubs located or to be planted in or upon public areas.

Terrace areas. The land between the normal location of the street curbing and sidewalk.

SECTION 2. The City of Two Rivers shall amend Section 7-4-3 of the Municipal Code, as follows:

B. Authority over private trees and shrubs.

(1) *Notice to abate public nuisances.* Whenever the city forester finds on examination that any tree or shrub or part thereof growing or located upon private premises is a public nuisance, the city forester shall provide notice to the owner of the private premise that the tree that constitutes a public nuisance must be sprayed, removed or otherwise abated, in no less than 30 days, in the manner directed in the notice, unless the city forester shall determine that immediate action is necessary for public safety.

(2) *Abatement of nuisances.* If the owner of such premises, or his agent, shall refuse or neglect to comply with the notice within the time specified, the city forester may cause the nuisance to be sprayed, removed or otherwise abated and shall report any expense thereof to the city treasurer, who shall

enter it as a charge against the property upon which the tree or shrub is located.

SECTION 3. The City of Two Rivers shall amend Section 7-4-6 of the Municipal Code, as follows:

- A. Whenever the city forester shall find with reasonable certainty on examination or inspection that any public nuisance due to infectious tree insect or disease nuisances exists within the city, the forester may cause it to be sprayed, removed or otherwise abated in such manner as to destroy or prevent as fully as possible the spread of determined infectious insects or disease or the insect pests or vectors known to carry such disease.
- B. Before abating any nuisance on private premises, the city forester shall proceed as follows:
 - (1) If the city forester determines that danger to other trees from such a nuisance is not imminent because of tree dormancy, the forester shall make a written report of the findings to the council who shall proceed as provided in Wis. Stats. § 27.09(4).
 - (2) If the city forester determines that danger to other trees within the city is imminent, the forester shall notify the owner or abutting owner of the property on which such nuisance is found, in writing, if the owner can be found and served personally or by mail, otherwise by publication in the official newspaper of the city, that the nuisance must be abated as directed in the notice within a specified time, which shall not be less than 30 days from the date of mailing, delivering, or publication of such notice, unless the city forester finds that immediate action is necessary to prevent spread of infection. If the owner fails to comply with the notice within the time limit, the city forester may cause the abatement therefor.
- C. No damages shall be awarded to the owner for destruction of tree, wood, material or any part thereof pursuant to this chapter.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this ____ day of _____, 202_.

Scott Stechmesser
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch, City Clerk

Approved as to form and legality:

Sean P. Griffin
City Attorney



**TWO
RIVERS**
WISCONSIN



Date: May 1, 2025
To: Gregory E. Buckley, City Manager
From: Ben Meinnert, Chief of Police
Ref: Amended Ordinance:

Title 9 Offenses and Nuisances originally placed **Destruction of Noxious Weeds** and **Regulation of Height of Lawns and Weeds** among **Offenses against Property** rather than among other nuisance offenses requiring state mandated posting. Moving **Destruction of Noxious Weeds** to Chapter 9-6 simply places the section under the proper chapter to be consistent and prevent confusion/contradiction. It is slightly then modified with “in the form indicated in this section” to explain now the requirement for posting is within the same chapter.

Sec 9-6-8 is amended to add “designee” to have authority to carry out **Enforcement** and/or **Abatement after notice**.

Sec 9-6-8 D. is amended to add the procedure that the City must follow in providing notice to property owners prior to the abatement of public nuisances.

D. Method of providing notice. The inspecting officer or their designee shall provide notice by personally delivering written notice to the owner, posting written notice at the owner’s last known address, or by mailing written notice to the owner at their last known address.



CITY OF TWO RIVERS**ORDINANCE****An Ordinance to amend Section 9-3-4 and 9-6-8 of the Municipal Code of the City of Two Rivers, Wisconsin, based on the recommendation of the City Manager:**

WHEREAS, the City of Two Rivers (the "City"), Section 9-3-4 of the City Code requires notice be given to every person owning, occupying or controlling land to destroy all noxious weeds on that land.

WHEREAS, the State of Wisconsin requires the destruction of noxious weeds under Wis. Stats. § 66.0407 and provides a list of plants designated as noxious weeds.

WHEREAS, Section 9-3-4 of the City Code mandates that property owners in the City of Two Rivers destroy noxious weeds and maintain lawns in accordance with city regulations.

WHEREAS, Section 9-6-8 of the City Code provides the procedure that the City must follow in providing notice to property owners prior to the abatement of public nuisances.

WHEREAS, the City wishes to amend these regulations to clarify said mandates to abate public nuisances, including noxious weeds.

NOW, THEREFORE, The City Council of the City of Two Rivers, Wisconsin, does hereby ordain as follows:

SECTION 1. The City of Two Rivers shall renumber Section 9-3-4 to 9-6-11 of the Municipal Code, reserving Section 9-3-4 for future use. Subsection E. of Section 9-3-4 shall be amended as follows:

- E. All lawns shall be kept cut to a height not to exceed eight inches. Noxious weeds and nuisance weeds as described in this section shall be destroyed as provided in subsection A. of this section. If the owner of any property fails to maintain its lawn at a height not to exceed eight inches, within five days of providing notice to the property owner from the city demanding the same, in the form indicated in this

section, addressed to the owner at their last-known address, the city may cause the lawn to be cut, and the cost thereof shall be charged to the property as a special charge pursuant to Wis. Stats. § 66.0627.

SECTION 2. The City of Two Rivers shall amend Section 9-6-8 of the Municipal Code, as follows:

Sec. 9-6-8. - Enforcement; abatement; notice.

- A. Enforcement. The chief of police, the chief of the fire department, the building inspector, the zoning administrator, and the health officer, or their designees shall enforce those provisions of this chapter that come within the jurisdiction of their offices, and they shall make periodic inspections and inspections upon complaint to determine whether such provisions have been violated. No action shall be taken under this section to abate a public nuisance unless the officer or their designee has inspected or caused to be inspected the premises where the nuisance is alleged to exist and has seen or been presented with evidence which leads to the officer's or officer's designee's reasonable belief that a nuisance does in fact exist.
- B. Summary abatement. If the inspecting officer determines that a public nuisance exists within the city and that there is great and immediate danger to the health, safety, peace, morals, or decency of the public, the city manager may direct the proper officer to cause the same to be abated and charge the cost thereof to the owner, occupant, or person causing, permitting, or maintaining the nuisance, as the case may be.
- C. Abatement after notice. If the inspecting officer or their designee shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten great and immediate danger to public health, safety, peace, morals, or decency, the officer or designee shall serve notice on the person causing, permitting, or maintaining the nuisance to remove the same within ten (10) days, or fewer if indicated by the specific section. If such nuisance is not removed within such period, the officer or designee shall cause the nuisance to be removed as provided in subsection B., above.
- D. Method of providing notice. The inspecting officer or their designee shall provide notice by personally delivering written notice to the owner, posting written notice

at the owner's last known address, or by mailing written notice to the owner at their last known address.

- E. Other methods not excluded. Nothing in this chapter shall be construed as prohibiting the abatement of public nuisances by the city or its officials in accordance with the laws of the State of Wisconsin.
- F. Court order. Except when necessary under subsection B., no officer or designee hereunder shall use force to obtain access to private property to abate a public nuisance. An officer or designee shall request permission to enter upon private property from the property owner or occupier, if such premises are occupied and, if such permission is denied, shall apply to any court having jurisdiction for an order allowing the city or an official to commence the abatement of the public nuisance.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this ____ day of _____, 202__.

Scott Stechmesser
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch, City Clerk

Approved as to form and legality:

Sean P. Griffin
City Attorney



PROCLAMATION

NAMING THE WEEK OF MAY 11-17, 2025 AS POLICE WEEK AND MAY 15, 2025 AS PEACE OFFICER'S MEMORIAL DAY

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, the members of the Two Rivers Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the City of Two Rivers; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression; and

WHEREAS, the men and women of the Two Rivers Police Department unceasingly provide a vital public service;

NOW, THEREFORE, the City Council of the City of Two Rivers calls upon all citizens and upon all patriotic, civic and educational organizations to observe the week of May 11 through May 17, 2025 as Police Week; and

BE IT FURTHER RESOLVED THAT the City Council further calls upon all citizens of Two Rivers to observe May 15, 2025, as **PEACE OFFICERS' MEMORIAL DAY** in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Dated this 5th day of May, 2025.

Scott Stechmesser, City Council President

Benjamin Meinnert, Acting City Manager



PROCLAMATION

NAMING THE WEEK OF MAY 4 – 10, 2025 AS NATIONAL TRAVEL AND TOURISM WEEK

WHEREAS, the theme for National Travel and Tourism Week 2025 highlights the industry's role in strengthening communities by attracting visitors, supporting local businesses, and enhancing the quality of life for residents; and

WHEREAS, travel and tourism in Two Rivers contribute significantly to the region's economic prosperity, providing employment opportunities, driving investment, and showcasing our unique cultural and natural attractions; and

WHEREAS, Two Rivers recognizes the importance of tourism marketing efforts in promoting our destination to visitors from across the nation and around the world, ensuring continued economic benefits and community enrichment; and

WHEREAS, we honor the dedicated professionals in the travel and hospitality industry who work tirelessly to provide exceptional experiences for visitors, contributing to the vibrancy and success of our destination; and

NOW, THEREFORE, the City Council of the City of Two Rivers hereby proclaims this week of May 4 – 10, 2025, as

NATIONAL TRAVEL AND TOURISM WEEK

in the City of Two Rivers; and urges all citizens to recognize the special contributions of Explore Two Rivers, and the special efforts of the staff and volunteers who work every day to promote our community.

Dated this 5th day of May, 2025.

Scott Stechmesser, City Council President

Gregory E. Buckley, City Manager



PROCLAMATION

NAMING THE WEEK OF MAY 4 – 10, 2025 AS NATIONAL DRINKING WATER WEEK

WHEREAS, water follows a natural cycle from Earth to air to Earth again; and

WHEREAS, water is a basic and essential need of all living things; and

WHEREAS, our health, comfort, and standard of living depend upon an abundant supply of safe drinking water; and

WHEREAS, we recognize the significance of the Safe Water Drinking Act which was the first national program to establish regulations and standards for all public water suppliers in the United States; and

WHEREAS, the ever-tightening standards of drinking water make better facilities and better trained personnel essential,

NOW, THEREFORE, the City Council of the City of Two Rivers hereby proclaims this week of May 4 – 10, 2025, as

NATIONAL DRINKING WATER WEEK

in the City of Two Rivers; and urges all citizens to recognize the special contributions of the Two Rivers Water Department, and the special efforts of the staff who work every day to enhance the well-being of the citizens of our community.

Dated this 5th day of May, 2025.

Scott Stechmesser, City Council President

Benjamin Meinnert, Acting City Manager