



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL MEETING

Monday, March 20, 2023 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--Led by Webelos Den of Cub Scout Pack 3940, Two Rivers

3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, 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

A. Amendment to Zoning Ordinance Section 10-1-15G(4)(b.)(6) for Pilot Program for Front Yard Gardens
Recommended Action:
Motion to waive reading and approve the amendment, as recommended by the Plan Commission

B. Conditional Use Permit to Allow Boat Rentals at 1509 Monroe Street in the Waterfront Business District, as Requested by Baeten Lakeshore Properties, LLC
Recommended Action:
Motion to approve the Conditional Use Permit, with conditions as recommended by the Plan Commission

C. Public Hearing on Resolution to Levy Special Assessments on Properties Fronting on Lincoln Street Between 17th Street and 22nd Street
Recommended Action:
Motion to waive reading and adopt the resolution

6. INPUT FROM THE PUBLIC

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CITY MANAGER'S REPORT

A. Invited Guests

A. Brian Dean, Tourism Director

B. Status Update/Reports

1. Staffing Updates
2. 2023 Capital Projects Financing Finalized (10-Year General Obligation Notes)
3. Central Park West 365 Project Update
4. Neshotah Playground Project
5. Lester Library and Zander Park Story Walk
6. Parks and Recreation Spring Activity Guide
7. Article on Water Utility's Energy-Savings Initiatives
8. Frontier Communications System Rebuild/Fiber Project
9. Winter Parking Ban Ended on March 15
10. City Council Candidate Forums On-Line
11. In Person Absentee Voting for the April 4, 2023 Spring Election will begin March 21 through March 31 between the hours of 8:00 AM - 4:30 PM at City Hall
12. Spring Election, Tuesday, April 4, 2023, 7:00 AM - 8:00 PM, to find your polling place go to myvote.wi.gov or call City Clerk's Office at 920-793-5526
13. Upcoming Events:
 - a. Open House on Neshotah Park Master Plan, Hosted by Parks and Recreation Department and the Advisory Recreation Board, Tuesday, March 21, 6:00 PM to 9:00 PM, Senior Center Koska Room
 - b. Lester Public Library Foundation Used Book Sale, March 20-25
 - c. Two Rivers Fire Department Fish Boil, Friday, April 7, 3:00-7:00 PM, 2122 Monroe Street
 - d. Breakfast With the Easter Bunny, Community House, Saturday, April 8
 - e. Van Der Brohe Arboretum Tree and Shrub Sale, Ongoing Until April 28; go to vanderbrohearboretum.org/sale for more information
 - f. Two Rivers Rotary Annual Dinner and Auction, April 1, 5:00-7:00 PM, Sepia Chapel
 - g. Two Rivers Water & Light Department Sponsors Two \$500 Scholarships, Deadline for Application is April 1, 2023
 - h. Spring Scavenger Hunt Bingo, Woodland Dunes Nature Center, March 13-24
 - i. Two Rivers Kids' Run, Saturday, March 25, 3:00-6:00 PM, Two Rivers High School
 - j. Two Rivers 10-Mile, Sunday, March 26, 8:00 AM, Two Rivers High School
14. Other

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Minutes of Meetings

1. Lester Public Library, February 14, 2023
2. Public Utilities Committee, March 6, 2023
3. Plan Commission, March 13, 2023
4. Committee on Aging, February 6, 2023

Recommended Action:

Motion to receive and file

B. Department Reports, February 2023

1. City Clerk
2. Community Development
3. Electric
4. Fire
5. Inspections
6. Library
7. Parks & Recreation
8. Police
9. Public Works
10. Safety

11. Water

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for New Combination Class "B"/"Class B" Liquor License Application for the period of March 31, 2023 to June 30, 2023 for Meola LLC, 1820 Jefferson Street - Joseph Meola, Agent (dba Sepia Wedding & Event Venue)

Recommended Action:

Motion to approve the application and authorize issuance of the license

2. Application for Operator License - Recommended for Denial by Police Chief - Kathleen Jo Rosenow

Recommended Action:

Motion to deny the application, based on the recommendation of the Police Chief

D. Summary of Verified Bills for the Month of February 2023 for \$6,182,401.73

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

A. Award of Purchase Contract for Two Single Axle Dump Trucks Equipped with Plows, Wings and Tarping Systems (2023 Budget Includes \$300,000 for the Purchase of One Truck, at \$300,000; Anticipates Ordering Two Trucks, with Second to be Budgeted in 2024, Both for 2024 Delivery)

Recommended Action:

Motion to award the purchase contract to Packer City International Trucks of Appleton, in the total amount of \$500,440.00, with the understanding that this purchase will require budgeting an additional \$200,440.00 in 2024

B. 2022 Annual Municipal Separate Storm Sewer System (MS4) Report to WI Department of Natural Resources

Recommended Action:

Motion to receive and file

C. Ordinance Amendment Modifying Liability Insurance Requirements Associated with Various City Licenses and Permits

Recommended Action:

Motion to waive reading and adopt the ordinance

D. Resolution Authorizing Submittal of Funding Application to Wisconsin DNR's Urban Non-Point Source and Storm Water Planning Grant Program

Recommended Action:

Motion to waive reading and adopt the resolution

E. Resolution of Support for Application to Wisconsin DNR's Urban Non-Point Source and Stormwater Planning Grant Programming, with Details on Proposed Uses of Grant Funds

Recommended Action:

Motion to waive reading and adopt the resolution

F. Authorize Reclassification of Police Professional Standards Lieutenant Position to the Rank of Captain

Recommended Action:

Motion to authorize the reclassification, as recommended by the Chief of Police and the Personnel and Finance Committee

- G.** Council Direction Regarding Possible Appointment to City Council, Vacancy Created from Resignation of Jason Ring

Recommended Action:

Council discretion

- H.** Proposal and Participant Guidelines for 2023 Pilot Program for Up to 20 Front Yard Produce Gardens, as Recommended by the Environmental Advisory Board

Recommended Action:

Motion to approve the Proposal and Participant Guidelines, as Recommended by the Environmental Advisory board

12. FOR INFORMATION ONLY

- A. City Council Work Session Meeting, Monday, March 27, 2023, 6:00 PM
- B. City Council Regular Meeting, Monday, April 3, 2023, 6:00 PM
- C. Looking Ahead: Possibly Reschedule July 3, 2023 City Council Meeting

13. ADJOURNMENT

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

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

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.

ORDINANCE

Ordinance Amending Municipal Code Title 10, “Zoning, Code,” Chapter 1, “Zoning Code,” Article B, “General Provisions,” Section 15, “Height and Area Exceptions,” Subsection G. “Yards to be Open Upward,” to allow a temporary, pilot program allowing new produce gardens in front yards.

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

SECTION 1. That Subsection 10-1-15(G)(4)(b)(6), which addresses permitted obstructions in front yards and street side yards, be amended to read as follows (added words highlighted in yellow):

(6.) Produce gardening in front yards existing prior to August 1, 2016. Such front yard produce gardens may not be expanded. New front yard produce gardens are prohibited, except as may be authorized by resolution of City Council as part of a pilot program that may be put in effect in 2023 and shall expire not later than December 31, 2023. Participation by a property in said pilot program shall not create any vested right to continue such new gardens beyond December 31, 2023.

SECTION 2. This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this ____ day of March, 2023.

Adam Wachowski
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney

**LAND DEVELOPMENT APPLICATION**APPLICANT Annie/Joe Baeten / Baeten Lakeshore Properties, LLC TELEPHONE 920-621-1437MAILING ADDRESS 1522 Monroe Street Two Rivers WI 54241
(Street) (City) (State) (Zip)PROPERTY OWNER Baeten Lakeshore Properties, LLC TELEPHONE 920-621-1437MAILING ADDRESS 1522 Monroe Street Two Rivers WI 54241
(Street) (City) (State) (Zip)

REQUEST FOR:

<input type="checkbox"/> Comprehensive Plan Amendment	<input checked="" type="checkbox"/> Conditional Use
<input type="checkbox"/> Site/Architectural Plan Approval	<input type="checkbox"/> Annexation Request
<input type="checkbox"/> Subdivision Plat or CSM Review	<input type="checkbox"/> Variance/Board of Appeals
<input type="checkbox"/> Zoning District Change	<input type="checkbox"/> Other

STATUS OF APPLICANT: ☒ Owner ☐ Agent ☐ Buyer ☐ OtherPROJECT LOCATION 1509 Monroe Street TYPE OF STRUCTURE NonePRESENT ZONING WB REQUESTED ZONING SamePROPOSED LAND USE Boat RentalsPARCEL # 0000740210 ACREAGE 0.608LEGAL DESCRIPTION TRACT 1 OF CSM V 12 P 163 PT LOTS 5 THRU 7 BLK 73 PT OF LOTS 1 THRU 4 BLK 74 PT OF LOT 1 BLK 75 & PT OF VAC MONROE & W RIVER STS**NOTE: Attach a one-page written description of your proposal or request.**

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed [Signature] Date 1-10-2023
(Property Owner)Fee Required

\$ 350	Comprehensive Plan Amendment
\$ t/b/d	Site/Architectural Plan Approval (Listed in Sec 1-2-1)
\$ t/b/d	CSM Review (\$10 lot/\$30 min)
	Subdivision Plat (fee to be determined)
\$ 350	Zoning District Change
\$ 350	Conditional Use
\$ t/b/d	Annexation Request (State Processing Fees Apply)
\$ 350	Variance/Board of Appeals
\$ t/b/d	Other

Schedule

Application Submittal Date	_____
Date Fee(s) Paid	_____
Plan(s) Submittal Date	_____
Plan Comm Appearance	_____

\$ _____ TOTAL FEE PAID APPLICATION, PLANS & FEE RECEIVED BY _____

CONDITIONAL USE
PERMIT
City of Two Rivers

Document Number

Permit No. 2023-02

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 1900 School Street in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

ORIG PLAT TRACT 1 OF CSM V 12 P 163 PT LOTS 5
THRU 7 BLK 73 PT OF LOTS 1 THRU 4 BLK 74 PT OF
LOT 1 BLK 75 & PT OF VAC MONROE & W RIVER
STS in the City of Two Rivers, Manitowoc County, Wisconsin

Inspections Department
City of Two Rivers
PO Box 87
Two Rivers, WI 54241-0087

Parcel ID Number: 053-000-074-021.00

Zoning Classification of the Premises is: (WF) Waterfront Business District
Mailing Address of the Premises is: 1509 Monroe Street, Two Rivers, WI 54241

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the purpose of the operation of a boat rental operation .

Permitted by action of the City Council of the City of Two Rivers on March 20, 2023

Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the City's Zoning Code.
4. Operation of the use permitted shall be in strict conformity to the Site Plan filed in connection with the Petition for this Permit and said plan is incorporated herein by reference as if set forth in detail herein.
5. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
6. This Permit is specifically issued to Baeten Lakeshore Properties, LLC for the 1509 Boat rental operations and shall lapse upon a change in ownership of the business, tenancy of the subject premises or if the land uses cease operation for more than 12 months. This permit may be reissued only after proper application is made to the City as if this permit were being newly issued.
7. Conditions of Operations:
 - a. Hours of operation of 1509 Monroe Street, Baeten Lakeshore Properties, LLC: 9AM - 6PM seven days a week.
 - b. Operator of boats shall be the legal age to operate under Wisconsin law.
 - c. Renter and passengers of boats shall follow all water safety regulations per the Wisconsin Department of

Natural Resources (WDNR).

- d. No rentals shall be made to anyone suspected of intoxication or drug use.
- e. No noxious, offensive, boisterous or illegal activity shall be carried on or conducted on any boat or the premises.
- f. There shall not be anything willfully or negligently that may be or become an annoyance or public nuisance.
- h. No hazardous substances or materials as defined by federal, state or local law shall be brought upon, kept or used in, on or about a boat, except for small quantities of gasoline or motor oil necessities, necessary for motors used on boats.
- i. No sales or service of boats are permitted on the property.
- j. All boats rented shall be equipped as provided by Wis. Stat. Section 30.62.

SIGNATURES OF PROPERTY OWNER AND PERMITEE:

As Owners of the Subject Property, we accept and understand the above described conditions.

Joe Baeten

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2023, the above named Joe Baeten to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Lisa Kuehn, Deputy Clerk

Notary Public, Manitowoc County, Wisconsin
My commission expires:

SIGNATURES - CITY OF TWO RIVERS

Lisa Kuehn, Deputy Clerk

Adam Wachowski, Council President

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2023, the above named Joe Baeten known to be the person who executed the foregoing instrument and acknowledge the same.

Adam Taylor

Notary Public, Manitowoc County, Wisconsin
My commission expires:

THIS INSTRUMENT WAS DRAFTED BY: Elizabeth Runge, Community Development Director

PLAN OF OPERATION

Conditional Use Permit Application
1509 Monroe Street, Two Rivers, WI 54241
Parcel #: 0000740210

Contact Information

Baeten Lakeshore Properties, LLC
Joe Baeten, Member
(920) 621-1437
Joseph.Baeten@gmail.com

Property

The property is located between 16th and Monroe Streets and the West Twin River. The property has a single facility residential home, fish cleaning station, 10 docks or 20 slips, ramp with access to the West Twin River and parking stalls. The residential home also includes a full-service bathroom that serves the marina tenants. Boat slips east of the ramp have water and electricity hook ups and slips to the west of the ramp do not have these amenities available.

The property is current use includes season dock slip rentals. In addition, the residential home is utilized as a rental.

Proposed Project

This condition use request is for allowing boat rental activities (i.e. change in use). No new structures or improvements to existing structures is being proposed with this request.

Intensity of Use

Customers: It's anticipated during the season there could be 24-32 customers daily. The season starts May 15th and runs through September so an estimated 3,500-4,000 unique customers will utilize the rental activities provided.

Employees: Boat rentals at the marina will be owned and operated by the business moving into 1522 Monroe Street. This business will provide a variety of rental options and retail space in addition to boat rentals. It's anticipated 2-3 full time employees (year-round) and 3-5 part time employees (during the summer months) will be employed.

Hours of Operation: Boat rentals will be offered on both an hourly and daily basis. The anticipated hours for hourly rentals are from 7 am to 8 pm during the summer season (May through September) with some possible earlier and later times depending on sunrise and sunset. Daily rentals will have access to the site/boats all day. Outside of the operating months, no activities will be occurring.

Physical Factors

This use will not result in any physical changes to the property or environment.

Public Safety

Fire/EMS/Police: This change will attract people who are not as familiar with boats and being around water compared to the current tenants who utilize the property. In response, docks servicing boat rentals will include handrails and lifebuoys and all rental boats will include life vests. Additional training information related to water safety will also be provided to customers prior to use.

Parking: The property currently has 18 parking stalls. In addition, the property directly to the north, which is owned by the same company, includes 7 parking stalls and there are also 3 on street parking stalls on Monroe Street south of 16th. It's anticipated there will be ample parking to support the proposed use.

Utilities

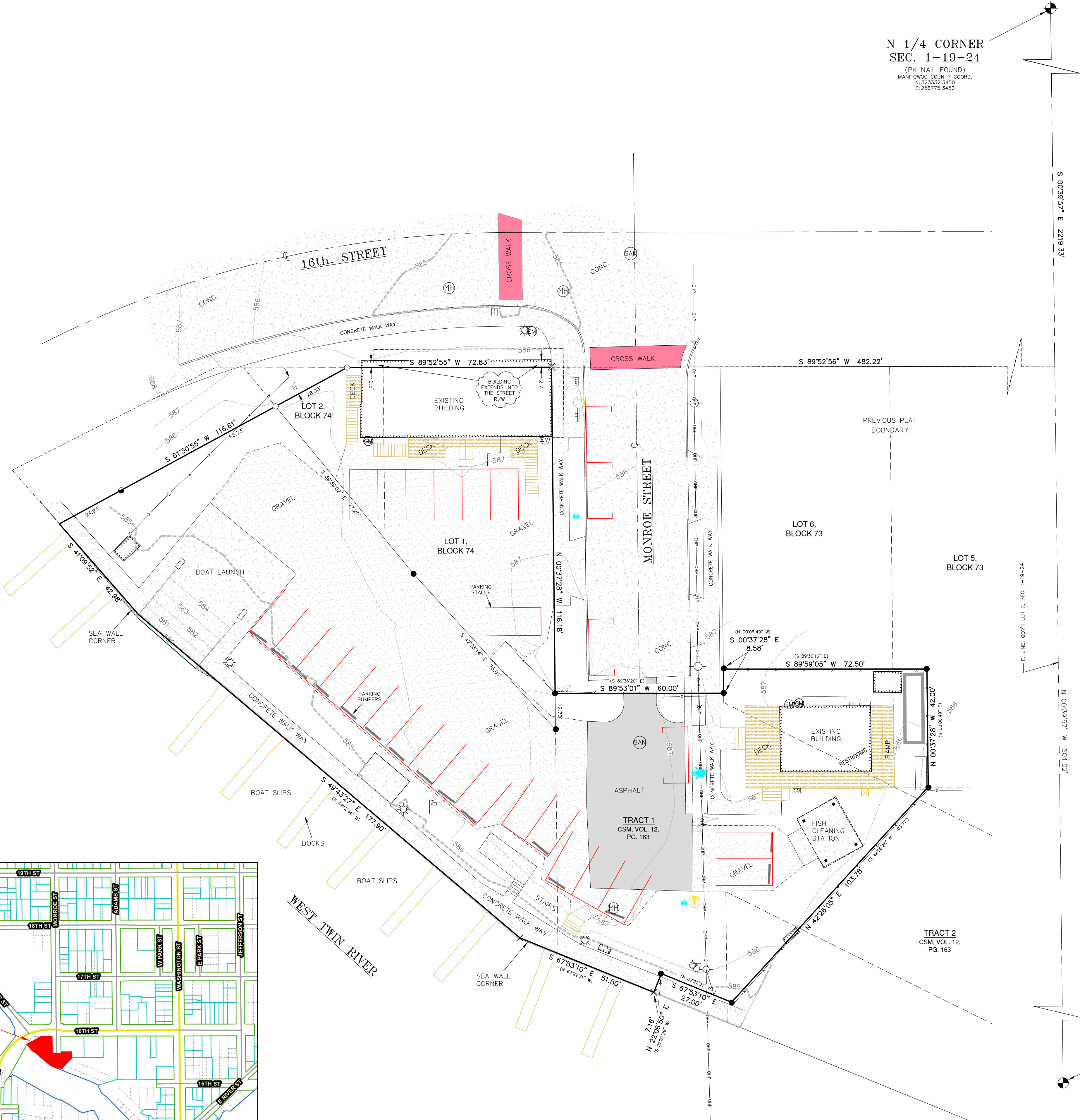
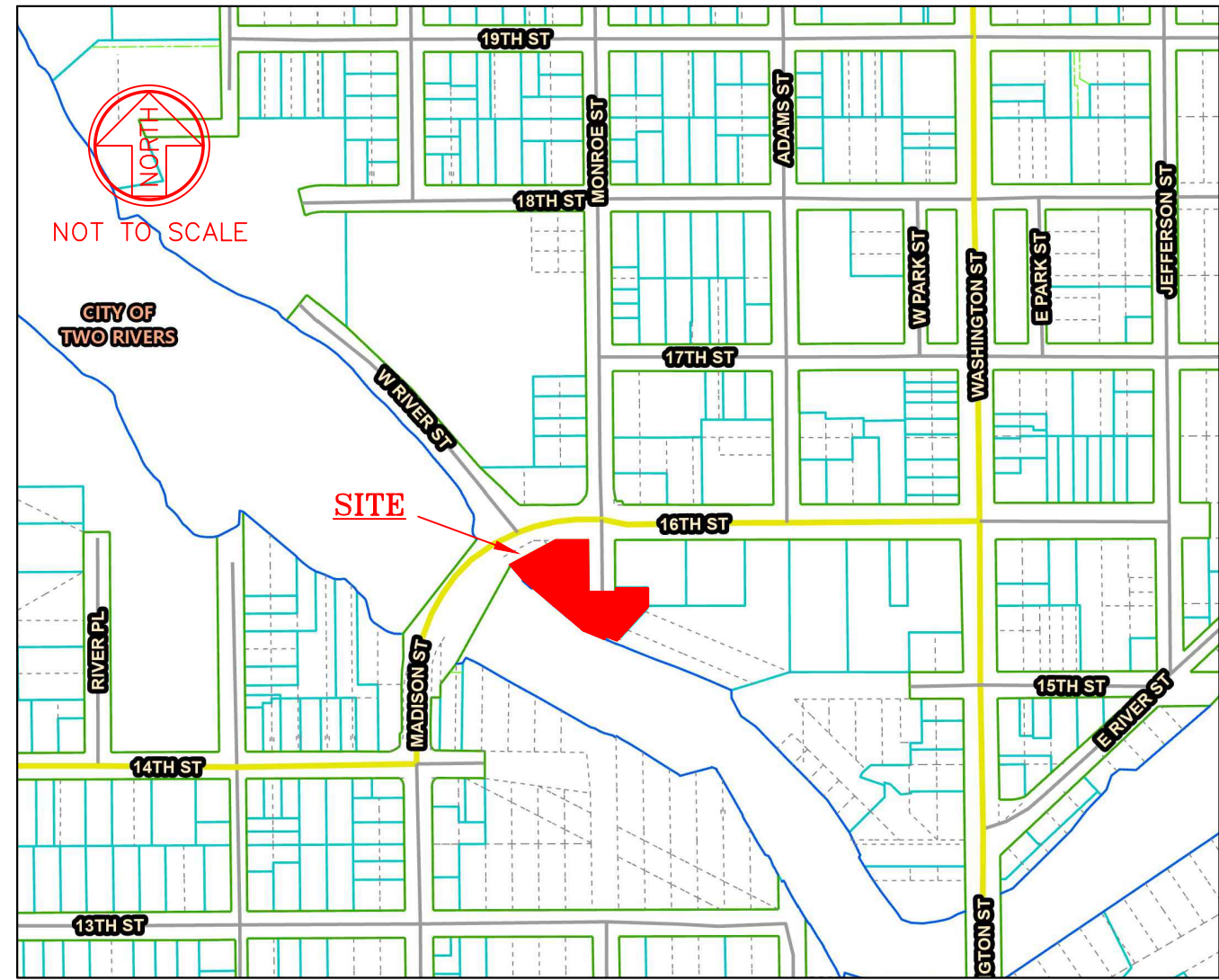
Electric, Sewer, & Water: Customers of the boat rentals will utilize electric, sewer and water services when at the site. Usage of these services should not increase much more than what is currently used. It's anticipated that the available services will be adequate to support this use.

Economic Impacts

Job Creation: As mentioned earlier, this change in use will support a business that will be adding 2-3 full time employees (year-round) and 3-5 part time employees (during the summer months). In addition, this activity will rely on local services such as boat maintenance and repair, cleaning, property maintenance, and advertising.

Aesthetics

Outdoor Use: The use of boat rentals will occur outdoors only. To achieve the highest customer experience, improvements to the properties landscaping and improved maintenance of the existing structures will likely occur resulting in better aesthetics.



LEGEND

- = 3/4" x 18" IRON REBAR SET WEIGHING 1.13 LBS/FT
- = EXISTING 1" IRON PIPE
- = EXISTING ROD
- ✕ = CHISELED "X" SET
- ✕ = EXISTING CHISELED "X"
- = VENT
- = BALLARD
- = EXISTING SANITARY MANHOLE
- = EXISTING ELECTRIC MANHOLE
- = EXISTING MANHOLE
- = EXISTING TELEPHONE MANHOLE
- = EXISTING STREET LIGHT
- = EXISTING POWER POLE
- = EXISTING ELECTRIC METER
- = EXISTING LIGHT POLE
- = EXISTING GAS METER
- = EXISTING POWER POLE W/GUY WIRE
- = EXISTING TELEPHONE PEDESTAL
- = FLAG POLE
- = EXISTING TRAFFIC SIGN
- = WATER VALVE
- = EXISTING HYDRANT
- = CLEAN OUT VALVE
- (0000) = "RECORDED AS" DIMENSIONS
- = BUILDING OVERHANG
- = OVERHEAD POWER LINE
- = FENCE

PARKING STALLS

25 - STALLS AVAILABLE ON SITE
3 - STALLS AVAILABLE ON STREET

TOTAL AREA:

33,466 Sq. Ft.
0.768 Ac.

DESCRIPTION:

Part of Tract 1 of a certified survey map recorded in volume 12, page 163, and that portion of Lots 1 and 2 of Block 74 of the Original Plat of the City of Two Rivers, lying north of said Tract 1; Excepting therefrom the lands described in volume 2231, page 662 #1018872 and volume 2238, page 107 #1020074, all located in Government Lot 2 of Section 1, Town 19 North, Range 24 East, City of Two Rivers, Manitowoc County, Wisconsin, now described as follows:

Commencing at the N 1/4 Corner of said Section 1; Thence S 00°39'57" E, 2219.33 feet; Thence S 89°52'55" W, 482.22 feet to the northeast corner of said Block 74 being the point of beginning; Thence continuing S 89°52'55" W, 72.83 feet coincident with the north line of said Block 74; Thence S 61°30'55" W, 116.61 feet to the shoreline as established by said Certified Survey Map; Thence S 41°09'52" E, 42.98 feet; Thence S 49°43'27" E, 177.90 feet; Thence S 67°53'03" E, 51.50 feet; Thence N 22°06'50" E, 7.16 feet; Thence S 67°53'10" E, 27.00 feet; Thence N 42°26'05" E, 103.77 feet; Thence N 00°37'28" W, 42.00 feet; Thence S 89°59'05" W, 72.50 feet; Thence S 00°37'28" E, 8.58 feet; Thence S 89°53'01" W, 60.00 feet; Thence N 00°37'28" W, 116.18 feet to the point of beginning.

Said parcel contains 33,466 Square Feet (0.768 Acres) of land.

SURVEY NOTE:

This survey does not show existing easements that cross the property. Parking stalls are based on existing parking bumpers or available space.

SURVEYORS CERTIFICATE:

I, Jeffrey A. DeZeeuw of Corner Point, do hereby certify that this survey was made under the direction of the client shown hereon by the undersigned of the described property on the date shown below and that this survey complies with Chapter A-E 7 of the Wisconsin Administrative Code and is correct to the best of my knowledge and belief.

DATE 1/6/2023

JEFFREY A. DEZEEUW

S-2284

MANITOWOC

WI

LAND SURVEYOR

CENTER CORNER
SEC. 1-19-24

(PK NAIL FOUND)
MANITOWOC COUNTY COORD.
N 32°33'32.3450
E 256°77'6.3450

PLAT OF SURVEY
PART OF TRACT 1 OF A CERTIFIED SURVEY MAP RECORDED IN VOLUME 12, PAGE 163, AND THAT PORTION OF LOTS 1 AND 2 OF BLOCK 74 OF THE ORIGINAL PLAT OF THE CITY OF TWO RIVERS, LYING NORTH OF SAID TRACT 1; EXCEPTING THEREFROM THE LANDS DESCRIBED IN VOLUME 2231, PAGE 662 #1018872 AND VOLUME 2238, PAGE 107 #1020074, ALL LOCATED IN GOVERNMENT LOT 2 OF SECTION 1, TOWN 19 NORTH, RANGE 24 EAST, CITY OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN

FIELD WORK COMPLETION DATE: 11/23/2022
DRAWN BY: JAD/BLB
JOB NO.: S590022
CAD FILE: DWG/CITY/IR/BAFTEN/S59022
SCALE: 1" = 20'

JOE BAFTEN
1522 MONROE STREET
TWO RIVERS, WI 54241

CORNER POINT
A DIVISION OF
3301 S. 24th Street
PO BOX 2420
PO 53002

REVISION DATA:
1/9/23 - show restroom location and update dock locations.

LEGEND

District Zoning Map
Zoning as of January 1, 2019

Section 5, Item B.

Conservancy Districts

- C-1 Conservancy
- C-2 Conservancy

Residential Districts

- R-1 1-Family Residential
- R-2 1-2 Family Residential
- R-3 1-2 Family Residential
- R-4 Multi-Family Residential
- CSD Conservation Subdivision District
- PUD Planned Unit Development
- PDD Planned Development District
- TND Traditional Neighborhood Development

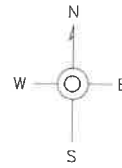
Business Districts

- B-1 Business District
- B-2 Business District
- B-3 Business District
- IPF Institutional/Public Facilities District
- OSB Office Service Business District
- WFB Waterfront Business District

Industrial Districts

- I-1 Industrial District
- I-2 Industrial District
- I-3 Industrial District

City Limits



CITY OF TWO RIVERS WISCONSIN

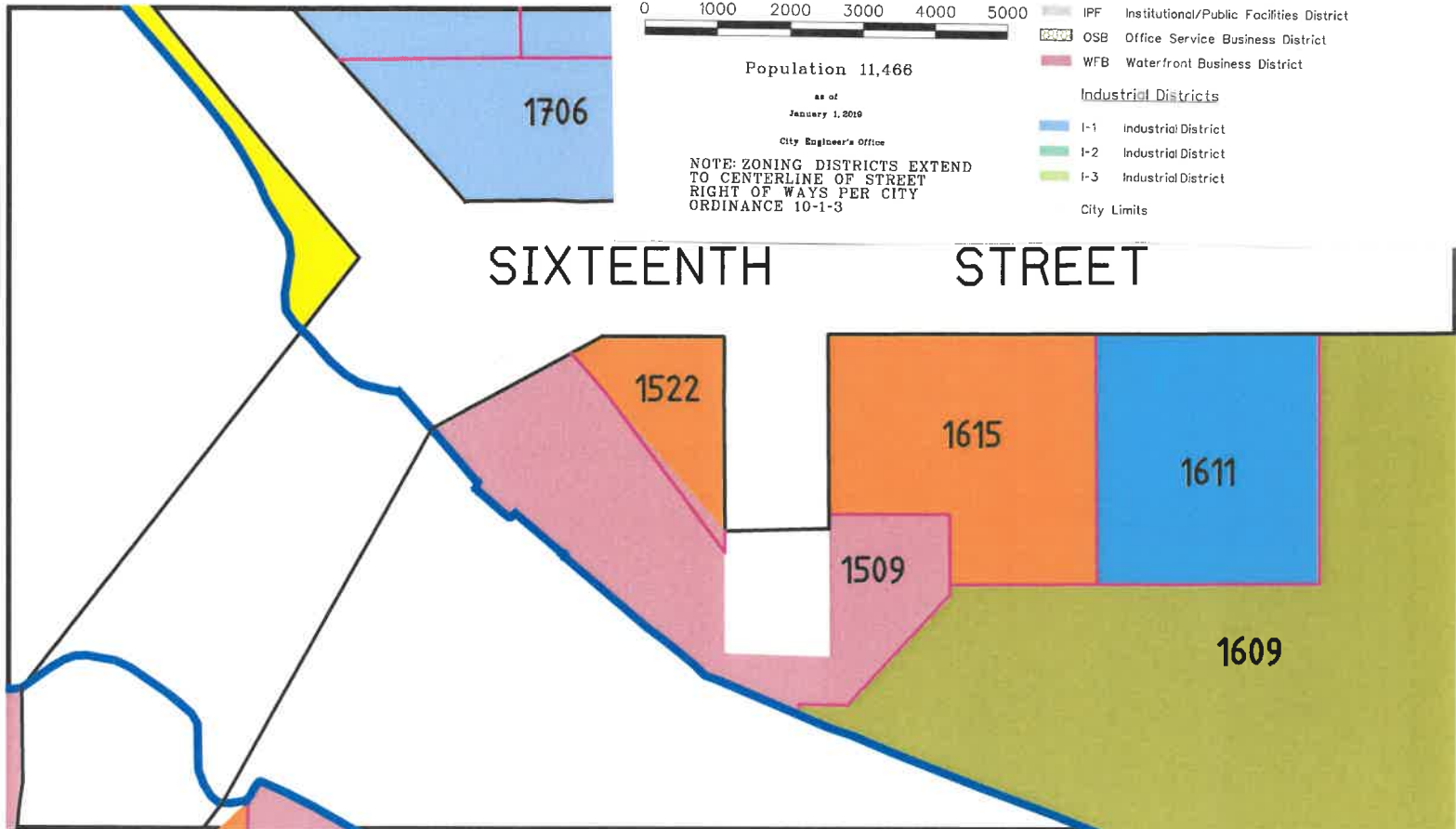


Population 11,466

as of
January 1, 2019

City Engineer's Office

NOTE: ZONING DISTRICTS EXTEND
TO CENTERLINE OF STREET
RIGHT OF WAYS PER CITY
ORDINANCE 10-1-3



FINAL RESOLUTION

AUTHORIZING SPECIAL ASSESSMENTS FOR COSTS INCURRED FOR REMOVING EXISTING PAVEMENT, EXCAVATION, INSTALLATION OF STORM SERVICE LATERALS, GRADING AND GRAVELING, PORTLAND CEMENT CONCRETE PAVING, DRIVEWAY APPROACHES, CARRIAGE WALKS, REPAIR OR REPLACEMENT OF SIDEWALKS, AND MISCELLANEOUS RELATED WORK.

WHEREAS, the Council of the City of Two Rivers, Wisconsin, held a public hearing at the City Hall at 6:00 PM on the 20th day of March 2023, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the Director of Public Works/City Engineer on Said assessable public improvements shall consist of removing existing pavement, excavation, installation of storm service laterals, excavation, grading and graveling, Portland Cement concrete paving, driveway approaches, carriage walks, repair or replacement of sidewalks, and miscellaneous related work. Costs which will not be assessed include replacement of sanitary sewer and water main and services in the right of way and miscellaneous related work at the following location:

LINCOLN STREET, FROM 17th STREET TO 22nd STREET

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Two Rivers as follows:

1. That the report of the Director of Public Works/City Engineer pertaining to the construction of the above-described public improvements, including plans and specifications therefor, as modified, is hereby adopted and approved
2. That payment for said improvements be made by assessing the cost to the benefited properties listed in said report.
3. That assessments shown on the report, representing an exercise of the police power, have been determined on a reasonable basis and are hereby confirmed.
4. That the total estimated cost of such assessable improvements is \$335,951.04
5. That the assessments for Portland Cement Concrete paving, installation of Storm Water Services and related work may be paid in cash or in ten (10) annual installments to the City Clerk, deferred payments to bear interest at the rate of six percent (6%) per annum on the unpaid balance from and after January 1, 2024. The first installment shall be entered on the 2023 tax roll. Assessments not paid when due shall bear additional interest on the amount due at the rate of one percent (1%) per month.

6. The Director of Public Works is directed to mail a copy of this resolution and a copy of the special assessment tax roll to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

7. The City Clerk is further directed to publish an installment assessment notice within ten days in the manner following:

Installment Assessment Notice

Notice is hereby given that the City Council has approved the work of removing existing pavement, excavation, installation of storm service laterals, excavation, grading and graveling, Portland Cement concrete paving, driveway approaches, carriage walks, repair or replacement of sidewalks, and miscellaneous related work. **LINCOLN STREET, FROM 17th STREET TO 22nd STREET**, and that the preliminary amount of the special assessment therefore has been determined as to each parcel of real estate affected thereby, and a statement of the same is on file with the City Clerk; it is proposed to collect the final assessment in installments as provided for by Section 66.0703 of the Wisconsin Statutes, with interest thereon at six percent (6%) per annum; that all assessments will be collected in installments as above provided except such assessments on property where the owner of the same shall file with the City Clerk, after the completion of the project and written receipt of the final assessment amount, a written notice that he elects to pay the final special assessment on his property to the City Treasurer on or before October 31st. If, after making such election, said property owner fails to make the payment to the City Treasurer, the City Clerk shall place the entire assessment on the next succeeding tax roll.

Dated: March 20, 2023

Amanda Baryenbruch
City Clerk
City of Two Rivers

Dated this 20th day of March 2023

Councilmember

Gregory E. Buckley
City Manager



LIBRARY BOARD MEETING

Tuesday, February 14, 2023 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Palmer called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Sharon Sleger, Katie Stone, Don Weiss, Tracey Koach, Ned Guyette, Kathryn Gadd, and Stanley Palmer. Absent and Excused: Mary Glaser. Also present: Chris Hamburg, Adult Services Coordinator; and Jeff Dawson, Director.
3. **PUBLIC COMMENT** – None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the January 10, 2023, meeting, made by Koach, second made by Weiss. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from January, 2023, made by Guyette, second made by Pennefeather. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Hamburg clarified the Banned Book Challenge for Gadd. Weiss and Guyette noted the front doors look good.
7. **DIRECTOR'S REPORT**
Dawson fielded questions concerning his report and invited the Board to visit the new dramatic play center – Heartsville Post Office is the theme.
8. **COMMUNICATIONS**
Library Links – the monthly printed library newsletter
Foster Family thank you note
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
Construction on the Central Park West band stand continues. There are six candidates running for three open seats on City Council, League of Women Voters is hosting a candidate forum. City hired a new city clerk and public works foreman.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – No Report
11. **REPORT FROM COUNTY REPRESENTATIVE**
The waste management contract has saved the City of Two Rivers \$164,811.00. Courthouse dome reconstruction project funding continues to be discussed with the proposed appointment of an ad hoc committee to investigate further. Human Services has filled several open positions in the county. Announced a new 4-H Club, Clover Buds.

12. UNFINISHED BUSINESS

Motion to approve changes to the Patron Privacy Policy made by Guyette, second made by Gadd.
Voice vote carried unanimously.

13. NEW BUSINESS

- A. Motion to approve the Lester Public Library 2022 Annual Report, with changes, made by Koach, second made by Gadd. Voice vote carried unanimously.
- B. Dawson reviewed 2022 year-end financials.
- C. Pennefeather was named the nominating committee for 2023-2024 Board officers.
- D. Board terms were reviewed. Dawson will bring corrected terms to the March 2023 meeting.

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION - None

16. ADJOURNMENT

Motion to adjourn made by Koach, second made by Weiss. Voice vote carried unanimously.
Meeting adjourned at 7:27 PM.

Respectfully submitted by Jeff Dawson



**TWO
RIVERS**
WISCONSIN

PUBLIC UTILITIES COMMITTEE MEETING

Section 10, ItemA.

Tuesday, March 6, 2023, at 5:00 PM

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

MINUTES

1. CALL TO ORDER - 5:00 pm

2. ROLL CALL

Committee Members: Darla LeClair & Tim Petri Resigned: Jason Ring
Staff present: Matthew Heckenlaible, Scott Ahl, Brian Dellemann, Andrew Sukowaty and Dave Casebeer

3. REVIEW AND APPROVAL OF MINUTES

Minutes from the February 6, 2023, Public Utilities Committee Meeting

Tim Petri made a motion to approve the February 6, 2023 Public Utilities Committee Meeting minutes, seconded by Darla LeClair – Motion passed.

4. PUBLIC INPUT - None

5. 2023 CONSTRUCTION PROJECTS

A. Lincoln Street from 17th Street to 22nd Street – Bids received, awarded, PIM & Public Hearing March 20, 2023

- Matthew Heckenlaible provided a brief update regarding the project highlighting that there will be a Public Informational Meeting on March 20, 2023 from 4:30 to 5:30 pm in Council Chambers prior to the Council meeting that will include the official Public Hearing.

B. Possible lateral replacement (various locations)

- There is still an opportunity for residents to take advantage of the 2022 scattered lateral (lead service) replacement funding. We can still accept about 20 additional properties to utilize \$2,500 towards private side replacement. The work needs to be completed by April 15, 2023, so that paperwork can be submitted to WDNR by April 30, 2023. 2023 funds are going to be targeting the Lincoln Street project private side laterals and services.

6. WASTEWATER UTILITY: UPDATES AND ACTION

A. Sludge screw press project update

- Project has slowed down a bit with some minor filler plumbing and minor electrical work taking place. The Contractor is gearing up for an April installation of the screw press.

B. Plant treatment process – status update

- The wastewater treatment plant had a filament bacteria outbreak in the middle of February caused by stagnant sediment in the bottom of one of the secondary treatment clarifiers. The outbreak was dealt with early in the onset by draining the tank, removing the septic sludge and treating the bacteria with chlorine. Doing that however, had an impact on the 'bugs' that actually break down the waste. This increased our levels of TSS and BOD that we were out of permit compliance for a few days which then exceeded our weekly limit for a week. WDNR had been

notified of our treatment issue and all indications is that we are back into compliance, awaiting confirmation from laboratory test results.

B. Riverside Foods – update

- We received an e-mail up-date from Riverside Foods stating that they are continuing to look at their clean-up process, which is primarily believed to be a dry clean-up process, educate appropriate staff (new and existing) of their clean-up processes and do spot checks/inspections to help ensure compliance with their processes. Additionally, Riverside Foods has requested a site visit at the wastewater plant to see how their product is impacting our treatment system. Both parties seem to be committed to resolving this situation but, at this time, do not know exactly how that will be achieved.

C. Sewer use credit policy update – No update at this time

7. ELECTRIC AND TELECOMMUNICATIONS UTILITIES: DIRECTOR UPDATES AND ACTION IF APPLICABLE

A. APPA Washington DC Legislative Rally – follow up

- Brian Dellemann provided the Committee with a brief overview of the Legislative Rally where Utility Managers, City Managers and others try to get some time to speak with State representatives to voice concerns and request assistance in overcoming obstacles. A couple of the more significant concerns were regarding supply chain issues, shortage of materials and now potential legislation requiring higher efficiency in new transformers which is expected to cause additional delays in the already backed up supply chain. Additional highlights to be discussed at the March 6, 2023, Common Council Meeting.

B. Two Rivers Employee Apprenticeship Program – update

- The Electrical Utility requires their staff to participate in Apprenticeship Programs. This program is one 4-week class per year over a 4-year period. One of the newer employees is almost complete with the first year's program and we will have a second new employee starting the program in fall. The staff that have completed these programs provide positive feedback.

C. Broadband

- Brian Dellemann stated he has been requested to participate on a Regional Broadband taskforce to enhance our current dated (20-year old) broadband system. Some of the other taskforce members include the Two Rivers School District and Manitowoc County. This group would then be partnering with NEW North group and would be the regional partner that would be requesting grant dollars to help assist the region to improve broadband communication.

D. 2025 Capital Vehicle Replacement

- Brian Dellemann wanted to advise the Committee that securing specialized vehicles is becoming a more significant challenge primarily due to supply chain and lead time constraints. There are two possible vendors for a new boom truck and, unfortunately, it's not a simple apples to apples comparison. More discussion to come.

8. WATER UTILITY: DIRECTOR UPDATE, DISCUSSION AND ACTION AS NEEDED

A. 2022 Scattered lead service up-date (April 15) – See discussion in Agenda Item 5B

B. Capital compressor project

- The air compressor runs all the valves in the plant. In the March 2023 AWWA magazine there will be an article on the Two Rivers compressor upgrade keying in on higher efficiencies and lower electrical usage to operate the system. The article will be uploaded to the City website and included in a future Council packet.

C. Water Staff will be completing the first of three AWWA operator courses the week of

- Although Water Staff is not required to be part of an apprenticeship program, AWWA provides some operator courses that help refresh and educate water staff on various aspects of providing safe, effective, potable water. These are virtual courses which take 10 to 12 hours per week over a 5-week period.

D. Corrosion Control Update

- Water Utility has received a Draft Report back from WDNR and staff is reviewing it to determine the impacts and challenges it may have in trying to safely implement and remain in permit compliance. Water Staff will provide additional updates at future Committee and Council meetings as necessary.

9. STORM WATER UTILITY: UPDATES AND ACTION AS NEEDED

A. Annual WDNR MS4 report

- Matthew Heckenlaible provided a brief overview of the contents of the Annual MS4 report. The report documents what the City of Two Rivers (Stormwater Utility) completed in order to remain in compliance with the WDNR Stormwater Permit in the areas of Public Education, Public Participation and Involvement, Illicit Discharge Detection and Elimination, Construction Site Pollutant Control (Erosion Control), Post Construction Stormwater Management, Pollution Prevention (outfall inspections, street sweeping, leaf collection, road salt minimization, etc.) and a fiscal analysis. He stated that he was impressed with what was accomplished over the past year and if anyone wanted to review the draft report that it would be available at the Department of Public Works on 2nd floor of City Hall. Director Heckenlaible requested that the committee authorize the report to be signed and submitted to the WDNR. Darla LeClair made said motion and seconded by Tim Petri. Motion passed. This will be brought up again at the March 20, 2023, Common Council Meeting.

B. Director Heckenlaible also noted that the draft Northeast Lakeshore TMDL is available for review on the WDNR website. Numerically, it appears to be very similar to what had been presented to City personnel in 2022. City Staff is still reviewing the content.

C. McMahon Associates will be submitting a grant proposal on behalf of the City to redo the City Wide Stormwater Master Plan to better assess where the City is in regards to meeting proposed TMDL requirements and if we are short, what are potential solutions that can assist in obtaining compliance. A print copy of the draft TMDL is available in the Department of Public Works office.

10. ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION - None

11. SET DATE, TIME, LOCATION, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING

Proposed for April 3, 2023, at 5:00 pm prior to Council Meeting

12. ADJOURNMENT - Darla LeClair made a motion to adjourn the meeting, seconded by Tim Petri. Motion carried. 5:53 pm

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

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.



PLAN COMMISSION

Monday, March 13, 2023 at 5:30 PM
Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

Chairman Buckley called the meeting to order at 6:40 PM.

2. ROLL CALL

Present: Greg Buckley, Matthew Heckenlaible, Kristin Lee, and Adam Wachowski.

Also Present: Zoning Administrator, Adam Taylor, and Jacob Ross.

3. ACTION ITEMS

- A.** Request for a Conditional Use Permit for a truck and trailer rental operation (U Haul) at 2005 Hawthorne Street zoned (B-2) Business District, submitted by Jacob Ross, owner Ryan Ross.

Jacob Ross presented a U Haul operation for 5 trucks to be parked on the designated east section of the parking lot. The commission added a small cushion for extra spaces up to 3 vehicles for not more than 48 hours. The hours of operation were also modified so that drop-offs can occur 24 hours.

A motion was made approving the CUP.

Motion made by Matt Heckenlaible, seconded by Kristen Lee

Roll Call Vote:

Voting Yea: Buckley, Heckenlaible, Wachowski, and Lee

Motion Carried

4. ADJOURNMENT

Motion to adjourn at 7:15PM.

Motion made by Wachowski, seconded by Lee

Respectfully submitted,
Adam Taylor



**TWO
RIVERS**
WISCONSIN

COMMITTEE ON AGING MEETING

Monday, February 6, 2022 at 8:30 AM

Senior Center Library - Senior Center 1520
17th Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

Meeting called to order by Jackie Ackerman, and was seconded by PJ Stephens, motion carried.

2. ROLL CALL

Committee Members Jerome Schubring, Mike Mathis, Jo Yungerman,, Bill LeClair, Kim Graves, Virginia Coffmann, Jaqueline Ackerman, Karen Elsenpeter, Kyle Korinek, PJ Stephens and Heather Ihlenfeldt

3. INPUT FROM PUBLIC

4. CORRESPONDENCE AND PRESS

5. COMMITTEE REPORTS

A. Wendy Hutterer- ADRC

February 27th new Nutrition Coordinator begins, in need of volunteers for various programs. May 9th Aging Advocacy Day, March 23rd Action Advocacy Days.

B. Bill Le Clair-City Council

Review gulf cart rules, size of numbers in front, restraints for rear facing seats, only on 25 MPH streets.

Open positions: Fire Chief and Superintendent of Public Works

Meet with School Board about LB Clarke Stipulation-Varsity Football Field

Working on Goals for City Council.

Lincoln Ave complete rebuild

Zlatnic Dr

Bids for Neshotah Park Special Meeting

C. Recreation Department Programs – Mike Mathis:

Open Positions

Central Park

Vinton Construction-to be done late May

Schmidt Brothers Stage Dedication July 15th

Rec Advisory Board- February 15th

Neshotah Beach/Park

Requires more research on charge for parking

Also Working on:

Zander Park Story Walk

Indoor swimming at HS

Spring Program Guides

D. Senior Center – Heather Ihlenfeldt

Holiday parties, and Birthday parties attended well. TRUST car program also going well.

E. TRIAD- Officer Karen Elsenpeter

Open Positions

Police Assistant Chief

Fundraisers at Kwik Trip Car Wash \$35 for 10 car washes. Call PD for details

F. TWO RIVERS SCHOOL SYSTEM:

Students available to help seniors with snow shoveling

School Construction begins

School Board Meets 2nd and 4th Monday at 5:45 pm at the HS. Also Live Streamed

In need of Substitute teachers

6. NEW BUSINESS

7. CONTINUING BUSINESS

Next meeting will take place Monday, February 6th, 2023, at 8:30 am in the Senior Center Library

8. ADJOURNMENT

Motion to adjourn Jaqueline Ackerman, seconded by Kim Graves

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

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.



MEMO

DATE: March 16, 2023
TO: City Council and City Manager Greg Buckley
FROM: Amanda Baryenbruch, City Clerk/Human Resources Director
SUBJECT: Monthly Updates

ELECTIONS:

There will be a Spring Election on April 4, 2023, at the City's two polling locations. There are five races on the ballot and three referendum questions.

In-person absentee voting will take place at City Hall March 21st – March 31st.

HUMAN RESOURCES UPDATES:

- New Hires:
 - o Public Works Utility Person – Kevin Chaloupka, started March 13th (internal promotion from Public Works Equipment Operator)
 - o Director of Tourism – Brian Dean, started March 20th.
 - o Recreation Supervisor – Kenny Shillcox, starting April 3rd
- Ongoing Recruitments:
 - o Fire Chief – Application deadline was 2/6/2023.
 - o Media & Marketing Coordinator – Application deadline 2/24/2023.

OPERATOR'S LICENSES ISSUED:

On May 4, 2020 the City Council authorized the City Clerk to issue Operator's Licenses. The following licenses have been issued since the 2/20/2023 Council meeting:

Name	Address	Duration
Kristine Williams	1009 16 th St, Two Rivers, WI	1 Year
Michael Thompson	5110 Expo Dr. Apt 208 Manitowoc, WI	2 Year



From: Elizabeth Runge, Community Development Director

Date: March 20, 2023

Re: Staff Report

Key Activities:

- Attended the Governor's Conference on Tourism in Green Bay.
- Reviewed conditional use application, and prepared March Plan Commission packet.
- Corresponded with developers and owners to assist with projects.
- Continued work toward the establishment of a tourism entity and staff for Explore Two Rivers.
- Ongoing: supported staff related to zoning and building permit requests.

Two Rivers Electric Department
Monthly Report For
March 2023

Section 10, ItemB.

Electric Consumption in KWH: Feb Data

This Month:

2018	2019	2020	2021	2022	2023	%Change from 2018-2023	%Change from 2022-2023
6,585,987	6,639,515	6,736,031	7,033,561	6,863,889	6,573,129	-0.20%	-4.24%

Year-to-Date:

2018	2019	2020	2021	2022	2023	%Change from 2018-2023	%Change from 2022-2023
14,207,078	14,136,357	13,960,025	14,470,201	14,695,462	13,928,790	-1.96%	-5.22%

Cost of Electricity Purchased in Dollars:

This Month:

2018	2019	2020	2021	2022	2023	%Change from 2018-2023	%Change from 2022-2023
\$ 493,333.00	\$ 482,954.04	\$ 455,910.50	\$ 470,984.61	\$ 502,100.35	\$ 477,950.85		
\$0.0749	\$0.0727	\$0.0677	\$0.0670	\$0.0732	\$0.0727	-2.93%	-0.60%

Two Rivers Electric Department

March 2023 Monthly Report

Section 10, ItemB.

Large Work Orders Worked on during the current month:

Location	Description of work performed
Northend	Tree trimming
Downtown	Central Park Project
Citywide	Cutout replacements

Outage Dates	Duration	Cause if known	Location
2/4/23	1.5 Hours	Broken cutout	Clover & Cedar Hghts
2/4/23	NA	Pulled electric meter - House Fire	1518 22nd St.
2/5/23	N/A	Pulled electric meter - Bad main breaker	1732 24th St.
2/7/2023	N/A	Emergency locate for water main break	11th & Madison
2/18/23	N/A	No power - customer issue	2702 Memorial Dr.
2/18/23	1 Hour	Broken cutout	12th & Adams St.
2/25/23	N/A	Scheduled customer outage	1723 20th St.

Number of Services Upgraded or Changed:	1
Number of Electric Meters Installed:	57
Total Number of Electric Meters Tested:	0
Service Disconnects & Reconnects Normal Hrs:	3

INSPECTIONS DEPARTMENT

MONTHLY SUMMARY
FEBRUARY 2023

	Permits Issued		Permit Revenue		Project Value	
	Month	YTD	Month	YTD	Month	YTD
Building (residential)	11	19	2,620	4,870	254,536	484,530
Building (commercial)	2	3	150	790	13,000	76,145
Electrical	18	32	1,205	2,585	35,555	99,846
Heating	12	37	975	2,665	110,198	273,227
Home Occupation	-	-	-	-	-	-
Moving	-	-	-	-	-	-
Plumbing	10	22	1,115	2,675	45,268	110,794
Sign	2	3	100	150	1,280	5,280
Tank	-	-	-	-	-	-
Wrecking	-	-	-	-	-	-
Totals	55	116	6,165	13,735	459,837	1,049,822

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2023	2022	2023	2022	2023	2022
Building	22	15	5,660	3,070	560,675	361,449
Electrical	32	29	2,585	2,280	99,846	74,710
Heating	37	17	2,665	1,072	273,227	92,082
Home Occupation	-	-	-	-	-	-
Moving	-	-	-	-	-	-
Plumbing	22	14	2,675	1,425	110,794	50,445
Sign	3	-	150	-	5,280	-
Tank	-	-	-	-	-	-
Wrecking	-	2	-	220	-	5,000
Totals	116	77	13,735	8,067	1,049,822	583,686

Other Activities

Prepared notices, ordinances & related documents for public hearings
 Prepared agenda packet and minutes for Plan Commission meeting
 Received and responded to requests for information from the general public and staff
 Inspectors attended annual building, electrical & plumbing code training

Section 10, Item B.

29

Monthly Fire Operations Report for January 2023

News

Training

- The training theme for January was fire hose deployment and ice water rescue. The ice was perfect for training due to the warm weather.
- Driver / operator training is complete for 2022. New task books have been issued and each shift is starting them.



Fire Operations

Fire Operations training: **364 hours**

Fire Inspections: **35 Inspections, 35 Violations, 5 Corrections, 50 hours**

Public Education: **4 CPR classes 14 staff hours 27 students**
 2 CPR test outs 2 staff hour 2 students

Fire Operations training number reflects total training hours per member, not hours per training segment. For example: If there was a 2-hour training segment and there were 4 members that participated, the recorded time for the training would be 8 hours not 2 hours.

Monthly EMS Training Report January 2023

I would like to encourage all City of Two Rivers City Council members to contact me to set up a time that I can give you a personal view of TRFD operations and training. (920)-901-3810

I also encourage all council members to contact me to do a station visit or ride-a-long at the TRFD

Follow The City of Two Rivers Fire Department on Facebook to see pictures/videos of Training, Operational Events and Community Outreach.

Notable Events in January 2023

- EMS Protocols, Policies, and Education Continues (CDC, DHS, National/Local and Best Practice)
- PALS recertification (all paramedics)
- Narc Box transition Continues
- Chief hiring process continues
- A/C Murack continues as Interim Chief
- FT/POC professional development and training (Refresher/Skills)
- All TRFD Paramedics continue with the 2021-2023 Paramedic/CCP Training Refresher
- Daily collaboration with relevant community partners (IFT)
- Daily communication with Medical Director (Operations/IFT related)
- Daily QI/QA shift EMS Education

EMS: 120 hrs (3-4h/day average)

The TRFD EMS training program encompasses paramedic, critical care paramedic, and tactical paramedic training. EMS training or tasks connected to EMS training. The TRFD paramedics strive to offer empathic, competent and professional care that exceeds the expectations of those we serve. There are countless hours of EMS training each day at the TRFD. This training is formal and informal. TRFD paramedics have three formats of formal education: Target Solutions on-line assignments, Formal Lecture, and Practical Exercises. Dr. Painter, the TRFD Medical Director provides oversight to all TRFD EMS training, as well as QI/QA. The TRFD is committed to offer “best practice” care now and in the future.

Training hours above are conservative.

- ***POC EMS/Paramedic Training***
- **Paramedic/Critical Care Paramedic Refresher (In-Person)**
- **Protocol (COVID Update)**
- **EMS Remediation based on QI/QA**
- **EMS Competencies/Evaluations/Education**
- **Medical Director collaborative QI/QA (Painter/Nelson)**
- **Pod/Web Casts (EMS1/EMS World/Various Others)**
- **Company level EMS training**
- **Paramedic QI/QA (all reports) Shift Officers/Medical Director**
- **IFT QI/QA**
- **TEMS training (Kautzer, Burke, Schroeder)**
- **Shift Officers IFT/Staff Update Meetings**
- **EMS Related Meetings/Training**

Community Based Paramedic Outreach: 60 hours (2h/day average)

This is a very important program that requires continuous training updates with the TRFD staff. This program is rapidly developing throughout the United States. State legislation has recently been passed to allow ambulance providers to bill for preventive care. There is daily communication between TRFD employees as providers of preventative medicine and other community resources. Being proactive in community outreach mitigates many unnecessary ambulance responses and decreases operating cost to the city. More importantly community paramedicine objectively improves the quality of life and decreases mortality rates of those who have health related disparities in our community. This program operates 24/7 365. It is very difficult to give a accurate number to this training. The above hours noted are very conservative.

Important to note is, the hospital equipment program at TRFD is a Community Outreach program (the time from that program is averaged in with the above number).

- **Community Outreach visits/calls/visits**
- **Collaboration with Community Partners**
- **Unnecessary 911 call mitigation**
- **Public health meetings**
- **Health Department Meeting updates**
- **Operational collaboration with various agencies**
- **Phone calls/visits to citizen's at risk**
- **Collaboration with Public Health, Hospice and other area agencies**
- **Community Education**

Meals on Wheels

Be Well

For more detailed information feel free to contact me.

-Respectfully Submitted

A/C David Murack

David R. Murack

Assistant Chief

Emergency Operations/Community Outreach

City of Two Rivers Fire Department

2122 Monroe Street, Two Rivers WI, 54241

Station: 920-793-5521

Cell: 920-901-3810

"Let no public safety service member's ghost ever come back and say their training failed them."

Web Page: <http://www.two-rivers.org/fire/fire-department.php>

**Lester Public Library
Director's Report
January 2023**

News

- The February 8, grand opening event for the Dramatic Play Area, Heartsville Post Office, was a success. The parking lot was filled to capacity. The pen pal partnership with the Two Rivers Senior Center provides weekly mail for kids who send letters.
- Clarification of Lester Public Library Board of Trustees terms. Ned Guyette filled Larry Thomas's term that ended 5/2022 (Larry was elected to City Council and left the Board). Ned then re-upped for a new first term 5/2022 - 5/2025. This means Ned is eligible for two more terms after 5/2025. Katie Stone filled Tom Van Horn's term, which ends 5/2024. Katie will then be eligible for 3 more terms, beginning with 5/2024 – 5/2027, beginning her 'official' terms on the board.
- There is not a limit on the dollar amount the library can carry-over from previous years according to Dave Buss, City Finance Director.
- Chris Hamburg and Marie Bonde completed a complete revamping of craft books in the collection. The project involved re-cataloging items together, re-labeling items, and weeding the collection. This is the 745.5 section of the nonfiction collection comprised of many very thin books. The project will help patrons better browse and find materials in the collection.
- Movers and Shakers is a new class for children ages 8 months to 3 years. The class starts March 1st through March 29th. Toddlers need to move to learn. There will be active storytelling, engaging play, music and much more. Registration is required.
- With the snow and rain, February 27, there was a minor leak in the roof discovered. The roofing company was notified and they sent a team that repaired an open seam.

Library Foundation – No Report

Library Legislation – No Report

Activities

02/01/23 – City Department Heads Meeting
 02/02/23 – Two Rivers Business Association Meeting, City Hall
 02/03/23 – Attended a Farewell Lunch for Outgoing City Clerk, Jamie Jackson
 02/06/23 – Two Rivers City Council Meeting
 02/07/23 – Lester Public Library Management Team Meeting
 02/07/23 – Attended Two Rivers Environmental Advisory Board Program – Status of Our Waters by the Library Fireplace
 02/08/23 – Appeared on WOMT Radio's 'Be My Guest'
 02/08/23 – Met with Lester Public Library Board of Trustees President, Stanley Palmer

02/09/23 – City of Two Rivers Safety Committee Meeting
02/10/23 – Virtual Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting
02/10/23 – Virtual Manitowoc Calumet Library System Directors Meeting
02/10/23 – World on the Move Orientation Virtual Meeting with Chris Hamburg
02/14/23 – Lester Public Library Management Team Meeting
02/14/23 – Lester Public Library Board of Trustees Meeting
02/15/23 – Lester Public Library All Staff Meeting
02/15/23 – City Department Heads Meeting
02/18/23 – Shelf-Reading Volunteer Party
02/20/23 – Two Rivers City Council Meeting
02/21/23 – Lester Public Library Management Team Meeting
02/21/23 – City of Two Rivers Tourism Director Interviews (2)
02/22/23 – Met with Dennis Swetlik, Treasurer, Education Horizons Foundation
02/28/23 – Lester Public Library Management Team Meeting
02/28/23 – World on the Move Internal Planning Meeting

Jeff Dawson, Director, Lester Public Library 3/1/2023



Hamilton Community House
1520 17th Street
Two Rivers WI 54241-0087
Office (920) 793-5592
Senior Center (920) 793-5596

Date: March 16, 2023
To: Greg Buckley
CC: City Council, Recreation Staff, Recreation Board
From: Mike Mathis
Subject: Recreation Department July Report

Senior Center

- Monthly open house birthday celebrations continue to be very successful.
- The local trip to the Rahr-West Museum for a private tour was a new first-time program offering.

Recreation and Event Activities

- Futsal has been very successful, and we have hosted a second league with 8 teams.
- Ethan Jones, full-time Recreation Supervisor, took a new position elsewhere.
- We opened registration for swimming to start in March and all of the sessions filled. This is the first time we have held lessons at the high school since the summer of 2021.

Cemeteries, Forestry, Parks, and Maintenance

- 27 dead or dying trees were removed from Zander Park.
- Community House Fitness Center membership sign-ups are continuing to grow even after New Years.



Senior Center Participation	Number
Meals on Wheels served	1,759
Congregate Meals	83
TRUST car rides	239
Senior Center Programs	1987
# New Members	5
# Volunteers	428
# Volunteer Hrs Donated	1550

Recreation Programming	Number	Room / Location
Boot Camp Evenings Session 3	15	Gym
6 Week Golf Stregnth	5	Gym
6 Week Youth Speed Strength	10	Gym
6 Week Speed & Jump Sports	5	Gym
6 Week Volleyball Stregnth	5	Gym
Simply Senior Exercise 2023	30	Gym
Walking Members 2023	10	Gym
Softball Program	25	Gym
Pickleball Session 2	20	Gym
Girl's Fast Pitch Skills Clinic	5	Gym
Co-Ed Futsal Session 2	75	Gym
Pee Wee Soccer	20	Gym
Youth Soccer	25	Gym
Youth Wrestling 2/1, 2/6, 2/8, 2/13,2/15,2/20,2/22,2/28	720	TRHS
Futsal 2/7,2/14,2/21,2/28	1000	Gym
JE Community House Totals	1970	

Rentals / Events	Number	Room / Location
Ashley Hagerty	25	Behringer Room
Tax Aide Service	100	Behringer Room
Tippys Bar & Grill	100	Behringer Room
Julie Krogh	20	Behringer Room
Jake Bauknecht	30	Behringer Room
Heart-a-Rama Auditions	50	Behringer Room
Jessica Blaha	80	Behringer Room
Irene Destree	50	Behringer Room
Courtney Dassey	50	Gym
Leslie Copeskey	40	Gym
Nicole Zortman	60	Gym
Moving Forward Adult Day Service LLC	25	Gym
Megan Marsh	30	Gym
Roberto Flores	20	Gym
Ashely Kozlowski	30	Gym
Nicole Atwell	40	Gym
Roberto Flores	20	Gym
SPECIAL EVENT: Price is Right	400	Gym
Kiwanis Cornhole Tournament	225	Gym
Roberto Flores	20	Gym
Korrine Rozmarynoski	45	Koska
American Legion Meeting	20	Koska
Clarice Hagen	55	Koska
Kelsea Klein	50	Koska
JE Community House Totals	1585	

Two Rivers Police Department Monthly Report January 2023

Section 10, ItemB.



Serving our community since 1858

Two Rivers Police Department

1717 East Park St.

Two Rivers, WI 54241

Business (920) 793-1191

Non-Emergency (920) 686-7200



Monthly Report January 2023

Cadet State Conference

Congratulations to an awesome joint effort between our Two Rivers Police Cadets and the Mishicot Police Cadets at the 2023 WLEEEA (WI Law Enforcement Education Advocates Association) conference at the Chula Vista in Wisconsin Dells. Both posts trained together for several months in preparation for competing in seven law enforcement related events. They competed over two days against 25 teams from 16 departments from across the state. Despite our joint team never having competed together before they performed well representing our respective agencies.

As a combined team they did fantastic in the competition events taking 1st place in Disorderly Conduct, 2nd place in Force Options and 3rd place in Traffic Stops. In addition, Mishicot cadet Spencer Loughead took 5th place in the male Physical Agility solo event. Other events in which they didn't place, but had the opportunity to compete were Tactical Medical, Crime Scene and Tactical Air Soft.

In addition to the competitive events they had an opportunity to meet with recruiters and vendors as well as having some amazing networking opportunities. They rounded out the weekend with a presentation of an electronics detecting K9 by the WI Department of Criminal Investigation.

Thank you to Mishicot Officer Brooks and Two Rivers Officers Propson and Tobison for training the cadets of both posts and everyone else who helped out.



Crossing Guard Appreciation Week

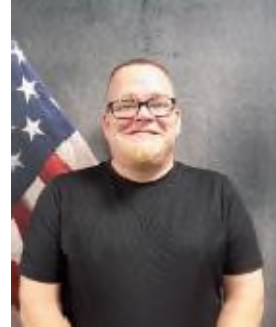
Whether it is hot and sunny, windy and rainy or cold and icy our crossing guards are out braving the elements. We would like to take a minute to thank them for all the work they do to keep our children safe. Thank you!



Amy Buth



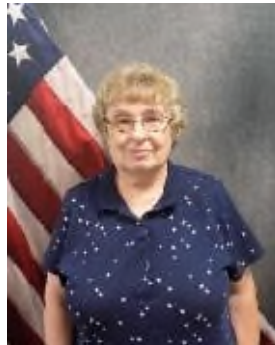
Diane Gleason



John Kieselhorst



Leon Laurin



Sharon Baetz



Steve Walker



Wendy Brandt

January Training

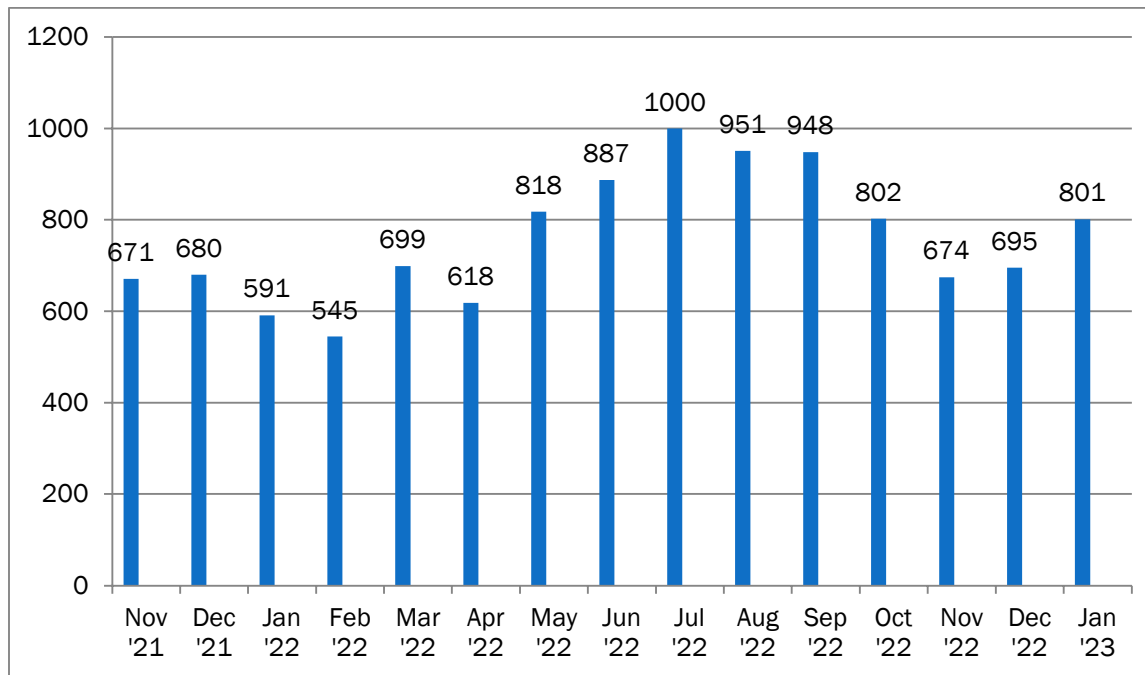
- One of the regrettable duties occasionally performed by our officers are death notifications to families and loved ones of a deceased. Many of our new officers attended an online training to become more proficient at this important, but sensitive duty.
- Community Service Officers Culligan and Miller took a course on the relation between family violence and animal neglect and abuse as they both handle the majority of the department's animal related calls.
- Officer Beyer conducted a Pepperball launcher training course for all officers in the department on the use of this tool which gives us another option in resolving conflicts with minimal non-lethal force.
- Once again, this year we rented a simulator system from Northeast Technical College for a week and a half. Nearly the entire department was able to go through the simulator training which we use to stress verbalization, de-escalation and use of force options. Officers are presented with a set number of scenarios and interact with a video screen where the actions of the subjects on screen can be manipulated to a degree by an instructor. The scenarios are then de-briefed and this allows for valuable discussion and thorough dissection of the scenario. In February we will be getting a simulator system that is virtual reality based that also provides an invaluable training tool for our officers in a virtual environment.



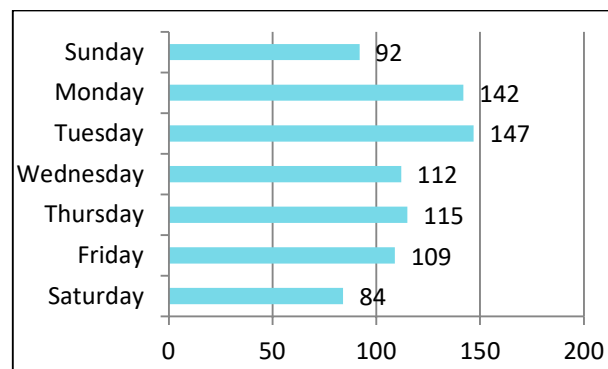
CALLS FOR POLICE SERVICE

January	2023 YTD TOTAL: 801
2023:	TOTAL LAST YEAR: 9,128
801	

Monthly Calls Comparison Chart:



Calls for Service by Day of Week:

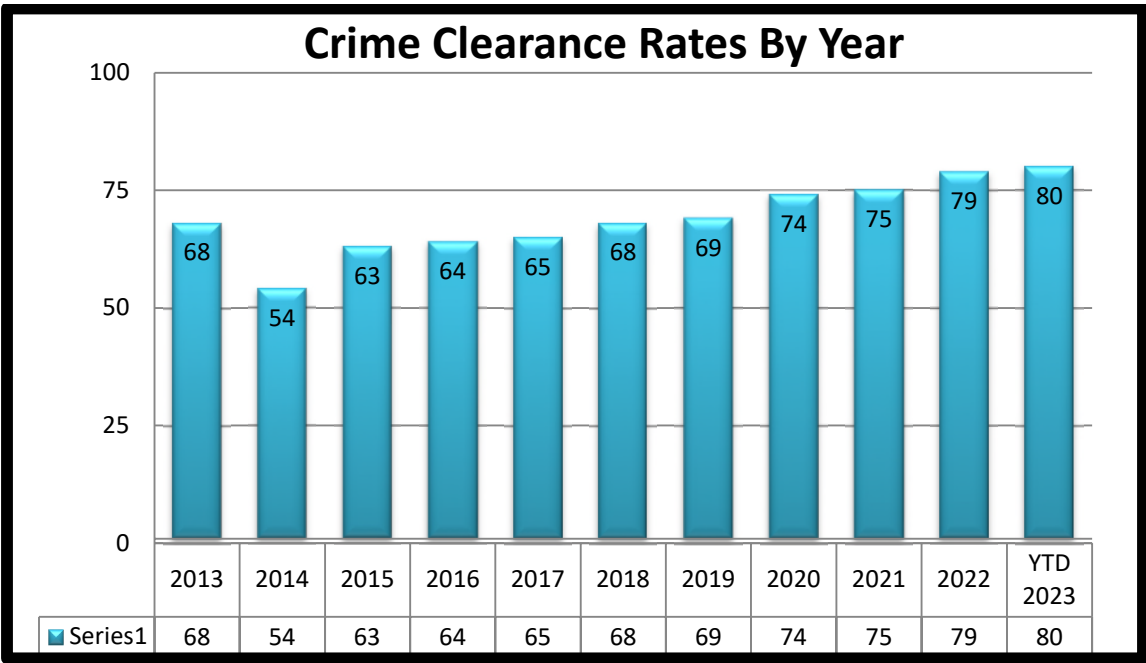


CRIME CLEARANCE RATE:

Each law enforcement agency in the Nation submits monthly reports to the Uniform Crime Reporting (UCR) Program. This program collects and reports crime offense data for the Nation, categorizing crime data as Part I or Part II offenses. Part I offenses include: Murder/Non-Negligent, Forcible Rape, Robbery, Assault(s), Burglary, Larceny/Theft, Motor Vehicle Thefts, and Arson. Part II offenses include all other crime classifications outside those defined as Part I offenses. These monthly reports also afford the Two Rivers Police Department the ability to monitor our crime clearance rate. The crime clearance rate is simply the percentage of offenses reported as compared to how many of those offenses were cleared or resolved. The Two Rivers Police Department is proud to note that our crime clearance rates are generally well above the average for the State of Wisconsin. Because some cases that are reported in one month may be solved or “cleared” the next month or months later, it is difficult to state crime clearance rates as purely a monthly rate. For our purposes, we continue to track our CCR rates across the months and years as well.

	January
Reported Part 1 Cases	15
Cases Cleared	12
Crime Clearance Rate	80%

Crime Clearance Rate YTD:



Adult & Juvenile Arrest/Charge Summary:

The following is the total of ADULT and JUVENILE ARRESTS/CHARGES made by this department this month. This may not represent the actual number of individuals arrested as there are generally many cases where an individual will have multiple charges or counts of a specific charge. These statistics represent charges and arrests made for Criminal Code as well has Municipal Ordinance violations.

2023	
Adult Arrests	53
Juvenile Arrests	22
Total	75

Field Warnings 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
FIELD WARNING													
10-1-13(D) CONDITIONAL USE PERMITS VIOLATION	1	0	0	0	0	0	0	0	0	0	0	0	1
346.57(4)(e) 001 SPEEDING ON CITY HIGHWAY (1-10 MPH)	3	0	0	0	0	0	0	0	0	0	0	0	3
346.57(4)(e) 007 SPEEDING ON CITY HIGHWAY (16-19 MPH)	1	0	0	0	0	0	0	0	0	0	0	0	1
346.57(4)(e) 006 SPEEDING ON CITY HIGHWAY (11-15MPH)	29	0	0	0	0	0	0	0	0	0	0	0	29
341.04 NON- REGISTRATION OF VEHICLE	6	0	0	0	0	0	0	0	0	0	0	0	6
346.46(2)(A) IMPROPER STOP/STOP SIGN-STOP LINE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.18(3) FAIL/YIELD RIGHT/WAY FROM STOP SIGN	1	0	0	0	0	0	0	0	0	0	0	0	1
346.87 UNSAFE BACKING OF VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.46 001 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	1	0	0	0	0	0	0	0	0	0	0	0	1
346.37(1)(C)1 001 VIOLATE RED TRAFFIC SIGNAL	1	0	0	0	0	0	0	0	0	0	0	0	1
346.46 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	4	0	0	0	0	0	0	0	0	0	0	0	4
344.62(2) OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	13	0	0	0	0	0	0	0	0	0	0	0	13
344.62(1) 001 OPERATING MOTOR VEHICLE W/O INSURANCE	4	0	0	0	0	0	0	0	0	0	0	0	4
341.15(3)(B) IMPROPER DISPLAY/PLATES (HARD TO SEE)	1	0	0	0	0	0	0	0	0	0	0	0	1

6-5-7(C)-2-10 RESTRICTIONS ON KEEPING DOGS (DOG AT LARGE)	5	0	0	0	0	0	0	0	0	0	0	0	5
6-5-21 LIMIT ON NUMBER OF DOGS AND CATS	1	0	0	0	0	0	0	0	0	0	0	0	1
346.37(1)(C)(1)/RED VIOLATE RED TRAFFIC SIGNAL	1	0	0	0	0	0	0	0	0	0	0	0	1
6-5-7(A)(2)(B) DOG AT LARGE - OFF PREMISE	1	0	0	0	0	0	0	0	0	0	0	0	1
6-5-6 PENALTY FOR FAILURE TO OBTAIN RABIES SHOT	3	0	0	0	0	0	0	0	0	0	0	0	3
6-5-1 DOG LICENSE	9	0	0	0	0	0	0	0	0	0	0	0	9
TR305.13(1) REGISTRATION LAMP- PROPER WORKING CONDITION	1	0	0	0	0	0	0	0	0	0	0	0	1
347.48(2m)(b) SEATBELT - OPERATOR USE REQUIRED	1	0	0	0	0	0	0	0	0	0	0	0	1
347.14(1) OPERATE VEHICLE W/O STOPPING LIGHTS	1	0	0	0	0	0	0	0	0	0	0	0	1
347.13(1) NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT	2	0	0	0	0	0	0	0	0	0	0	0	2
346.57(4)(E) SPEEDING 25 MPH HWY CITY/VILLAGE	1	0	0	0	0	0	0	0	0	0	0	0	1
347.09(1)(B) HEADLAMPS- MOPED/TYPE 1 MOTORCYCLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.38(1) PEDESTRIAN SIGNAL VIOLATION BY VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.34(1) FAILURE TO SIGNAL TURN/UNSAFE TURN	2	0	0	0	0	0	0	0	0	0	0	0	2
346.31(1) FAIL TO FOLLOW INDICATED TURN	1	0	0	0	0	0	0	0	0	0	0	0	1
346.13(3) DEVIATE FROM DESIGNATED LANE	1	0	0	0	0	0	0	0	0	0	0	0	1
341.15(2) IMPROPERLY ATTACHED LICENSE PLATES	2	0	0	0	0	0	0	0	0	0	0	0	2
341.15(1) FAIL/DISPLAY VEHICLE LICENSE PLATES	1	0	0	0	0	0	0	0	0	0	0	0	1
341.11(4) NO DISPLAY OF REGISTRATION CERTIFICATE	1	0	0	0	0	0	0	0	0	0	0	0	1
347.09(1)(A) HEADLAMPS-VEHICLES EQUIPED W/2 HEADLAMPS	4	0	0	0	0	0	0	0	0	0	0	0	4
347.06(3) UNCLEAN/DEFECTIVE LIGHTS OR REFLECTORS	7	0	0	0	0	0	0	0	0	0	0	0	7
347.06(1) OPER W/O REQUIRED LAMP LIGHTED	2	0	0	0	0	0	0	0	0	0	0	0	2

FIELD WARNING	116	0	0	0	0	0	0	0	0	0	0	0	116
Totals	116	0	0	0	0	0	0	0	0	0	0	0	116

Traffic Citations 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
TRAFFIC													
343.44(1)(b) 013 OPERATING WHILE REVOKED (FORFEITURE)	1	0	0	0	0	0	0	0	0	0	0	0	1
346.57(4)(e) 006 SPEEDING ON CITY HIGHWAY (11-15MPH)	1	0	0	0	0	0	0	0	0	0	0	0	1
341.04 NON- REGISTRATION OF VEHICLE	4	0	0	0	0	0	0	0	0	0	0	0	4
346.18(5) 003 FAIL/YIELD RT/WAY FROM PARKED POSITION (2ND+)	1	0	0	0	0	0	0	0	0	0	0	0	1
344.62(2) OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	1	0	0	0	0	0	0	0	0	0	0	0	1
344.62(1) 001 OPERATING MOTOR VEHICLE W/O INSURANCE	7	0	0	0	0	0	0	0	0	0	0	0	7
346.70(1) 001 FAILURE TO NOTIFY POLICE OF ACCIDENT	1	0	0	0	0	0	0	0	0	0	0	0	1
346.68 HIT AND RUN- UNATTENDED VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.13(1) UNSAFE LANE DEVIATION	1	0	0	0	0	0	0	0	0	0	0	0	1
343.44(1)(b) OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUST/REFUSAL)	2	0	0	0	0	0	0	0	0	0	0	0	2
343.44(1)(a) 001 OPERATING AFTER SUSPENSION	1	0	0	0	0	0	0	0	0	0	0	0	1
343.05(3)(a) OPERATE W/O VALID LICENSE	3	0	0	0	0	0	0	0	0	0	0	0	3
341.03(1) OPERATE AFTER VEH REV/SUSP OF REGISTRATION	3	0	0	0	0	0	0	0	0	0	0	0	3
347.413(1) NO TAMPERING W/IGNITION INTERLOCK DEVICE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.63(1)(A) ORD OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE	2	0	0	0	0	0	0	0	0	0	0	0	2
TRAFFIC Totals	30	0	0	0	0	0	0	0	0	0	0	0	30
Totals	30	0	0	0	0	0	0	0	0	0	0	0	30

Municipal Citations 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
ORDINANCE													
9-1-2(C)(3) POSSESS TOBACCO OR NICOTINE PRODUCTS UNDER 18	1	0	0	0	0	0	0	0	0	0	0	0	1
9-1-2(F) NO PERSON PURCHASE ELECTRONIC SMOKING DEVICE ON BEHALF OF PERSON UNDER 18	1	0	0	0	0	0	0	0	0	0	0	0	1
9-1-2(E)(3) POSSESS ANY ELECTRONIC SMOKING DEVICE UNDER 18	5	0	0	0	0	0	0	0	0	0	0	0	5
9-2-10(C) CONTRIBUTE TO TRUANCY	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-13 POSSESSION OF DRUG PARAPHERNALIA	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-12 POSSESSION OF TETRAHYDROCANNABINOLS/8 GM OR LESS	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-5/10P-7A LOUD AND UNNECESSARY NOISE/VIBRATIONS 10PM-7AM	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-1 DISCHARGE OR CARRYING FIREARMS AND GUNS	1	0	0	0	0	0	0	0	0	0	0	0	1
9-1-1 943.01(1) CRIMINAL DAMAGE TO PROPERTY	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-10(B) HABITUAL TRUANCY	1	0	0	0	0	0	0	0	0	0	0	0	1
ORDINANCE Totals	14	0	0	0	0	0	0	0	0	0	0	0	14
Totals	14	0	0	0	0	0	0	0	0	0	0	0	14

January 2023 Juvenile Arrests

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
940.235(1) NON-FAMILY	13A IMPEDE BREATHING BY PRESSURE ON THROAT OR NECK/ NON-FAMILY	1	1
940.19(1)	13B BATTERY - SIMPLE	1	1
947.01(1) 13B	13B DISORDERLY CONDUCT - SIMPLE ASSAULT	1	1
9-1-1 943.01(1)	290 CRIMINAL DAMAGE TO PROPERTY	1	1
9-2-10(B)	90B HABITUAL TRUANCY	1	1
947.01(1) 90C	90C DISORDERLY CONDUCT - GENERAL	8	8
968.075(1)(a)	90F DOMESTIC ABUSE	1	1
51.15	90Z EMERGENCY DETENTION/MENTAL HEALTH	1	1
9-1-2(C)(3)	90Z POSSESS TOBACCO OR NICOTINE PRODUCTS UNDER 18	1	1
9-1-2(E)(3)	90Z POSSESS ANY ELECTRONIC SMOKING DEVICE UNDER 18	5	5
9-1-2(F)	90Z NO PERSON PURCHASE ELECTRONIC SMOKING DEVICE ON BEHALF OF PERSON UNDER 18	1	1
Totals:		22	22

January 2023 Adult Arrests

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
948.02(1)(C) RAPE	11A SEXUAL ASSAULT UNDER 16 YOA USE/THREAT OF FORCE	1	1
940.198(3)(B) AGGB	13A PHYSICAL ABUSE OF ELDER - RECKLESS BODILY HARM	1	1
940.235(1) NON-FAMILY	13A IMPEDE BREATHING BY PRESSURE ON THROAT OR NECK/ NON-FAMILY	1	1
948.03(2)(B) 13A	13A PHYSICAL ABUSE OF A CHILD/INTENTIONAL CAUSATION OF BODILY HARM	1	1
940.19(1)	13B BATTERY - SIMPLE	1	1
947.01(1) 13B	13B DISORDERLY CONDUCT - SIMPLE ASSAULT	3	3
943.10(1M)(A)	220 BURGLARY TO BUILDING OR DWELLING	3	3
9-1-1 943.20	23H THEFT	1	1
943.41(3)(A)	23H CREDIT CARD THEFT BY ACQUISITION	1	1
943.41(5)(A)(1)(B)	26B FINANCIAL TRANSACTION CARD CRIMES/FRAUDULENT USE	1	1
943.01(1)	290 CRIMINAL DAMAGE TO PROPERTY	1	1
9-2-12	35A POSSESSION OF TETRAHYDROCANNABINOLS/8 GM OR LESS	1	1
961.41(3G)(G)	35A POSSESS METHAMPHETAMINE	1	1
9-2-13	35B POSSESSION OF DRUG PARAPHERNALIA	1	1
961.573(1)	35B POSSESS DRUG PARAPHERNALIA	1	1
948.12(1M) >18	370 POSSESSION OF CHILD PORNOGRAPHY	16	1
9-2-10(C)	90B CONTRIBUTE TO TRUANCY	1	1
9-2-5/10P-7A	90C LOUD AND UNNECESSARY NOISE/VIBRATIONS 10PM-7AM	1	1
947.01(1) 90C	90C DISORDERLY CONDUCT - GENERAL	3	3
947.012(1)(A)	90C UNLAWFUL USE OF TELEPHONE TO THREATEN, INTIMIDATE	1	1
346.63(1)(A) ORD	90D OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE	2	2
968.075(1)(a)	90F DOMESTIC ABUSE	3	3
968.075(1)(a)1	90F DOMESTIC ABUSE - INFLICTION OF PHYSICAL PAIN OR INJURY	1	1
346.68	90Z HIT AND RUN-UNATTENDED VEHICLE	1	1
346.70(1) 006	90Z FAILURE OF OPERATOR TO NOTIFY POLICE OF ACCIDENT	1	1
51.15	90Z EMERGENCY DETENTION/MENTAL HEALTH	4	4
939.05	90Z PARTIES TO CRIME	2	2
946.41(1) OBSTRUCT	90Z OBSTRUCTING AN OFFICER	1	1
946.41(1) RESIST	90Z RESISTING AN OFFICER	1	1
946.49(1)(a)	90Z BAIL JUMPING-MISDEMEANOR	6	3
946.49(1)(b)	90Z BAIL JUMPING-FELONY	11	4
973.10	90Z PROBATION HOLD	3	3
973.10(1)	90Z PROBATION VIOLATION	1	1
Totals:		78	53

February 2023 Public Works Narrative Tasks**ENGINEERING 2023****Lincoln Street (17th St to 22nd St) Reconstruction (Contract 2-2023)**

- Plans submitted for DNR approval in September
- Staff preparing final plans for February Bidding
- Public Information Meeting held Jan. 25, 5:30 p.m.
- Prepared Preliminary Assessment Resolution for January Council Meeting - Approved
- Bid received February 14, 2023
- Bid awarded to Mammoth Construction at the February 20, 2023 Council Meeting
- Contract documents prepared and forwarded to Mammoth Construction
- Prepared Assessment Engineer's Report including Assessment Role in Preparation of Public Hearing

Zlatnik Drive (17th to Pierce St) Resurfacing (Contract 1-2023)

- Planned for 2023 construction
- Early 2023 construction expected
- Prepared Preliminary Assessment Resolution for January Council Meeting - Approved
- Preparing plans and bid package for a late March bid opening

Lincoln Avenue Private Side Laterals / Services (Contract 3-2023)

- Prepared bid documents for March bid opening

Lead water services and Sanitary Sewer lateral Replacement (2022)

- Project was bid February 23, with Essential Sewer & Water being the low bidder
- Contractor started work on other laterals August 1. Substantial completion of 52 service replacements October 5
- Expect to replace other services as needed, and as requested, early Spring, 2023
- Attempted to solicit interest in property owners to receive \$2,500 grant to replace lead water service in January and February with little success.

17th Street Reconstruction

- Limits from East Street to Zlatnik Drive, and East Park Street to Jefferson Street
- Project was bid on February 23, with low bid from Jossart Bros. Construction
- Construction started July 25.
- Substantial completion and roadway opened to traffic Nov. 22
- Spring punch list items remain including terrace restoration and tree planting

Eggers Pond, (near 20th St & East River St)

- City staff and consultant continue to work on project coordination
- Contract was bid June 2, 2021, with Superior Sewer & Water being the low bidder.
- Street paving on 20th Street completed in November
- Punch list items remain for early 2023
- Consultant working on final Close-out documents with WDNR (Cont'd into February)

Street Improvement Grants

- Staff submitted additional applications in early June for street improvement grants for years 2023-2027.
- DOT notified City of grant for resurfacing Emmet Street (17th to 22nd)
- Work would be scheduled for 2025.
- Prepared memo to Council to deny the authorization to execute the SMA due to significant cost overrun concerns.

Pierce Court Drainage

- Staff is coordinating with a consultant on cleaning a drainage ditch which drains the Pierce Court area

Shoreline Protection

- Staff and consultant submitted the permit application for shoreline protection placed at DPW/WWTP area, Eggers Pond Site, Lot F, and Neshotah Pond area, as required by DNR.

Sidewalk Repair

- Future contract(s) to be bid for additional sidewalk complaint areas, as marked in prior years/.
- Staff is responding to additional complaints, for which notices have been sent to affected residents.
- Staff preparing bid documents for a 2023 Sidewalk Replacement Contract (February/March)
- Storm Lateral, and mini storm sewer work continues to be considered to help provide location for sump pump discharge, and reduce inflow into sanitary sewer.

Sandy Bay Highlands Subdivision (Phase 2.5)

- Engineering staff working with Consultant on preliminary stormwater management concept and attempting to obtain WDNR by-in of the conservation by design concept.

Central Park West

- Prepared alternative memo for Old Bandstand relocation / salvage / demolition
- Project team / coordination meetings (internal / external)
- Awaiting delivery on Splash Pad equipment (anticipated March delivery)
- Awaiting delivery on Donar bricks (anticipated March delivery)

STREET DIVISION 2023

- 17th St bridge openings (27)
- Ran bi-monthly & monthly sewers
- Ran some annual sewers (area F finished)
- PBS sewers (4) / (4) City main was open / (0) city main was blocked
- Vac for water main break (11th/Madison)
- Salted streets (8) times
- Sanded Streets (3) times
- Full Plow (4)
- Fill sand barrels (2)
- Street sweeper ready for spring

WASTEWATER UTILITY 2023**Screw Press Replacement Project**

- Contractor mobilized in and has started some of the necessary demolition work

2023 Public Works/WWTP Tracking			2023		Section 10, ItemB.	
			<u>February</u>	<u>Year-to-Date</u>	<u>February</u>	<u>Year-to-Date</u>
ENGINEERING 2023						
		Landfill Leachate Pumpage (gallons)	717,722	1,460,560	396,631	6,970,895
scott		Precipitation	3.82	5.30	0.83	34.90
sue		Number of Encumbrance property checks	22	41	24	317
scott/bill		Digger's Hotline Locates	18			
STREET DIVISION 2023 (Manhours)			<u>February</u>	<u>Year-to-Date</u>	<u>February</u>	<u>Year-to-Date</u>
53200		Shop/Vehicle Maintenance	595.00	1,127	330	5,116
53300		Street Maintenance	49.00	79	9	1,545
53310		Street Cleaning		23		911
53320		Street Signs/Painting	39.50	145	49	661
53330		Snow & Ice	1037.00	1,662	215	1,315
53337		PT Snowplowers	53.00	53		37
53380		Bridge - maintenance				24
53381		17th Street Bridge opening	23.25	51	7	320
53620		Refuse/Garbage	0.50	1		4
53625		Recycling/Leaf Collection		9		1015
53640		Weed Cutting				256
53650		Work for Others	25.25	326		4,244
53700		Landfill Maintenance	1.00	1		53
53710		Landfill Sampling				13
*****		PBS Sewers	4	8	7	52
*****		Salted Streets	8	17	4	25
*****		Plowed all city streets	4	5	3	8
*****		Open 17th Street Bridge	27	69	36	767
WASTEWATER UTILITY 2023			<u>February</u>	<u>Year-to-Date</u>	<u>February</u>	<u>Year-to-Date</u>
		Wastewater Treated, Gallons	51365000	111,016,000	45,223,000	706,525,500
		MONTHLY AVERAGE: Daily Flow, Gallons	1834000	1,879,000	1,615,000	2,121,250
		MONTHLY AVERAGE: Daily BOD, Lbs.	4088	4,132	4,097	4,341
Plant Discharges (MONTHLY AVERAGE)						
		Biological Oxygen Demand (BOD), mg/l	32.9	20.30	8.10	7.31
		Suspended Solids, mg/l	17.4	12.40	5.20	6.34
		Ammonia, mg/l	3.22	1.67	0.28	0.24
		Phosphorus, mg/l	0.72	0.57	0.20	0.28
		Fecal Coliform, per 100ml	317	164	16.00	18
		pH, Min (6.0)	6.5	6.6	6.60	6.7
		pH, Max (9.0)	6.8	6.8	7.00	6.9
Chemicals						
		Polymer, Gallons	88	176	88	1056
		Ferric Chloride, Gallons	2113	4,480	2,341	29,875
P&Fonly		Chemical Purchases for the month	11498.07	\$ 11,498.07	\$ 7,731.36	\$ 71,779.27
		Mishicot Payment to City	5673.27	\$ 12,346.57	\$ 4,518.75	\$ 78,500.19
		Emergency call-ins	2	4	2	18



**Two Rivers
February 2023**

Prepared By: Patrick Murphy – MEUW Regional Safety Coordinator

SAFETY REPORT

ACCOMPLISHMENTS

1. Training

- BBP

2. Audits/Inspections

None

3. Compliance/Risk Management

Beginning 2023 annual safety program reviews

GOALS AND OBJECTIVES

1. Training

- No training
- Tabletop Exercise Development ongoing
- Chemical specific training for water TBD March April May

2. Audits/Inspections

- Field Inspections

3. Compliance/Risk Management

- Continue to promote good investigation and root cause analysis for all incidents
- Promote incident and near miss reporting
- Stop the Bleed Training for all FA/CPR/AED trained employees
- Stop the Bleed kits to be added to city vehicles with a need

Feb-23

CITY OF TWO RIVERS

Section 10, ItemB.

ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT

ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION

TOTAL PRODUCTION	28,300,170 GAL/MONTH
LESS BACKWASH WATER	3,601,750 GAL/MONTH
WATER TO CITY	24,698,420 GAL/MONTH
MAX. DAILY WATER PRODUCTION	1,254,170 GAL/DAY
MIN. DAILY WATER PRODUCTION	928,530 GAL/DAY
AVERAGE DAILY WATER PRODUCTION	1,010,720 GAL/DAY

TOTAL PRODUCTION	28300170 GAL/MONTH
WATER TO CITY	24698420 GAL/MONTH

PUMP OPERATION

LOWLIFT PUMPS

1	2	3	
192	264	216	HR/MO
6.86	9.43	7.71	HR/DAY

HIGHLIFT PUMPS

1	2	3	4	
0	0	648	24	HR/MO
0	0	23.14	0.86	HR/DAY

USED FOR PRODUCTION ONLY

CHEMICAL USAGE

PRE MEMBRANE HYPOCHLORITE
 POST SODIUM HYPOCHLORITE
 RESERVOIR HYPOCHLORITE
 50% SODIUM HYDROXIDE
 FLUORIDE
 50% CITRIC ACID

POUNDS USED	PMG	PPM
2098.5	0.08	0.00
2196.5	0.08	0.00
169.2	0.01	0.00
1030.0	0.00	0.00
591.3	0.02	0.00
14 gals	----	----

RESERVOIR OPERATIONS

HOURS OF OPERATION
 PUMP HOURS PER MONTH

HR/MONTH

PUMP 7	PUMP 8	PUMP 9	TOTAL
336	0	336	672

TOTAL GALLONS PUMPED PER MONTH
 MAXIMUM GALLONS PER DAY
 MINIMUM GALLONS PER DAY
 AVERAGE GALLONS PER DAY

6,953,000	GAL/MONTH
270,000	GAL/DAY
235,000	GAL/DAY
248,321	GAL/DAY

REPORT PREPARED BY

Garret Wachowski

DATE

3/2/2023

AS

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 03/31/2023 ending: 03/31/2024
(mm dd yyyy) (mm dd yyyy)To the Governing Body of the: ☐ Town of }
☐ Village of } Two Rivers
☒ City of }County of ManitowocAldermanic Dist. No. _____
(if required by ordinance)Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number

456-1031243657-02

FEIN Number

92-2327636

TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Joseph Meola / Sherry Meola / Meola LLC**An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.**

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Meola</u>	<u>Joseph</u>	<u>A</u>	<u>1711 Philippen St. Manitowoc, WI 54220</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Meola</u>	<u>Sherry</u>	<u>N/A</u>	<u>1711 Philippen St. Manitowoc, WI 54220</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Meola</u>	<u>Joseph</u>	<u>A</u>	<u>1711 Philippen St, Manitowoc, WI 54220</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Sepia Wedding & Event Venue Business Phone Number 920-652-99952. Address of Premises 1820 Jefferson St. Two Rivers Post Office & Zip Code 54241

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)


The buliding is a old church and all alcohol will be store in the bar area
in this building or in a storage area in this building.

4. Legal description (omit if street address is given above): _____


5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No(b) If yes, under what name was license issued? SEPIA WEDDING CHAPEL LLC/ BARRY KRAHN

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? **If yes, explain.** ☐ Yes ☒ No
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state Wisconsin and date 02/14/23 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☒ Yes ☐ No
Joseph Meola holds a licence for GMRI INC. Olive Garden 1275 Casaloma Dr.
Appleton, WI 54013 City of Grand Chute
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Meola, Joseph A	Title/Member Owner	Date 02/15/20
Signature 	Phone Number 920-652-9995	Email Address josephmeola@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 2/24/2023	Date reported to council / board 3/20/2023	Date provisional license issued	Signature of Clerk / Deputy Clerk 
Date license granted	Date license issued	License number issued	

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☐ Village of Two Rivers County of Manitowoc
☒ City

The undersigned duly authorized officer/member/manager of Meola, LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Sepia Wedding Chapel
(Trade Name)

located at 1820 Jefferson Street, Two Rivers, WI 54241

appoints Joseph A. Meola
(Name of Appointed Agent)

1711 Philippen Street, Manitowoc, WI 54220
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

GmPI, Inc.

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 53 yr.

Place of residence last year Manitowoc, WI

For: Meola, LLC.
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Joseph Meola, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 2-24-23
(Signature of Agent) (Date)

Agent's age 53

1711 Philippen Street, Manitowoc, WI 54220
(Home Address of Agent)

Date of birth 9-21-69

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)



**TWO
RIVERS**
WISCONSIN

Section 10, Item C.

CITY CLERK

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



March 14, 2023

Kathleen Jo Rosenow
1906 Jackson Street
Two Rivers WI 54241

Ms. Rosenow:

Upon receipt of your Operator's License Application, it was forwarded to the Police Department for review and approval. Your application has been reviewed by the Chief of Police and he is recommending it for denial by the City Council at their next regular meeting on March 20, 2023.

The reason for denial is based upon your misinformation on your application and the undisclosed arrests/charge(s) that needed to be noted on the application.

Without this addition(s) to your application, pursuant to guidelines established in City Ord. 6-2-2, your application will be deemed incomplete, and a recommendation will be made to deny the issuance of the license.

At their meeting on March 20, 2023, the City Council will review the recommendation by the Chief of Police and your application will be approved or denied at that time.

Notice of their decision will be provided to you by this office. If the Council denies your application, you have the right to appeal.

If you have any questions, please do not hesitate to contact my office at 920-793-5526 or via email at amabar@two-rivers.org. You may also contact Chief Ben Meinnert at 920-793-1191 or benmei@two-rivers.org

Thank you!

Amanda Baryenbruch
City Clerk/Human Resources Director





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

EMERGENCY DIAL911
 Non-Emergency Police Response.....(920)686-7200

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

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

TO: City Manager – Greg Buckley

FROM: Chief Ben Meinnert

DATE: February 27, 2023

SUBJECT: Operator's License Application: Kathleen Jo Rosenow

It is my recommendation to the Two Rivers City Council to deny the application for a regular Operator's License to serve alcohol to Kathleen Jo Rosenow. This recommendation is based on the fact that Rosenow's application has undisclosed criminal arrests and/or charges.

While this information was not disclosed on the application dated January 16, 2023, Ms. Rosenow has been given the opportunity to correct the misinformation. Phone messages were left with Kathleen Rosenow at the phone number provided on January 30, 2023, on February 2, 2023, and again on February 10, 2023 while also noting it would be the final call. On each occasion, Ms. Rosenow was requested to contact the police department to make the corrections but failed to do so. On February 13, 2023, a Certified Letter was sent to Kayla Anderson requesting she make the necessary corrections by February 20, 2023. On February 14, 2023, Ms. Rosenow contacted me. Ms. Rosenow initially claimed no knowledge of any undisclosed information, but later confirmed there was missing information. Ms. Rosenow could not come in to complete the application until February 15, 2023, but it was agreed that I would provide the entire week for completion. That week ended February 17, 2023. Ms. Rosenow was advised I would hold the application until that time.

On February 27, 2023, I attempted phone contact again with Ms. Rosenow, and to date, Ms. Rosenow has made no efforts to correct her application.

The applicant's unwillingness to address the incomplete information on her application indicate that she is not suitable to hold an Operator's License within the City of Two Rivers at this time.



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

EMERGENCY DIAL911
 Non-Emergency Police Response.....(920)686-7200

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

Fax(920) 793-5500

Emailtrpolice@two-rivers.org

February 13, 2023

Kathleen Jo Rosenow
 1906 Jackson St.
 Two Rivers, WI 54241

Dear Kathleen Jo Rosenow,

We have attempted to contact you in reference to your application with the City of Two Rivers for a Regular Beverage Operator's License. There are correctable matters in which we have communicated. This letter and the three prior phone messages left are to make you aware that your application was not accurate and that there was an undisclosed arrests/charge(s) that need to be noted on the application.

Without this addition(s) to your application, pursuant to guidelines established in City Ord. 6-2-2, your application will be deemed incomplete and a recommendation will be made to deny the issuance of a license. In order to avoid this recommendation, we are requesting that you contact our department and make the corrections to your application by **Monday, February 20, 2023**. If you do not make the necessary corrections by this date, we have no other option but to recommended denial of a license to the Two Rivers City Council.

Please note: Pursuant to Wis. Stat. Sec. 125.12(3). You have an opportunity for a hearing before the City Council at which you may present evidence and argument to show cause that your license should be renewed/approved by the City Council. A separate notice would be sent to you for this purpose.

Sincerely,

Ben Meinnert
 Chief of Police, Two Rivers Police Department

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/17/2023	132601	Gruszynski, Staush B	Refund due to overpayment	660-21130	8/11/2022	31.63-
Total 132601:						31.63-
02/21/2023	132774	Woodland Dunes Nature Center	Solar Credit Refund	660-21130	9/1/2022	154.70-
Total 132774:						154.70-
02/15/2023	133347	Miller Implement Co Inc	Parts - DPW	100-16120	26450	905.08-
Total 133347:						905.08-
02/03/2023	133502	Utility Sales and Service Inc	Repairs - Elec	660-19184	0074961-IN	2,382.27-
Total 133502:						2,382.27-
02/02/2023	133821	Amazon Business - Debit Memo	Supplies - P & R	100-55300-3900	1PH3-LN1X-NPLQ	325.38
02/02/2023	133821	Amazon Business - Debit Memo	Supplies - DPW	100-53200-3900	17CL-QGJN-NDF7	145.71
02/02/2023	133821	Amazon Business - Debit Memo	CREDIT - Finance	100-51510-3100	1PPT-L74T-931J	2.79-
02/02/2023	133821	Amazon Business - Debit Memo	Supplies - Finance	100-51510-3100	19FH-6RYD-NTYH	83.56
02/02/2023	133821	Amazon Business - Debit Memo	Supplies - Fire	270-52300-2920	1V4K-4JTF-NPRH	412.06
Total 133821:						963.92
02/02/2023	133822	Blackstone Publishing	A Audio - Lib	280-55111-3470	900084588	7.95
Total 133822:						7.95
02/02/2023	133823	Canteen Vending	Bottled Water - WWTP	690-59820-2900	I29739	42.95
Total 133823:						42.95
02/02/2023	133824	Center Point Large Print	Books (ALP) - Lib	280-55111-3430	1987581	193.56
Total 133824:						193.56
02/02/2023	133825	CivicPlus LLC	Municode Meetings Premium Annual Re	100-51410-2130	24887	4,800.00
Total 133825:						4,800.00
02/02/2023	133826	CliftonLarsonAllen LLP	Progress Billing for TID No. 4 & Dec 21,	100-51510-2110	3545000	5,435.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133826:						5,435.00
02/02/2023	133827	Delta Dental of Wisconsin	Delta Premiums - February 2023	100-21532	1903782	6,058.75
Total 133827:						6,058.75
02/02/2023	133828	Digicorp Inc	Kaseya VSA + Bitdefender - IT	100-51450-2130	344616	12,965.00
Total 133828:						12,965.00
02/02/2023	133829	EnvisionWare Inc.	2023 EnvisionWare Tablet Station - Annu	280-55110-2930	INV-US-62135	1,653.75
Total 133829:						1,653.75
02/02/2023	133830	Erickson Sports Apparel	Vintage Heather Blue Crewneck - Logow	258-56700-3901	1065	336.00
02/02/2023	133830	Erickson Sports Apparel	Printing-DPW	100-53200-3850	1071	56.00
Total 133830:						392.00
02/02/2023	133831	Grainger	Work gloves - WWTP	690-59833-3900	9570440611	46.52
Total 133831:						46.52
02/02/2023	133832	Gulseth, Christopher	Refund of 1st Installment 138-007-180-2	100-16000	1/31/23	539.89
Total 133832:						539.89
02/02/2023	133833	Hach Company	Repairs-WWTP	690-59833-2900	13423885	2,121.50
Total 133833:						2,121.50
02/02/2023	133834	Hennig, Bill & Debbie	Energy Star Rebate - Refrigerator	660-29253	2/1/2023	30.00
Total 133834:						30.00
02/02/2023	133835	James Imaging Systems Inc.	Contract R14490-MPS-01 1/29/23-2/27/2	660-59921-3900	1279394	365.17
Total 133835:						365.17
02/02/2023	133836	James Leasing LLC	Contract JL-171-01 Coverage 1/24/23-2/	100-55300-2900	11341	4,834.27

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133836:						4,834.27
02/02/2023	133837	Jamison, Todd	Refund of 1st Installment-Full amount pai	100-16000	1/31/2023	586.68
Total 133837:						586.68
02/02/2023	133838	Jerrys Transmission Service Inc	Service & Parts-FD	100-52300-2410	0040376	116.73
Total 133838:						116.73
02/02/2023	133839	Kelly, Ben	Energy Star Rebate-Dishwasher,Clothes	660-29253	1/25/2023	75.00
Total 133839:						75.00
02/02/2023	133840	Kulpa Jr, Frank	Solar Credit Refund	660-21130	2/1/2023	48.80
Total 133840:						48.80
02/02/2023	133841	Levene, Mary	Reimbursement from TRIAD for treats	806-52100-2105	01/27/2023	49.11
Total 133841:						49.11
02/02/2023	133842	Lighthouse On The Lake Inc.	Overpayment on December 2022 Room	259-41210	1/31/2023	249.04
Total 133842:						249.04
02/02/2023	133843	Manitowoc Co Public Works	Jan-Mar 2023 BadgerNet Circuit	100-52100-2203	455TIME-13723-T	465.00
Total 133843:						465.00
02/02/2023	133844	Minnesota Life Insurance Co	Life Insurance premium - February 2023	100-21531	FEBRUARY 2023	3,398.12
Total 133844:						3,398.12
02/02/2023	133845	North Central Laboratories	Lab Supplies-WTP	690-59820-3900	481602	846.94
Total 133845:						846.94
02/02/2023	133846	Oshkosh Fire & Police Equipment	Supplies-FD	100-52210-2410	189720	592.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133846:						592.00
02/02/2023	133847	Quadient Finance USA Inc.	Postage - Closing Date 1/24/23	100-51900-3110	CLOSING DATE 1/24/23	3,000.00
Total 133847:						3,000.00
02/02/2023	133848	Quarles & Brady LLP	Creation of TID 17	245-56700-2900	6526598	988.50
02/02/2023	133848	Quarles & Brady LLP	TID no. 16	244-56700-2900	6526597	716.50
02/02/2023	133848	Quarles & Brady LLP	Water System Revenue Bonds	650-19107	STATEMENT 6528993	9,000.00
Total 133848:						10,705.00
02/02/2023	133849	Roberts, Christopher	Refund of 2022 Real Estate Tax Overpay	100-16000	1/31/23	3,294.70
Total 133849:						3,294.70
02/02/2023	133850	Safeware Inc.	SWAT Clothing - PD	100-52100-3850	30048949	977.34
Total 133850:						977.34
02/02/2023	133851	Schaus Roofing/Mechanical	City Hall - Replace Compressor & Drier	100-51600-3500	4255	2,241.00
Total 133851:						2,241.00
02/02/2023	133852	Schroeder Bros Co	Water Sample UPS Fee - WWTP	690-59820-2900	94740	81.13
Total 133852:						81.13
02/02/2023	133853	Sentinel Technologies Inc.	Extreme IQ - IT	100-51450-2410	P701528	1,875.00
Total 133853:						1,875.00
02/02/2023	133854	Smokey Barbier Heating Inc	New Furnaces / Service - FD	455-52200-8150	63800-2	23,678.00
Total 133854:						23,678.00
02/02/2023	133855	Superior Chemical Corp	Janitorial Supplies - WWTP	690-59834-3900	353435	67.21
02/02/2023	133855	Superior Chemical Corp	Janitorial Supplies - WWTP	690-59834-3900	353436	74.39
02/02/2023	133855	Superior Chemical Corp	Supplies - City Hall	100-52100-3500	353469	750.81
02/02/2023	133855	Superior Chemical Corp	Janitorial Supplies - DPW	100-53200-3500	353503	149.64

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/02/2023	133855	Superior Chemical Corp	Wipes-WWTP	690-59834-3900	353965	121.26
02/02/2023	133855	Superior Chemical Corp	Janitorial Supplies - WWTP	690-59834-3900	353437	31.00
Total 133855:						1,194.31
02/02/2023	133856	Thuermer Law Office	Municipal Prosecuting - January 2023	100-51340-2121	JANUARY 25, 2023	1,607.00
Total 133856:						1,607.00
02/02/2023	133857	Thuermer, Joseph D	Circuit Court Filing Injunction Fee	100-21125	1/30/23	169.02
Total 133857:						169.02
02/02/2023	133858	Two Rivers Automotive Inc.	Supplies - FD	100-52300-2410	ID-284690	94.14
02/02/2023	133858	Two Rivers Automotive Inc.	Supplies - FD	100-52210-2900	5172-285981	77.56
Total 133858:						171.70
02/02/2023	133859	Two Rivers Historical Society	Feb-23 Monthly support payment for agr	258-56700-2910	#FEB2023	250.00
Total 133859:						250.00
02/02/2023	133860	USA Today	2023 Renewal 2/1/2023-1/31/2024	280-55111-3230	2023 RENEWAL	398.64
Total 133860:						398.64
02/02/2023	133861	Value Line	A Ref - Library	280-55114-3400	14449777	1,142.00
Total 133861:						1,142.00
02/02/2023	133862	WCA/Group Health Trust	February 2023 Health Premiums	100-16300	FEBRUARY 2023	173,330.83
Total 133862:						173,330.83
02/02/2023	133863	Wells Fargo Vendor Financial Services L	Bobcat Toolcat	457-53300-8160	5023563746	1,493.82
Total 133863:						1,493.82
02/02/2023	133864	WEX Bank	Gasoline	250-55150-3900	86397536	5,810.56

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133864:						5,810.56
02/02/2023	133865	Wisconsin Public Service	LIBRARY	280-55110-2220	0401271669-23;1/23	2,476.13
02/02/2023	133865	Wisconsin Public Service	FIRE DEPT	100-52200-2220	0401271669-03;1/23	2,432.60
02/02/2023	133865	Wisconsin Public Service	CITY HALL	100-51600-2220	0401271669-24;1/23	2,102.07
02/02/2023	133865	Wisconsin Public Service	GENERATOR	660-59588-2220	0401271669-38;1/23	35.21
02/02/2023	133865	Wisconsin Public Service	1401 LAKE STREET	660-49390	0401271669-35;1/23	10,561.45
Total 133865:						17,607.46
02/02/2023	133866	Woodland Dunes Nature Center	Solar Credit Refund	660-21130	2/1/2023	44.30
Total 133866:						44.30
02/02/2023	133867	WTSOA	Conference Registration - Wandrie & Lut	100-52115-2920	TWO RIVERS PD	500.00
Total 133867:						500.00
02/09/2023	133868	4 K's Pest Control LLC	Pest control - Library	280-55110-2410	49 - 1/20/2023	45.00
02/09/2023	133868	4 K's Pest Control LLC	General Pest Control - Sr. Center	100-54150-2900	1/20/2023 - TR SENIOR C	45.00
Total 133868:						90.00
02/09/2023	133869	ADRC of the Lakeshore	Jan 2023 Donations - Sr Ctr	250-23150	2/1/2023	490.10
Total 133869:						490.10
02/09/2023	133870	Amazon Business - Debit Memo	Supplies - CM	100-51410-3100	1DV3-PLRR-MX7D	308.27
02/09/2023	133870	Amazon Business - Debit Memo	Supplies - Fire	100-52210-2410	1WRR-HHR6-MCDW	57.47
02/09/2023	133870	Amazon Business - Debit Memo	Supplies - DPW	100-16120	1PR3-941F-MMHD	49.32
02/09/2023	133870	Amazon Business - Debit Memo	Supplies - Senior Center	250-55150-3900	191H-YNNQ-NC9V	186.24
02/09/2023	133870	Amazon Business - Debit Memo	Supplies - Elec	650-59643-3900	13NX-X4C4-LW7W	561.95
02/09/2023	133870	Amazon Business - Debit Memo	Supplies - Senior Center	250-55150-3900	139N-96RH-M136	107.96
Total 133870:						1,271.21
02/09/2023	133871	AnSer Services	After hours answering service-Elec & Wtr	650-59665-2900	6502-020123	210.00
Total 133871:						210.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133872	ArchiveSocial Inc.	Social Media Archiving Subscription 12/1	660-59921-2900	25720	5,489.00
Total 133872:						5,489.00
02/09/2023	133873	ASCAP	Services - Sr. Center	250-55150-3900	01/20/203	420.00
Total 133873:						420.00
02/09/2023	133874	ATC Commerical Warewashing	Detergent - Rec	100-54150-3500	INV-7853	119.00
Total 133874:						119.00
02/09/2023	133875	Becker, Thomas	Energy Star Rebate - Dishwasher	660-29253	2/08/2023	25.00
Total 133875:						25.00
02/09/2023	133876	Center Point Large Print	Books (ALP) - Lib	280-55111-3430	1988967	24.57
Total 133876:						24.57
02/09/2023	133877	City of Two Rivers	Garbage Stickers - Library	640-46310	2/7/2023	80.00
Total 133877:						80.00
02/09/2023	133878	Cool City Cleaners Inc	Towels - WWTP	690-59820-2900	001264	56.00
Total 133878:						56.00
02/09/2023	133879	Crescent Electric Supply Co	Galva Aluminum Enclosure - Central Par	415-55410-8200	S511042176.001	1,225.88
Total 133879:						1,225.88
02/09/2023	133880	Dept. of Workforce Development	Unemployment	100-51930-5160	000012227008	41.40
Total 133880:						41.40
02/09/2023	133881	Eggers Division LLC	Installment Payment #18 / TID #9	238-56700-2900	FEBRUARY 3, 2023	175,415.58
Total 133881:						175,415.58
02/09/2023	133882	Erickson Sports Apparel	Vintage Navy Oatmeal Hoodies - Logowa	258-56700-3901	1072	1,800.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133882	Erickson Sports Apparel	Logowear T-Shirts and Polos	258-56700-3901	1082	1,685.00
02/09/2023	133882	Erickson Sports Apparel	T-Shirts - P & R	100-55300-3900	2/2/2023 - TR REC DEPT	160.00
Total 133882:						3,645.00
02/09/2023	133883	Ertman, Cheri	Refund - Overpayment on final bill.	660-21130	2/6/2023	149.59
Total 133883:						149.59
02/09/2023	133884	EWCO Inc.	Refund of Interest - Parcel 146-003-100-	100-16000	2/7/2023	14.57
Total 133884:						14.57
02/09/2023	133885	Fastenal	Vending-Wtr	650-59643-3900	WIMAN295958	101.65
Total 133885:						101.65
02/09/2023	133886	Ferguson, Brianna	Refund - 2022 Real Estate Tax Overpay	100-16000	02/08/2023	1,587.13
Total 133886:						1,587.13
02/09/2023	133887	Friends of the TR Sr Ctr Inc	Reimbursement - Funds split between ac	250-55150-3900	01/18/2023	35.00
Total 133887:						35.00
02/09/2023	133888	GFL Environmental	Services 01/01/23-01/31/23 -WWTP	690-59820-2900	U30000090747	275.64
Total 133888:						275.64
02/09/2023	133889	Graybar	Parts for Water Dept Lunchroom - Wtr	660-19107	9330478596	12.04
Total 133889:						12.04
02/09/2023	133890	Hoffman, Sarina	Refund-2022 Real Estate Tax Overpaym	100-16000	2/08/2023	1,767.27
Total 133890:						1,767.27
02/09/2023	133891	HydroCorp	Cross Connection Control Prog - Jan 20	650-59664-2900	0070798-IN	3,280.00
Total 133891:						3,280.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133892	Ian Laurin & Samantha Kulpa	Refund-2022 Real Estate Overpayment	100-16000	02/08/2023	1,205.86
Total 133892:						1,205.86
02/09/2023	133893	Kaat's Water Conditioning Inc	Bottled water, 6303 Riverview Dr - 02/01/	419-53600-2900	01/31/2023	94.59
Total 133893:						94.59
02/09/2023	133894	Klein, Patricia Ann	Simply Seniors Exercise Class - 1/1/202	100-55300-2900	02/07/2023	69.60
Total 133894:						69.60
02/09/2023	133895	Klein's Hardware Hank	Supplies- Wtr	650-59643-3900	12/30/2022 - WATER DEP	158.17
Total 133895:						158.17
02/09/2023	133896	Kocourek, Thomas & Eliza	Refund - 2022 Real Estate Tax Overpay	100-16000	02/08/2023	1,403.40
Total 133896:						1,403.40
02/09/2023	133897	Kwik Trip / Kwik Star	Car Wash Fundraiser Cards - PD	806-52100-2901	10327122	500.00
Total 133897:						500.00
02/09/2023	133898	Lakeshore Technical College	DNR-payment in lieu of taxes	100-41320	1/31/2023	1.29
Total 133898:						1.29
02/09/2023	133899	Manitowoc Co Treasurer	DNR - Payment in Lieu of Taxes	100-41320	1/31/2023	8.69
Total 133899:						8.69
02/09/2023	133900	Manitowoc Disposal Inc	Recycling & Refuse Collect 1/21/2023-2/	640-53620-2900	1/21/2023-2/3/2023	14,729.61
02/09/2023	133900	Manitowoc Disposal Inc	Dumpster Service - P & R	640-53620-2900	67983	420.00
Total 133900:						15,149.61
02/09/2023	133901	Manitowoc Trophy	Signage - A Baryenbruch	100-51410-3100	43004	10.00
Total 133901:						10.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133902	Matik Trust, Joanne H	Refund-2022 Real Estate Tax Overpaym	100-16000	02/08/2023	6,544.44
Total 133902:						6,544.44
02/09/2023	133903	Memorial Drive Vet Clinic	Xanti Vaccines	461-52100-8150	328011	27.53
Total 133903:						27.53
02/09/2023	133904	Northern Lake Service Inc	TOC Sampling - Wtr	650-59642-2900	2300719	70.17
Total 133904:						70.17
02/09/2023	133905	OpenPoint LLC	OpenPoint Subscription - Feb 2023	660-59923-2403	1338	2,350.00
Total 133905:						2,350.00
02/09/2023	133906	Payment Service Network	Services 1/1/2023-1/31/2023	690-59840-3900	271356	7.95
Total 133906:						7.95
02/09/2023	133907	Payment Service Network	Donation CC Fees	415-55410-2900	272280	6.00
Total 133907:						6.00
02/09/2023	133908	Philbert, Ann	Evening Bootcamp Class - 11/28/2022-0	100-55300-2900	2/07/2023	1,024.00
Total 133908:						1,024.00
02/09/2023	133909	Randolph Fire Department	Medlite Transport Rescue Skid - FD	270-52300-2920	23-0204	1,250.00
Total 133909:						1,250.00
02/09/2023	133910	Recreation Dept - Petty Cash	Petty cash reimbursement-Rec	100-55300-3110	02/08/2023	11.41
Total 133910:						11.41
02/09/2023	133911	Reel, Robert & Ann	Refund of 1st Installment - Parcel #127-0	100-16000	02/07/2023	2,451.28
Total 133911:						2,451.28
02/09/2023	133912	RESCO	Supplies-Elec	660-19154	877867-01	1,081.92

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133912	RESCO	Supplies-Elec	660-19154	883060-00	3,174.28
Total 133912:						4,256.20
02/09/2023	133913	Schroeder Bros Co	Shipping - Finance	100-51900-3110	94801	36.91
Total 133913:						36.91
02/09/2023	133914	Shawn Williams Creative-Social Media	Social Media Audit, Strategy, Photo & Vid	258-56700-2910	911	750.00
Total 133914:						750.00
02/09/2023	133915	Signs Plus	Park Sign Cabinets - 50% Down Paymen	459-51600-8170	ESTIMATE #3170	5,524.00
Total 133915:						5,524.00
02/09/2023	133916	Streicher's	Ammunition - PD	100-52100-3144	I1613891	2,860.00
02/09/2023	133916	Streicher's	Supplies - PD	100-52100-3141	I1613890	292.50
Total 133916:						3,152.50
02/09/2023	133917	Suettinger's Keys LLC	Re-Key Lock - P & R	100-55140-2900	124404	55.00
Total 133917:						55.00
02/09/2023	133918	TRHS - Raider Manufacturing	Metal Art/Police Patch - PD	100-52100-3500	2/2/2023	20.00
Total 133918:						20.00
02/09/2023	133919	Two Rivers School District	DNR-payment in lieu of taxes	100-41320	1/31/2023	13.30
Total 133919:						13.30
02/09/2023	133920	Utility Sales and Service Inc	Veh #20 Repairs	660-19184	0074961	2,382.27
Total 133920:						2,382.27
02/09/2023	133921	Vacuum Pump & Compressor Inc	Air Compressor for Membrane Equip - W	650-19333	115948-00	17,422.18
Total 133921:						17,422.18

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133922	West & Dunn LLC	Salomon Abate of Nuisance Action	100-51340-2120	6407	20.00
02/09/2023	133922	West & Dunn LLC	Salomon Abate of Nuisance Action	100-51340-2120	6626	60.00
02/09/2023	133922	West & Dunn LLC	General Legal Matters	100-51340-2120	6625	5,959.11
Total 133922:						6,039.11
02/09/2023	133923	Wil-Kil Pest Control	2023 Pest Control - DPW	100-53200-2900	116669-23	537.52
Total 133923:						537.52
02/09/2023	133924	Wisc State Laboratory/Hygiene	Fluoride Samples - Jan 2023	650-59642-2900	734710	28.00
Total 133924:						28.00
02/09/2023	133925	Wisconsin Harbor Towns Association	WI Harbor Towns Association Annual Du	258-56700-3210	354	500.00
Total 133925:						500.00
02/09/2023	133926	Wisconsin Public Service	RESEVOIR	650-59661-2220	0401271669-02;1/23	103.33
02/09/2023	133926	Wisconsin Public Service	SOUTH TWR	650-59661-2220	0401271669-25;1/23	90.04
02/09/2023	133926	Wisconsin Public Service	EAST TWR	650-59661-2220	0401271669-26;1/23	89.18
02/09/2023	133926	Wisconsin Public Service	HIGH LIFT	650-59626-2220	0401271669-32;1/23	363.90
02/09/2023	133926	Wisconsin Public Service	FILTER PLANT	650-59643-2220	0401271669-33;1/23	4,221.08
02/09/2023	133926	Wisconsin Public Service	Bridge Bldg - Engineering	100-53341-2220	0401271669-30;1/23	148.19
02/09/2023	133926	Wisconsin Public Service	1300 35th Street - Rec	100-55400-2220	0401271669-07;1/23	190.38
02/09/2023	133926	Wisconsin Public Service	1916 COLUMBUS ST - Elec	660-59588-2220	0401271669-10;1/23	411.53
02/09/2023	133926	Wisconsin Public Service	1520 17TH ST - Rec	100-55140-2220	0401271669-04;1/23	3,439.17
02/09/2023	133926	Wisconsin Public Service	PARK SHELTER	100-55200-2220	0401271669-14;1/23	189.33
02/09/2023	133926	Wisconsin Public Service	CEMETERY	100-54910-2220	0401271669-05;1/23	138.68
02/09/2023	133926	Wisconsin Public Service	WARM BLDG	100-55200-2220	0401271669-12;1/23	127.08
Total 133926:						9,511.89
02/09/2023	133927	WPPI - Debit Memo	Jan 2023 Purchased Power	660-59902-2900	25-12023	646,600.60
Total 133927:						646,600.60
02/09/2023	133928	WPPI Energy	Water Plant equipment retrofit - Wtr	650-29224	INV 18743;18742;18741	1,583.20
Total 133928:						1,583.20

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/09/2023	133929	Xavus Solutions	2023 MySeniorCenter Support	100-54150-3900	20290	1,650.00
Total 133929:						1,650.00
02/16/2023	133930	ACE Building Service Inc	Survey for Prospective Buyer	417-56700-2900	21132	1,899.30
Total 133930:						1,899.30
02/16/2023	133931	Airgas USA LLC	Cylinder Rent - DPW	690-59833-2900	9994195622	320.84
Total 133931:						320.84
02/16/2023	133932	Amazon Business - Debit Memo	Supplies - PD	100-52100-3100	1XJW-1CDN-MQFC	446.23
Total 133932:						446.23
02/16/2023	133933	Aurora Health Care North Inc.	Pharmacy - FD	100-52300-3900	154-CI0000018	58.69
Total 133933:						58.69
02/16/2023	133934	Ball Auto & Truck Parts Inc	supplies - WWTP	690-59833-3900	287231	49.99
Total 133934:						49.99
02/16/2023	133935	Bartow, Brandon	Refund - Good Payment History	660-21130	2/8/2023	157.03
Total 133935:						157.03
02/16/2023	133936	Coban Technologies Inc.	Hardware - PD	461-52100-8150	50522	41,880.00
02/16/2023	133936	Coban Technologies Inc.	Credit Memo - 1 Year EMA Per Body Wor	461-52100-8150	50695	3,000.00-
Total 133936:						38,880.00
02/16/2023	133937	Country Visions Cooperative	Fuel DPW	100-16120	336611	1,868.11
02/16/2023	133937	Country Visions Cooperative	Fuel DPW	100-16120	336663	2,313.00
02/16/2023	133937	Country Visions Cooperative	Fuel DPW	100-53300-3900	336664	172.89
Total 133937:						4,354.00
02/16/2023	133938	Department of Administration	Public Benefits Fees FY23 Q2	660-29253	505-0000076743	11,943.29

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133938:						11,943.29
02/16/2023	133939	ESRI Inc.	ESRI-GIS Maintenance - Eng	100-53100-2410	94423099	1,250.00
Total 133939:						1,250.00
02/16/2023	133940	Fastenal	Vending-Elec	660-59588-3900	WIMAN295956	215.89
Total 133940:						215.89
02/16/2023	133941	Fire Dept Petty Cash	Petty cash reimbursement	100-52210-2410	02/14/2023	106.25
Total 133941:						106.25
02/16/2023	133942	Frank's Radio Service Inc.	Service Agreement - Fire	100-52210-2410	122302	219.00
Total 133942:						219.00
02/16/2023	133943	Friends of Mariners Trail	Trail Map Advertisment - Lib	280-55110-2910	2/13/2023	200.00
Total 133943:						200.00
02/16/2023	133944	Graybar	Hoffman enclosures/Band Shelter	660-19107	9330677908	114.95
02/16/2023	133944	Graybar	Water Lunchroom	660-19107	9330665539	134.83
02/16/2023	133944	Graybar	Supplies-WTR	660-19107	9330658250	19.03
Total 133944:						268.81
02/16/2023	133945	Hawkins Inc	Azone-15/Sodium Hydroxide/Buffer	650-59641-3910	6397592	3,415.71
Total 133945:						3,415.71
02/16/2023	133946	Hubbart Electric Inc	Maintenance - Lib	280-55110-2410	17959 C	612.88
Total 133946:						612.88
02/16/2023	133947	James Imaging Systems Inc.	Contract RI13705-01 - Coverage Period	100-55140-3100	1266028	159.74
02/16/2023	133947	James Imaging Systems Inc.	Contract RI13707-01 - Coverage Period	100-55140-3100	1266029	909.74

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133947:						1,069.48
02/16/2023	133948	Kemira Water Solutions Inc	Chemical - WWTP	690-59824-4910	9017777787	7,616.70
Total 133948:						7,616.70
02/16/2023	133949	Kwik Trip / Kwik Star	Ultimate Car Wash Gift Cards-5 Count x	806-52100-2901	2900065128	500.00
Total 133949:						500.00
02/16/2023	133950	Lakeshore Technical College	Tax Settlement - February 2023	800-24601	FEBRUARY 2023	103,287.58
Total 133950:						103,287.58
02/16/2023	133951	MacQueen Equipment	Vactor repair - DPW	100-16120	W05881	7,112.56
Total 133951:						7,112.56
02/16/2023	133952	Manitowoc Co Register Of Deeds	January 2023 Charges	291-56700-2900	FEBRUARY 6, 2023	90.00
Total 133952:						90.00
02/16/2023	133953	Manitowoc Co Treasurer	Tax Settlement - February 2023	800-24310	FEBRUARY 2023	694,286.17
02/16/2023	133953	Manitowoc Co Treasurer	County Jail & Driver Improvement Surch	100-21125	2/8/23	899.00
Total 133953:						695,185.17
02/16/2023	133954	Manitowoc Public Utilities	2124 Woodland Dr-WTP	690-59820-2210	408117; 1/23	29.55
02/16/2023	133954	Manitowoc Public Utilities	5000 Memorial Drive	650-59602-2900	425427/118598;1/23	636.96
Total 133954:						666.51
02/16/2023	133955	Manitowoc School District	Tax Settlement - February 2023	800-24602	FEBRUARY 2023	29,499.30
Total 133955:						29,499.30
02/16/2023	133956	Miller Implement Co Inc	Parts - DPW Reissued Check	100-16120	26450 (2)	905.08
Total 133956:						905.08

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/16/2023	133957	QuickTurn Duplication	Printing Prop & Evidence - PD	100-52100-2915	0017163-IN	903.65
Total 133957:						903.65
02/16/2023	133958	Recycle Technologies Inc	Industrial Waste/Service & Envir. Fee - F	100-52210-2900	232375	584.00
Total 133958:						584.00
02/16/2023	133959	Renegade Pest Management	Pest Control - City Hall	100-51600-3500	3884	70.00
Total 133959:						70.00
02/16/2023	133960	Sabel Mechancial LLC	2022 Screw Press Update Project - Proje	690-19107	221597 - #2	348,098.13
Total 133960:						348,098.13
02/16/2023	133961	Schaus Roofing/Mechanical	Service - Community House	100-55140-2900	SD7254	192.00
Total 133961:						192.00
02/16/2023	133962	SEERA	Focus Program - 01/31/2023	660-29253	2/14/2023	4,029.83
Total 133962:						4,029.83
02/16/2023	133963	State of Wisconsin	January 2023 penalty surcharges	100-21125	02/08/2023	2,567.73
Total 133963:						2,567.73
02/16/2023	133964	Storm the Lawn Pro LLC	Water Dept treatment Spring/Fall	650-59642-2900	5176	112.29
Total 133964:						112.29
02/16/2023	133965	Strong, Ronald I	Youth Speed Strength Spring Track 1/9/2	100-55300-2900	FEBRUARY 14, 2023	288.00
02/16/2023	133965	Strong, Ronald I	Speed & Jump 1/11/2023-2/25/2023	100-55300-2900	FEBRUARY 14, 2023 (2)	384.00
02/16/2023	133965	Strong, Ronald I	Speed & Jimp Sports 1/23/2023-2/25/20	100-55300-2900	FEBRUARY 14, 2023 (3)	96.00
02/16/2023	133965	Strong, Ronald I	Youth Speed - Strength & Stability 12/18/	100-55300-2900	FEBRUARY 14, 2023 (4)	96.00
02/16/2023	133965	Strong, Ronald I	Volleyball Strength, Speed & Vertical 1/9/	100-55300-2900	FEBRUARY 14, 2023 (5)	288.00
Total 133965:						1,152.00
02/16/2023	133966	Superior Chemical Corp	Supplies - Elec	660-59588-3900	354458	100.44

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/16/2023	133966	Superior Chemical Corp	Cleaning Supplies - Shop	100-53200-3900	355718	335.40
Total 133966:						435.84
02/16/2023	133967	Town & Country Engineering Inc.	2023 SDW & CWF Loan Assistance	650-19107	24887	3,408.75
02/16/2023	133967	Town & Country Engineering Inc.	Screw Press Construction- Eng	690-19107	24888	520.00
Total 133967:						3,928.75
02/16/2023	133968	Two Rivers Main Street Inc.	Tax Settlement - February 2023	815-56700-2000	FEBRUARY 2023	33,377.00
Total 133968:						33,377.00
02/16/2023	133969	Two Rivers Municipal Utilities	1326 E River Street	417-56700-2900	2595-06; 2/23	5.75
Total 133969:						5.75
02/16/2023	133970	Two Rivers School District	Tax Settlement - February 2023	800-24600	FEBRUARY 2023	1,027,389.65
Total 133970:						1,027,389.65
02/16/2023	133971	Uniform Shoppe	Meinnert - Shirt	100-52100-3850	330297	74.95
02/16/2023	133971	Uniform Shoppe	Ben Meinnert - Nametag	100-52100-3850	330569	43.90
02/16/2023	133971	Uniform Shoppe	Verhelst-Collarbrass	100-52100-3850	330680	19.95
Total 133971:						138.80
02/16/2023	133972	Unique Management Services Inc	Jan 2023 Placements-Lib	280-55110-2130	6109701	46.60
Total 133972:						46.60
02/16/2023	133973	Utility Service Co Inc	Annual Maintenance on Wtr Towers	650-16300	575292	32,319.78
02/16/2023	133973	Utility Service Co Inc	Annual Maintenance on Wtr Towers	650-16300	575294	31,391.40
Total 133973:						63,711.18
02/16/2023	133974	Village of Mishicot Treasurer	January 2023 Municipal Court Forfeiture	100-21125	02/08/2023	298.81
Total 133974:						298.81
02/16/2023	133975	Water Quality Investigations LLC	Two-003 two Rivers CCT Implementation	650-59923-2900	0123_11	4,583.09

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 133975:						4,583.09
02/16/2023	133976	Wells Fargo Vendor Financial Services L	Compact Track Loaders T595	457-53300-8160	5023798549	932.74
Total 133976:						932.74
02/16/2023	133977	White Cap Insurance	Refund - Good Payment History	660-21130	2/10/2023	135.63
Total 133977:						135.63
02/16/2023	133978	Wisc Dept Of Revenue-DEBITMEMO	January 2023 Sales Tax	640-29410	31-JAN-2023	8,897.57
Total 133978:						8,897.57
02/16/2023	133979	Wisc Dept of Transportation	Deposit into Traffice Violation & Registrat	100-45131	2-10-23	21.00
Total 133979:						21.00
02/16/2023	133980	Wisconsin Supreme Court	Continuing Education	100-51200-3210	680-0000000985	700.00
Total 133980:						700.00
02/23/2023	133981	3404 Memorial Drive LLC	Overpayment refund on final Bill - Apt 18	660-21130	2/22/2023	16.91
02/23/2023	133981	3404 Memorial Drive LLC	Overpayment refund on final Bill - Apt E6	660-21130	2/22/2023 APT E6	24.64
02/23/2023	133981	3404 Memorial Drive LLC	Overpayment refund on final Bill - Apt B3	660-21130	2/22/2023 APT B3	17.82
Total 133981:						59.37
02/23/2023	133982	4 K's Pest Control LLC	General Pest Control - Library	280-55110-2410	2/17/2023	45.00
02/23/2023	133982	4 K's Pest Control LLC	General Pest Control - Sr. Center	100-54150-2900	2/17/23	45.00
Total 133982:						90.00
02/23/2023	133983	Amazon Business - Debit Memo	Supplies - Rec	100-55140-3500	1HWV-CPPH-MHVP	1,440.61
02/23/2023	133983	Amazon Business - Debit Memo	Shop Supplies - PW	100-53200-3900	1GT9-C4G4LPQ6	241.79
02/23/2023	133983	Amazon Business - Debit Memo	Supplies - Fire	100-52200-3500	1RHR-1VQV-LRJR	380.77
02/23/2023	133983	Amazon Business - Debit Memo	Supplies - Kevin	100-51600-3500	1JXL-NYNW-KN6T	356.83
Total 133983:						2,420.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/23/2023	133984	Associated Bank-Debit Memo	BFN Confirm # 41a45b29b2	300-58100-6210	2/13/2023	2,300,773.19
Total 133984:						2,300,773.19
02/23/2023	133985	Blackstone Publishing	A Audio - Lib	280-55111-3470	2085507	228.43
Total 133985:						228.43
02/23/2023	133986	Brown, Kathleen	OVerpayment refund on final bill (2014 E	660-21130	2/22/2023	24.61
Total 133986:						24.61
02/23/2023	133987	CDW Government Inc	NCE M365 APPS FOR ENT A 1/27/23-1/	100-16300	CB00253364	5,745.60
Total 133987:						5,745.60
02/23/2023	133988	Center Point Large Print	Alp-Lib	280-55111-3430	1990784	47.94
02/23/2023	133988	Center Point Large Print	Alp-Lib	280-55111-3430	1991086	364.98
Total 133988:						412.92
02/23/2023	133989	City Of Manitowoc	Sewer Mtnc - DPW	690-59831-2900	0401070	216.71
Total 133989:						216.71
02/23/2023	133990	Digicorp Inc	Backup/Recovery Appliance - IT	460-51900-8100	344145	10,605.00
Total 133990:						10,605.00
02/23/2023	133991	Dorsch	VEH #27 Repairs-Elec	660-19184	73547	3,440.18
Total 133991:						3,440.18
02/23/2023	133992	Ellerman Glass Inc	Doors/Side-Lites and Transom - Lib	456-51600-8170	28953	16,777.00
Total 133992:						16,777.00
02/23/2023	133993	ENTERPRISE FM TRUST	Lease Payments - Multiple Vehicles	690-59828-2410	FBN4668221	10,012.40
Total 133993:						10,012.40

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/23/2023	133994	Eric Gates	Overpayment refund on final bill (2920-4	660-21130	2/22/2023	179.64
Total 133994:						179.64
02/23/2023	133995	Erickson Sports Apparel	Logowear - CM	258-56700-3901	1101	1,266.00
Total 133995:						1,266.00
02/23/2023	133996	Foth Infrastructure & Environment LLC	Planning/Consulting Services-CM	291-56700-2900	81265	214.50
Total 133996:						214.50
02/23/2023	133997	Frontier	Telephone	650-59661-2200	920-793-3381-120992-5 2/	92.26
Total 133997:						92.26
02/23/2023	133998	Gannett Wisconsin Media	3/1/22-2/29/24 Service - Lib	280-55111-3230	DC0025555 2/20/23	62.62
Total 133998:						62.62
02/23/2023	133999	Garage Door Specialty LLC	Garage Door Repair WTR dept East Bld	650-59642-2900	2725	308.00
Total 133999:						308.00
02/23/2023	134000	Grainger	Hardware-WWTP	690-59833-3900	9601301782	143.39
Total 134000:						143.39
02/23/2023	134001	Graybar	Supplies-Elec	660-59588-3900	9330693095	347.72
02/23/2023	134001	Graybar	Supplies-Elec	660-19107	9330724175	1,275.96
02/23/2023	134001	Graybar	Supplies-Elec	660-19107	9330738263	26.53
02/23/2023	134001	Graybar	Supplies-Elec	660-19107	9330758712	187.62
Total 134001:						1,837.83
02/23/2023	134002	Hach Company	Lab Supplies - Wtr	650-59642-3900	13452276	562.00
Total 134002:						562.00
02/23/2023	134003	Hawkins Inc	Azone 15-WTr	650-59641-3910	6388329	1,130.38
02/23/2023	134003	Hawkins Inc	Pump cover for Chem parts - Wtr	650-59641-3900	6406908	703.63

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 134003:						1,834.01
02/23/2023	134004	InfoSend Inc.	Utility Bill Mailing - January 2023	690-59840-3110	228970	2,534.83
02/23/2023	134004	InfoSend Inc.	Utility Bill Mailing - February 2023	690-59840-3110	229658	1,612.88
Total 134004:						4,147.71
02/23/2023	134005	James Imaging Systems Inc.	Contract R113707-01 - Coverage Period	100-55140-3100	1287741	757.11
02/23/2023	134005	James Imaging Systems Inc.	Contract R113706-01 - Coverage Period	100-53100-3100	1287740	520.87
02/23/2023	134005	James Imaging Systems Inc.	Contract R113705-01 - Coverage Period	100-55140-3100	1287739	229.76
Total 134005:						1,507.74
02/23/2023	134006	Klein's Hardware Hank	Parts-WWTP	690-59834-3900	1/27/23	56.91
Total 134006:						56.91
02/23/2023	134007	Koprowski, Brenda	Sister City Gift Book - CM	258-56700-2910	FEBRUARY 10, 2023	167.34
Total 134007:						167.34
02/23/2023	134008	Krueger, Scott	Energy Star Rebate - Clothes Washer &	660-29253	2/22/2023	50.00
Total 134008:						50.00
02/27/2023	134009	Kwik Trip	Ultimate Car Wash Gift Cards-5 Count x	806-52100-2901	2900065836	.00
Total 134009:						.00
02/23/2023	134010	LeClair, Darla	CAFO Seminar reimbursement	680-59770-2900	FEBRUARY 28, 2023	90.00
Total 134010:						90.00
02/23/2023	134011	Liberty Mutual Insurance	Rec Dept Veh #265	100-16310	14500725	64,088.89
Total 134011:						64,088.89
02/23/2023	134012	Mammoth Construction LLC	Repair Watermain break @ intersection o	650-59673-2900	1496	3,990.00
02/23/2023	134012	Mammoth Construction LLC	Repair river crossing @ Seagull Marina	650-59673-2900	1497	10,328.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 134012:						14,318.75
02/23/2023	134013	Manitowoc Co Solid Waste	January Solid Waste Disposal -PW	640-53620-2900	STATEMENT 26360	9,357.80
Total 134013:						9,357.80
02/23/2023	134014	Manitowoc Disposal Inc	Recycling & Refuse Collect 2/4/2023 thru	640-53620-2900	2/24/2023	14,729.61
Total 134014:						14,729.61
02/23/2023	134015	Manitowoc Trophy	Name Badge & Signage - Rec	100-55140-3100	43082	37.00
Total 134015:						37.00
02/23/2023	134016	Marco	Prof Serv - Library	280-55110-2130	33355720	280.80
Total 134016:						280.80
02/23/2023	134017	McMahon Associates Inc	20th St Pond (Eggers) - Eng	680-19107	929840	187.50
02/23/2023	134017	McMahon Associates Inc	Stormwater Analysis	680-19107	929790	2,137.50
Total 134017:						2,325.00
02/23/2023	134018	Midwest Meter Inc	Ford A23 Meter Adapters - WTR	650-59663-3900	0151904-IN	60.28
02/23/2023	134018	Midwest Meter Inc	Supplies - Wtr	650-19346	0151900-IN	12,907.00
Total 134018:						12,967.28
02/23/2023	134019	Moore, Alan & Amanda	Energy Start Rebate - Dishwasher	660-29253	2/22/2023	25.00
Total 134019:						25.00
02/23/2023	134020	Moraine Properties Inc	Overpayment refund on final bill (1910 M	660-21130	2/22/2023	71.04
Total 134020:						71.04
02/23/2023	134021	MSA Professional Services Inc	Washington Bridge Ped Trail Study	452-53300-9983	R10511018.0 - 2	3,297.50
Total 134021:						3,297.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
02/23/2023	134022	Municipal Elec Utilities of WI	2023 Elec Dept Safety Program	660-59930-2910	021023-14	9,210.00
Total 134022:						9,210.00
02/23/2023	134023	Piggly Wiggly	Restitution received from Trever Miller	100-21125	2/22/23	19.99
Total 134023:						19.99
02/23/2023	134024	Prompt Printing Center	Garbage stickers - Cust Serv	640-53620-3900	35030	1,200.00
Total 134024:						1,200.00
02/23/2023	134025	Quadient Finance USA Inc.	Folder/sorter lease 3/10/23-6/9/23	650-59903-3900	N9799106	996.03
Total 134025:						996.03
02/23/2023	134026	Rohr, Gina	Overpayment refund on final bill (2914 G	660-21130	2/22/2023	8.82
Total 134026:						8.82
02/23/2023	134027	Savage, Brock & Courtney	Overpayment refund on final bill (1834 3	660-21130	2/22/2023	16.01
Total 134027:						16.01
02/23/2023	134028	Signs Plus	50% down payment Sign-CM	459-51600-8170	ESTIMATE #3160	11,170.00
Total 134028:						11,170.00
02/23/2023	134029	Stanley, Olivia J	Restitution received from Trever Miller	100-21125	2/22/23	19.50
Total 134029:						19.50
02/23/2023	134030	Superior Chemical Corp	Supplies - City Hall	100-51600-3500	355134	44.88
02/23/2023	134030	Superior Chemical Corp	Supplies - City Hall	100-51600-3500	355135	130.22
02/23/2023	134030	Superior Chemical Corp	Supplies - City Hall	100-52100-3500	356136	338.20
02/23/2023	134030	Superior Chemical Corp	Clenaing supplies - WWTP	690-59834-3900	355676	40.91
Total 134030:						554.21
02/23/2023	134031	USA Blue Book	Level Sensors - LW2 + spare - WWTP	419-53600-3900	268341	1,180.64
02/23/2023	134031	USA Blue Book	Lab Supplies - Wtr	650-59641-3900	206014	467.37

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 134031:						1,648.01
02/23/2023	134032	Utility Sales and Service Inc	Bucket Liner Veh #27 - Elec	660-19184	0212168-IN	730.00
02/23/2023	134032	Utility Sales and Service Inc	Bucket Liner Veh #27 - Elec	660-19184	0212148-IN	576.67
02/23/2023	134032	Utility Sales and Service Inc	CREDIT - Wrong Bucket Liner Sent	660-19184	0212166-CM	576.67-
Total 134032:						730.00
02/23/2023	134033	Veterans' Plumbing LLC	Water Heater Replacement-Elec	660-59598-2900	8549	990.28
Total 134033:						990.28
02/23/2023	134034	Vorpahl Fire & Safety	2023 Annual Inspection - Library	280-55110-2410	215356359	95.00
02/23/2023	134034	Vorpahl Fire & Safety	2023 Annual Inspection - City Hall	100-51600-3500	215356688	488.65
02/23/2023	134034	Vorpahl Fire & Safety	Annual Extinguisher Insp - WWTP	690-59834-2900	215356778	194.85
02/23/2023	134034	Vorpahl Fire & Safety	Annual Extinguisher Insp - PW	100-53200-2900	215357007	484.90
Total 134034:						1,263.40
02/23/2023	134035	Wisconsin Public Service	114 DAVIS STREET	100-55400-2220	0401271669-01; 2/23	80.04
Total 134035:						80.04
02/23/2023	134036	Woodland Dunes Nature Center	Solar Credit Refund for Acct #8420-0 Rei	660-21130	9/1/2022 (2)	154.70
Total 134036:						154.70
02/23/2023	134037	WSI Technologies	Pro Audio Channel - PD	461-52100-8150	SO16257	35,142.00
Total 134037:						35,142.00
02/23/2023	134038	Zeitlin, Arron D	Over Payment/SDC Collection & TRIP	100-21125	02/15/23	407.00
Total 134038:						407.00
02/23/2023	134039	Zoro Tools Inc.	Seals for Wtr Mtrs - Water	650-59663-3900	INV12068338	117.30
Total 134039:						117.30

CITY OF TWO RIVERS

Check Register - Monthly Bill Summary
Check Issue Dates: 2/1/2023 - 2/28/2023

Section 10, Item D.

Feb 27, 2023 01:07PM

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Grand Totals:						6,182,401.73



**TWO
RIVERS**
WISCONSIN

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



Memorandum

Department of Public Works

Date: March 15, 2023

To: City Council
Greg Buckley, City Manager

From: Matthew R Heckenlaible, PE
Director of Public Works / City Engineer

Re Recommendation of the Purchase of Two (2) Single Axel Dump Trucks

Attached is the summary of bids for the replacement of two (2) single axel dump trucks that would replace DPW Units 33 and 37, both being 2007 GMC C8500 dump trucks. Both units are experiencing issues with their transmissions and exhaust filters systems and are anticipated having significant repair and maintenance costs in the near future.

The recommendation is to accept the quotation from the low responsive bidder Packer City International Trucks of Appleton, WI, in the final dollar amount of \$500,440.00. A portion of these costs, \$223,944.00, will need to be paid when the truck cabs, chassis and dump bodies are delivered to the dealership and the remainder of the balance would need to be paid upon completion of the installation of the remaining equipment. This recommendation includes the purchase of two single axel dump trucks, with plows, wings, and tarping system along with other appropriate appurtenances. The proposal also accounts for the mounting and installation of the existing salt spreaders. The quotation states that the delivery of these 2025 trucks would be in 2024.

Funds are available within the 2023 Public Works Equipment Fund. Two dump trucks with plow and sander were budgeted for in the total amount of \$300,000 under Public Works Capital Equipment budget line item. Recognizing the lead time on these trucks, the budget notation was to budget funds both in 2023 and 2024 to cover the cost of these two single axel dump trucks.



2023 Single Axle Truck Chassis (Two-Way Plow, Wing, Steel Dump Box and Accessories by Others)
Quotations Received March 13, 2023

Item	Quality Truck Care Center, Inc 2125 French Road, DePere, WI				Truck Country & Monroe Truck 2401 Progress Way, Kaukauna, WI				Packer City International Trucks 2940 N Victory Lane, Appleton, WI			
	Cost	Number of Units	Total Quoted Cost	Cost	Number of Units	Total Quoted Cost	Cost	Number of Units	Total Quoted Cost	Cost	Number of Units	Total Quoted Cost
Cab & Chassis Price	\$ 128,514.00	2	\$ 257,028.00	\$ 124,950.00	2	\$ 249,900.00	\$ 111,972.00	2	\$ 223,944.00	\$ 111,972.00	2	\$ 223,944.00
Truck mounted equipment price	\$ 81,917.00	2	\$ 163,834.00	\$ 81,917.00	2	\$ 163,834.00	\$ 81,917.00	2	\$ 163,834.00	\$ 81,917.00	2	\$ 163,834.00
Total Price for Cab, Chassis, and Truck Mounted Equipment, excluding options listed below, Complete		2	\$ 420,862.00		2	\$ 413,734.00		2	\$ 387,778.00		2	\$ 387,778.00
Plow, Wing, and Spreader	\$ 49,977.00	2	\$ 99,954.00	\$ 49,977.00	2	\$ 99,954.00	\$ 49,977.00	2	\$ 99,954.00	\$ 49,977.00	2	\$ 99,954.00
Body Tarp System	\$ 3,845.00	2	\$ 7,690.00	\$ 3,845.00	2	\$ 7,690.00	\$ 3,845.00	2	\$ 7,690.00	\$ 3,845.00	2	\$ 7,690.00
Total Cost of Options	\$ 2,509.00	2	\$ 5,018.00	\$ 2,509.00	2	\$ 5,018.00	\$ 2,509.00	2	\$ 5,018.00	\$ 2,509.00	2	\$ 5,018.00
Total Price for Cab, Chassis, and Truck Mounted Equipment, and options listed above, Complete			\$ 533,524.00			\$ 526,396.00			\$ 500,440.00			\$ 500,440.00

Submittal of Annual Reports and Other Compliance Documents for Municipalities Separate Storm Sewer System (MS4) Permits

Section 11, ItemB.

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

--	--	--	--	--	--	--

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2022 Annual Report

County: Manitowoc

Municipality: Two Rivers, City

Permit Number: S050075

Facility Number: 31434

Reporting Year: 2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☒ Yes ☐ No

Please submit grant funded deliverables separately from the annual report.

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box: ☐

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments

- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report
 - Municipal Cooperation Attachment
 - Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above

- Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
- Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Two Rivers, City

Facility ID # or (FIN): 31434

Updated Information:

☐ Check to update mailing address information

Mailing Address: PO Box 87

Mailing Address 2:

City: Two Rivers, City

State: WI

Zip Code: 54241

xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☒ Select to **create new** primary contact

First Name: Matthew

Last Name: Heckenlaible

☒ Select to **update** current contact information

Title: DPW/City Engineer

Mailing Address: 1717 East Park Street

Mailing Address 2:

City: Two Rivers

State: WI

Zip Code: 54241-0087

xxxxx or xxxxx-xxxx

Phone Number: 920-793-5540

Ext:

xxx-xxx-xxxx

Email: mathec@two-rivers.org

Additional Contacts Information (Optional)

Individual with responsibility for:
(Check all that apply)

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual
- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☐ Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

xxxxx or xxxxx-xxxx

Phone Number:

Ext:

xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☒ Select to **create new** Billing contact

First Name:

Matthew

Last Name:

Heckenlaible

☒ Select to **update** current contact information

Title:

DPW / City Engineer

Mailing Address:

1717 East Park Street

Mailing Address 2:

City:

Two Rivers

State:

WI

Zip Code:

54241-0087

xxxxx or xxxxx-xxxx

Phone Number:

920-793-5540

Ext:

xxx-xxx-xxxx

Email:

mathec@two-rivers.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach MRF (Manitowoc Recycling Facility), Manitowoc County Cooperative, NEWSC

☒ Public Involvement and Participation MRF (Manitowoc Recycling Facility), Manitowoc County Cooperative, NEWSC

☐ Illicit Discharge Detection and Elimination _____

Section 11, Item B.

☐ Construction Site Pollutant Control _____

☐ Post-Construction Storm Water Management _____

☒ Pollution Prevention

☒ Storm Water Management Facility Inspections: McMahon Associates _____

☐ Public Works Yards and Other Municipally Owned Properties: _____

☐ Street Sweeping/Cleaning Program: _____

☐ Catch Basin Sump Cleaning Program: _____

☐ Leaf Collection Program: _____

☐ Winter Road Management: _____

☐ Internal Staff Education & Communication: _____

☐ Storm Sewer System Map: _____

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Missing Information

Do not close your work until you **SAVE**.**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7.

Form 3400-224 (R8/2021)

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) ☒ Yes
☐ No
- b. How many total educational events were held during the reporting year:
- c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

Topics Covered	Target Audience
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

- d. Will additional information/summary of education events be attached to the annual report? ☒ Yes
☐ No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Do not close your work until you **SAVE**.**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	3/21/2022		
Project/Event Name	MS4 Annual Report - Approval		
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: 	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Start Date	2/1/2022		
Project/Event Name	Utility Committee Up-date		
Delivery Mechanism	Citizen committee meeting		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: 	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Event Start Date	3/1/2022		
Project/Event Name	Utility Committee Up-date (Usually monthly up-dates)		
Delivery Mechanism	Citizen committee meeting		
		Estimated People Reached (Optional)	Regional Effort (Optional)

Topics Covered	Target Audience	Reached (Optional)	(Optional)	Section 11, ItemB.
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Event Start Date	1/3/2022
Project/Event Name	City Manager Report during Council Mtg - Stormwater up-dates maybe incl...
Delivery Mechanism	Government Event (Public Hearing, Council Meeting, etc)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Stormwater projects	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	51-100	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	2/15/2022
Project/Event Name	Environmental Advisory Board - Promote positive environmental behaviors...
Delivery Mechanism	Citizen committee meeting

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Stormwater projects	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	11/30/2022
Project/Event Name	EAB Educational Series
Delivery Mechanism	Presentation of Storm Water Information

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Program <input type="checkbox"/> Storm Water related ordinance <input checked="" type="checkbox"/> Other: Stormwater / Environmental Ed...	<input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other		<div>Section 11, ItemB.</div>
---	---	--	-------------------------------

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	2/1/2022 <input type="checkbox"/> NA (Individual Permittee).		
Project/Event Name	Beach Grass planting along Memorial Drive (prevent sand blowing off Lake ...		
Delivery Mechanism	Citizen committee meeting		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

Event Start Date	5/26/2022 <input type="checkbox"/> NA (Individual Permittee).		
Project/Event Name	TRHS Community Service Day (Beach & River clean-up)		
Delivery Mechanism	Clean up event		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input checked="" type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Section 11, ItemB.

The City and Department of Public Works attempt to engage with the public through the City's website, various committee meetings (Public Utilities and Environmental Advisory Board), City Council Meeting and educational sessions open to the public.

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- | | |
|---|--------------------------------|
| <input checked="" type="checkbox"/> Verbal Warning | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Written Warning (including email) | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Notice of Violation | <input type="text" value="0"/> |
| <input checked="" type="checkbox"/> Civil Penalty/ Citation | <input type="text" value="0"/> |

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached

Missing Information

Do not close your work until you **SAVE**.**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete**4. Construction Site Pollutant Control**

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority☒ Verbal Warning☒ Written Warning (including email)☒ Notice of Violation☐ Civil Penalty/ Citation☒ Stop Work Order☐ Forfeiture of Deposit☐ Other - Describe below

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Missing InformationDo not close your work until you **SAVE**.**Note:** For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete**5. Post-Construction Storm Water Management**

- a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval ? ☐ Unsure

Section 11, ItemB.

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

- b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? ☐ Unsure

Inspections completed by private landowners should be included in the reported number.

- d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? ☒ Yes ☐ No ☐ Unsure

- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? ☐ Unsure

- f. How many municipally owned storm water management BMPs were inspected in the reporting year? ☐ Unsure

- g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

☐ No Authority

☒ Verbal Warning

☒ Written Warning (including email)

☒ Notice of Violation

☐ Civil Penalty/ Citation

☐ Forfeiture of Deposit

☐ Complete Maintenance

☒ Bill Responsible Party

☐ Other - Describe below

- e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

See attached

Missing Information

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management best management practices. ☐ Unsure
- b. How many new municipally owned storm water management best management practices were installed in the reporting year? ☐ Unsure
- c. How many municipally owned storm water management best management practices were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Vegetation, embankment condition, inlet / outlet structures, scour

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

N/A

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached

Collection Services - Street Sweeping / Cleaning Program ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No

- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

Section 11, ItemB.

- ☒ Yes - Explain frequency sweep as much as weather and conditions allow
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☐ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☒ Yes- Explain frequency As weather conditions allow-bi-weekly to monthly
- ☐ No - Explain _____
- ☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☒ Pile in street ☐ Bags on terrace ☐ Unsure
- ☐ Other - Describe _____
- x. What is the frequency of collection?
- Weekly rotation as conditions allow
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Perform daily leaf collection throughout the City on a weekly basis from Oct-Dec -
See attached

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (*One mile of a two-way road equals two lane miles.*) ☐ Unsure
- ab. Provide amount of de-icing products used by month last winter season?

Solids (tons) (ex. sand, or salt-sand)

Section 11, ItemB.

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt/sand mix</u>	0	0	8	6	9	0
<u>Salt</u>	0	50	97	119	162	0

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Pre-wetting compound</u>	0	305	550	654	839	0

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
2/23/2022	Stormwater Maintenance for Roads	2
6/1/2022	Salt Brine Facts & Myths	2
8/3/2022	Salt Brine Direct Liquid Application	2
7/14/2022	MS4 Dashboard Training	2
9/7/2022	Salt Brine Blends	2
6/28/2022	Illicit Discharge Inspections (NEWSC)	3
10/12/2022	New Snoblower Training	3

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

See attached

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? ☐ Yes ☐ No ☒ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

City Council and Committee / Board meetings

Municipal Officials

City Council and Committee / Board meetings

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Section 11, ItemB.

Staff meetings, webinars, NEWSC meetings, conferences and City Manager Reports

- a. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

See attached

Missing Information

Do not close your work until you **SAVE**.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☒ Storm water treatment facilities

☐ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other - Describe below

Added a new stormwater facility (Eggers Pond)

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Added a new stormwater facility within the City along the East Twin River (Eggers Pond)

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	--------------------------	----------------------------	-----------------

Element: Public Education and Outreach

9999	4000	4000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Public Involvement and Participation

6500	2500	2500	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

3900	8000	8000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

9100	5000	5000	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Post-Construction Storm Water Management

12000	6000	6000	<u>Storm water utility</u>
-------	------	------	----------------------------

Element: Pollution Prevention

6500	6000	6000	<u>Storm water utility</u>
------	------	------	----------------------------

Other (describe)

Stormwater Quality Management			
752000	700000	50000	<u>Storm water utility</u>

Other (describe)

Leaf Collection			
93,782	90000	95000	<u>Storm water utility</u>

Other (describe)

NEWSC Dues

1770

15000

10000

Storm water utility**Other (describe)**

Street Sweeping

52700

34000

34000

Storm water utility**Other (describe)**

Storm Sewer System Mapping (CADD & GIS)

2000

6000

6000

Storm water utility

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality’s storm water program evaluation, describe any proposed changes to the municipality’s storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

See attached

Do not close your work until you SAVE.

Form 3400-224 (R8/2021)

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[TR_Storm_20221231_MAP.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[EABMinutes-2-15-22.pdf](#)

AR EO

 File Attachment

[DumpsterManagement.pdf](#)

AR EO

 File Attachment

[EABEducation.pdf](#)

AR EO

 File Attachment

[PublicUtilitiesMinutes-3-1-22.pdf](#)

AR EO

 File Attachment

[CouncilMinutes-4-4-22.pdf](#)

AR IP

 File Attachment

[CityofTwoRiversMail-Fwd_PicsfromCommunityVolunteerDay5_20_22_.pdf](#)

AR EO

 File Attachment

[2022NEWSCAnnualReport.pdf](#)

AR IP

 File Attachment

[20220520_140055.jpg](#)

Section 11, ItemB.

AR IP

 File Attachment

[IMG-2856.jpg](#)

AR IP

 File Attachment

[IMG_8268.JPG](#)

AR IP

 File Attachment

[IMG_8266.JPG](#)

AR EO

 File Attachment

[GreenhousesGardenCentersNurseries.pdf](#)

AR EO

 File Attachment

[NEWSCcarpetcleaning.pdf](#)

AR EO

 File Attachment

[NEWSCConcrete-Washout-extended-margins.pdf](#)

AR EO

 File Attachment

[ParkingLotMaintenanceWinterBMPs.pdf](#)

AR EO

 File Attachment

[ResponsibleConstruction.pdf](#)

AR EO

 File Attachment

[ParkingLotMaintenance.pdf](#)

AR EO

 File Attachment

[Good-Dog-Good-Owner2.pdf](#)

AR EO

 File Attachment

[2022HazardousWasteCleanSweep-ManitowocCo.pdf](#)

AR EO

Section 11, ItemB.

 File Attachment

[2022MRFTURFSpringHazardousWaste.pdf](#)

AR EO

 File Attachment

[2022MRFTURFSpring-2022.pdf](#)

AR EO

 File Attachment

[2022MRFTURFWinter.pdf](#)

AR EO

 File Attachment

[2022PSA-CleanSweepFlyer2022.pdf](#)

AR EO

 File Attachment

[2022PSA-CleanSweep.pdf](#)

AR EO

 File Attachment

[Car-on-GrassSM2.pdf](#)

AR EO

 File Attachment

[CityMgrreportpg07052022-17thstreconstruct.pdf](#)

AR EO

 File Attachment

[CityMgrreportpg07182022-17thstreconstructupdate.pdf](#)

AR IP

 File Attachment

[CityMgrreportpg703072022-20thststormpondupdate.pdf](#)

AR EO

 File Attachment

[CityMgrreportpgs02072022-20thststormpond.pdf](#)

AR EO

 File Attachment

[CityMgrreportpgs04042022-miscprecautionaryactions.pdf](#)

AR EO

 File Attachment

[CityMgrreportpgs05022022.pdf](#)

AR EO

 File Attachment

[CityMgrreportpgs05162022.pdf](#)

Section 11, ItemB.

AR EO

 File Attachment

[CompostFlyerawarenessweek.pdf](#)

AR EO

 File Attachment

[Dumpster-Management-bilingual-pamphlet.pdf](#)

AR EO

 File Attachment

[HouseholdHazardousWasteNEWSC.pdf](#)

AR EO

 File Attachment

[Household-Hazardous-Waste2.pdf](#)

AR EO

 File Attachment

[JulyUtilityBillInsert.pdf](#)

AR EO

 File Attachment

[PSACompostAwarenessWeek2022.pdf](#)

AR EO

 File Attachment

[NEWSCFMMinutes-5-9-22.pdf](#)

AR EO

 File Attachment

[Restore-Your-Shore4.pdf](#)

AR IP

 File Attachment

[TRWLE-RecyclingAdPosterwithFees.pdf](#)

AR CSPC

 File Attachment

[ConstructionBMPsErosionSedimentControl.pdf](#)

AR CSPC

 File Attachment

[DitchCheck.pdf](#)

AR_CSPC

 File Attachment

[ErosionSedimentpocketRef.pdf](#)

Section 11, ItemB.

AR_CSPC

 File Attachment

[InletProtection.pdf](#)

AR_CSPC

 File Attachment

[ResponsibleConstruction.pdf](#)

AR_CSPC

 File Attachment

[ResponsibleConstruction.pdf](#)

AR_CSPC

 File Attachment

[SedimentTrap.pdf](#)

AR_CSPC

 File Attachment

[SiltFence.pdf](#)

AR_CSPC

 File Attachment

[StoneTrackingPadTireWashing.pdf](#)

AR_PCSSW

 File Attachment

[Bio-Filters.pdf](#)

AR_PCSSW

 File Attachment

[GrassSwale.pdf](#)

AR_PCSSW

 File Attachment

[June_Pollution_Postswales.pdf](#)

AR_PCSSW

 File Attachment

[PondSignage.pdf](#)

AR_PCSSW

 File Attachment

[RetentionPonds.pdf](#)

AR PCSSW

 File Attachment

[ShorelandHabitats.pdf](#)

Section 11, ItemB.

AR PCSSW

 File Attachment

[StormwaterPondwet.pdf](#)

AR PCSSW

 File Attachment

[StormwaterPondOM.pdf](#)

AR PCSSW

 File Attachment

[Swalesupdated.pdf](#)

AR PCSSW

 File Attachment

[VegetatedBuffer-FilterStrip.pdf](#)

AR PCSSW

 File Attachment

[WetPondsupdated.pdf](#)

AR IDDE

 File Attachment

[CITYMGRLEADWATER-BEACH03.pdf](#)

AR IDDE

 File Attachment

[Garden-Centers.pdf](#)

AR IDDE

 File Attachment

[Pool-Spa-Discharge2.pdf](#)

AR PP

 File Attachment

[B-MS4SummaryMemo3062023.docx](#)

AR PP

 File Attachment

[2022carpet-cleaning.pdf](#)

AR PP

 File Attachment

[2022Good-Dog-Good-Owner.pdf](#)

AR PP

 File Attachment

[CityMgrreportpg06202022-solidwastestoragecollection.pdf](#)

Section 11, ItemB.

AR PP

 File Attachment

[CityMgrreportpgs04182022-miscpreventativemtnc.pdf](#)

AR PP

 File Attachment

[Construction-BMPs-Erosion-Sediment-Control.pdf](#)

AR PP

 File Attachment

[February Pollution Post.pdf](#)

AR PP

 File Attachment

[Good-Dog-Good-Owner2.pdf](#)

AR PP

 File Attachment

[July Pollution Postcarwashing.pdf](#)

AR PP

 File Attachment

[Kids-can-help-too2.pdf](#)

AR PP

 File Attachment

[March Pollution Post.pdf](#)

AR PP

 File Attachment

[May Pollution Postgrassclipping.pdf](#)

AR PP

 File Attachment

[Parking-Lot-BMP.pdf](#)

AR PP

 File Attachment

[Rain-Barrels-Handout5.pdf](#)

AR PP

 File Attachment

[ROWgrassclippings.pdf](#)

AR_PP

Section 11, ItemB.

 File Attachment

[SurfaceCleaningPollution.pdf](#)

AR_PP

 File Attachment

[Vehicle-Maintenance2.pdf](#)

AR_WintRdMain

 File Attachment

[2022SaltWiseWednesdayWebinarsflyer.jpeg](#)

AR_WintRdMain

 File Attachment

[Ice-and-Snow-Control3.pdf](#)

AR_LeafYardMgmt

 File Attachment

[Leave-Your-Leaves-on-Land3.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

EO Program

 File Attachment

[MS4allSectionNarratives.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Missing Information

You must attach a file for the select attachment type.,

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

[Draft and Share PDF Report](#)

Do not close your work until you **SAVE**.

Form 3400-224(R8/2021)

Complete and Submit Your Application

You have not completed all areas of the application. Please return to the application and complete all missing items.

Contact Information: [Complete](#)

Minimum Control Measures Section 1: [Complete](#)

Minimum Control Measures Section 2: [Complete](#)

Minimum Control Measures Section 3: [Complete](#)

Minimum Control Measures Section 4: [Complete](#)

Minimum Control Measures Section 5: [Complete](#)

Minimum Control Measures Section 6: [Complete](#)

Minimum Control Measures Section 7: [Complete](#)

Attachments: [Has Missing Items](#)

Final Evaluation: [Complete](#)



**TWO
RIVERS**
WISCONSIN

POLICE DEPARTMENT

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

Section 11, Item C.



Date: March 15, 2023
To: Gregory E. Buckley, City Manager
From: Ben Meinnert, Chief of Police
Ref: Ordinance Amendments

The recommendations noted below have been added to draft revised ordinances for presentation to the City Council.

Changes were made in July of 2022 regarding commercial operations involving Bicycles (8-3) and Golf Carts (8-9), after information indicated that the policy limits established in both of those ordinances were at a level that most insurance providers generally did not offer, or in order to meet the stated limits, created a situation where obtaining a policy was very difficult and/or at an expense that was exorbitant.

A review of the Two Rivers Municipal Code revealed several other ordinances within the Code containing liability insurance requirements not consistent with those levels, and also in need of amendment. Staff has since evaluated each of those sections and prepared appropriate and consistent recommendations. Those ordinances include:

- § 5-6-24 **Commercial refuse/recycling haulers**
- § 6-4-9 **Vendors from special vehicles**
- § 6-6-2 **Insurance required. TAXICABS**
- § 6-10-5 **Sidewalk cafe permits**
- § 6-5-18 **Wolf/dog hybrid registration**
- § 7-4-15 **License for commercial operators**
- § 10-4-8 **Indemnification for sign installation and maintenance; insurance**

The intent of establishing these insurance liability requirements is to protect those in our community engaging in the activity sought while at the same time holding the City harmless should claims arise out of the permitted uses. It was not the intent to create liability policy limits by ordinance such that it effectively discourages or creates a situation where engaging in a permitted use becomes cost prohibitive. In consultation with a number of sources, including local insurance providers, we believe the aforementioned ordinances can be modified to policy limit requirements such that it addresses the unintended consequences while still maintaining the intended protections and remains consistent with other areas of Two Rivers Municipal Code.



Sec. 5-6-24. Commercial refuse/recycling haulers.

- A. *License required.* No person shall be permitted to operate as a commercial refuse/recycling hauler without first having obtained a license therefor from the city clerk. The city clerk shall not issue the license until the application has been approved by the director of public works and the city manager and granted by the city council. Each applicant shall also be required to furnish a letter of credit in the amount of \$5,000.00 from an acceptable responsible institution. Each applicant shall also be required to furnish a certificate of liability insurance with limits of at least ~~\$25,000.00/\$100,000.00/\$300,000.00~~ **1,000,000 for one person and \$3,000,000 for any number of persons injured or killed in one accident and \$100,000 property damage per incident** on each licensed vehicle used in the city. A license fee as specified in the schedule of fees in Title 1 of this Code shall be charged for each vehicle used in the business of refuse and/or recycling hauling in the city. Each license shall expire annually on the first day of July following its issuance.
- B. *Noncommercial haulers.* Notwithstanding subsection A., no person, firm or corporation which hauls refuse or recyclables generated solely by such person, firm or corporation shall be required to obtain a license hereunder. No such person, firm or corporation shall, however, dispose of any such refuse at a licensed landfill and charge the cost for such disposal to the City of Two Rivers. Noncommercial haulers are responsible to report amounts of refuse and/or recyclables disposed of if the amounts are over ten tons per year.
- C. *Vehicle requirements.* All vehicles used by commercial refuse haulers to collect or haul refuse shall be covered over the part of the vehicle which contains the refuse and/or recyclables and shall be so constructed that no garbage and/or recyclables can spill, leak or break. Such vehicles shall be kept clean and as free from offensive odors as possible. While any refuse and/or recyclables are contained in any such vehicle, the vehicle shall not be kept on any street, alley or public place, or upon any private premises in the city longer than is reasonably necessary to collect the refuse and/or recyclables and transport it for disposal. No vehicles may be kept overnight with any refuse and/or recyclables stored in the vehicle, unless the vehicle is removed by 8:00 a.m. the following morning. No vehicles may be parked at any time in any area not zoned to permit the location of a refuse and/or recycling hauling or processing business, whether loaded or unloaded, except while making collections.
- D. *Collection and disposal.* Each commercial refuse/recycling hauler shall make arrangements with his customers to collect refuse/recyclables on a specific day and shall collect all refuse/recyclables on the day scheduled for collection. All refuse collected shall be disposed of at a licensed landfill. All recycling materials shall be disposed of at the Manitowoc County Recycling Facility or through arrangements made with Manitowoc County for processing of recyclable material for market.
- E. *Reporting requirements.* All refuse/recycling haulers shall make quarterly reports to the director of public works. These reports shall be due within 30 days after March 31, June 30, September 30 and December 31. These reports shall include, but not limited to, customers served inside the city, refuse tonnage collected inside the city and recycling tonnage collected in the city. The recycling tonnage collected shall be submitted for each item listed under section 5-6-11 or otherwise required by the department of natural resources. The means and methods to be used for compiling the report shall be submitted with the annual license application or whenever the means and methods are revised or changed through the licensing period. All means and methods shall be approved by the director of public works.
- F. *Dumpsters.*
- (1) Commercial haulers are responsible for the use of and maintenance of refuse dumpsters. Dumpsters shall be secured at all times when not in use. Dumpsters shall be placed as far as possible from public view. Should the city manager, the director of public works, or the police chief determine that a dumpster located on private property constitutes a nuisance or hazard, it shall be removed or

relocated as directed by that official. The city manager, director of public works, or police chief may order the removal of any dumpster from the public right-of-way at his discretion.

- (2) Dumpster permits. No person or commercial hauler shall place a dumpster on streets or other public rights-of-way without first obtaining a permit to do so from the director of public works ("director") or his/her authorized representative. Any person seeking to place dumpsters on streets or public rights-of-way shall submit a written application for permit in a form approved by the director. No dumpster may be placed in a public street or right-of-way unless barricades approved by the director are placed on both ends of the dumpster, or reflective tape approved by the director is placed on all sides of the dumpster in accordance with drawings and specifications prepared by the director. If barricades are used, flashing lights must be placed on the barricades when they remain in the place at any time from 4:00 p.m. to 8:00 a.m. If reflective tape is used, such tape shall be at least six inches in width. If barricades are rented from the city, the city may impose a rental fee of at least \$5.00 a day for their use, which fee shall be payable on submission of the application for permission. Dumpsters must be secured to prevent the spread of debris from the dumpsters. Each applicant shall be required to agree in writing to indemnify and hold the city harmless from any and all claims, actions, liabilities, demands or obligations of any nature whatsoever arising from the placement of the dumpster in a street or other public right-of-way, including actual attorneys' fees and expenses incurred by the city in defending itself therefrom, and agree to comply with all applicable law, ordinances, regulations and any special conditions as are imposed by the director of public works or his/her designee. The city manager, police chief or the director of public works may order any dumpster removed at his discretion, at the cost of the person who applied for permission to place the dumpster. No household refuse shall be allowed to be disposed of in any residential dumpster, and the dumpster shall be emptied at least every two weeks unless otherwise stated in the permit.

Sec. 6-4-9. Vendors from special vehicles.

- A. *Vendors.* Any person who shall vend any product from a vehicle or a trailer especially equipped for that purpose ("vendors") shall be considered a direct seller for purposes of this chapter, and the terms and provisions of sections 6-4-1 through 6-4-8 and 7-1-7 through 7-1-11 shall apply to such persons unless they are inconsistent with this section.
- B. *Qualifications.* In addition to other requirements of this chapter 6-4, vendor shall have a current driver's license issued pursuant to the Wisconsin Statutes and shall be familiar with those sections of the rules of the road relating to parking restrictions, and shall abide by the provisions thereof. Vendors shall be familiar and comply with all other applicable provisions of this Code.
- C. *Requirements for vehicles and insurance.* Any vehicle used or operated by a vendor hereunder shall be insured for liability for property damage and personal injury by a reputable, licensed insurer satisfactory to the city. A certificate of insurance verifying insurance coverage shall be filed with the city with each application for registration by a vendor. Such insurance shall provide for policy limits in the following minimum amounts: 1,000,000 for one person and \$3,000,000 for any number of persons injured or killed in one accident and \$100,000 property damage per incident, naming the city as additional insured.
- ~~1. General liability: \$2,000,000.00.~~
- ~~2. Automobile liability (owned, non-owned, leased):~~
- ~~(a) Bodily injury: \$2,000,000.00 each occurrence.~~
- ~~(b) Property damage: \$2,000,000.00 each occurrence.~~
- ~~3. Worker's compensation: statutory limits.~~
- ~~4. Employer's liability:~~
- ~~(a) \$500,000.00 each accident.~~
- ~~(b) \$500,000.00 each injury~~
- ~~(c) \$1,000,000.00 policy limit.~~
- ~~5. Umbrella liability:~~
- ~~(a) \$2,000,000.00 over the primary insurance coverages listed above~~
- Vendors' vehicles shall comply with Wis. Stats. Ch. 347, as it may be amended or renumbered, relating to equipment of vehicles. Bells or chimes approved by the police department may be used as devices to attract customers, but no other type of noisemaking device shall be permitted for that purpose. The vendor shall comply with such other conditions as may be imposed by the city. The registration issued pursuant to this section shall be effective for a period of one year from its issuance, provided it is not earlier revoked.
- D. *Hours of operation.* No vehicle used by a vendor shall be operated for the purpose of sales prior to 10:00 a.m. and later than one-half hour after sunset, provided that the city council may make an exception to the requirement for special events.
- E. *Limitations.* Except as expressly provided herein, no product shall be dispensed by vendors on Washington Street between the north curblane of 22nd Street to the south curblane of 12th Street, on 22nd Street between the west curblane of Forest Avenue to the east end of 22nd Street at Neshoto Road, Pierce Street between 22nd Street to Zlatnik Drive, 21st Street between Pierce Street and Garfield Street or any part of Zlatnik Drive. This prohibition shall not apply in the case of any special event taking place on Washington Street, 22nd Street, or Zlatnik Drive or authorized by the city council. No product shall be dispensed by vendors at any park as defined in section 7-1-7 without being previously authorized by the parks and

recreation director or at any special event with exception to the terms and provisions of sections 6-4-3 of this Code. With authorization of the parks and recreation director, a vendor may sell from parking lots number one and five adjacent to Zlatnik Drive or designated lot at Walsh Field but may only be parked in the same manner and at the same places designated for the parking of motor vehicles.

- F. *Revocation.* A registration issued to a vendor may be revoked by the chief of police if the vendor made any material inaccurate statement in the application for registration or violated any provision of this section, or any other applicable provision of this chapter 6-4 of the city's Municipal Code. Upon revocation, the vendor may appeal to the city council. Such appeal shall be made in writing and shall be submitted to the city clerk within 30 days after revocation.
- G. *Exceptions.* This section 6-4-9 of the Municipal Code shall not apply to any vendor selling products from a parked vehicle at a special event held on city-owned property or a city street, if such vendor has been authorized to sell products from that location by the city manager or a city department head, or if such vendor has been authorized to sell from that location by an organization that has been given permission to use city property or street for such special event by action of the city council.

(Ord. of 3-21-2022(1))

Sec. 6-5-18. Wolf/dog hybrid registration.

- A. In this section, "wolf/dog hybrid" shall be defined as provided in section 6-5-17.A. of this Code of the City of Two Rivers.
- B. All owners of any wolf/dog hybrid in the City of Two Rivers shall, on or before July 1, 1996, and annually thereafter on or before April 1 of each year, register such animal and provide a current color photograph of such animal to the city clerk's office and pay a registration fee of \$25.00. At the time of registration, each owner of any wolf/dog hybrid kept within the city limits of the City of Two Rivers shall provide to the city clerk ~~a certificate of liability insurance with limits of at least \$1,000,000 for one person and \$3,000,000 for any number of persons injured or killed in one accident and \$100,000 property damage per incident proof of liability insurance in the amount of at least \$100,000.00 for any acts of property damage, personal injury or other liability incurred by virtue of any injury or damage~~ inflicted by such wolf/dog hybrid. Such insurance shall name the City of Two Rivers as coinsured solely for the purpose of notice of cancellation of such insurance policy.
- C. The owner or keeper of a wolf/dog hybrid shall display on the premises on which such animal is kept signs warning that there is a wolf/dog hybrid on the property as provided herein. Such signs shall be visible and capable of being read within at least 20 feet of their placement, but shall not be more than two square feet in area, and shall state in bold, capital letters, on a white background, the following: "WARNING—WOLF/DOG HYBRIDS PRESENT". One such sign shall be placed in the front yard, as said term is defined in section 10-1-7 of this Code of the City of Two Rivers, of any property on which any wolf/dog hybrid is kept, and additional such signs shall be placed on all gates or doors providing access through the second (outermost) enclosure required under section 6-5-17 of this Code of the City of Two Rivers.
- D. Any person who fails to register a wolf/dog hybrid or fails to post signage as required by this chapter shall be subject to penalty as provided in the general penalty provisions of this Code of the City of Two Rivers as set forth in section 1-1-5 thereof.
- E. The provisions of this section are declared to be severable, and if any section, paragraph, sentence, clause or phrase of this section shall for any reason be held to be invalid or unconstitutional, such decision shall not effect the validity of the remaining sections, paragraphs, sentences, clauses and phrases of this section, which shall remain in effect.

Sec. 6-6-2. Insurance required.

It shall be unlawful to operate a vehicle for the conveyance of passengers for hire to and from locations within the boundaries of the city or permit the same to be operated, nor shall any license be issued hereunder, until and unless the applicant for a license deposits with the city clerk a certificate of liability insurance to be acceptable and approved by the city clerk and issued by a company authorized to do business in the State of Wisconsin, indemnifying the applicant ~~by certificate of liability insurance with limits of at least \$1,000,000 for one person and \$3,000,000 for any number of persons injured or killed in one accident and \$100,000 property damage per incident on each licensed vehicle used in the city. in the amount of \$50,000.00 for damage to property and \$100,000.00 for injury to one person cause by the operation of said vehicles in the city.~~

Sec. 6-10-5. Sidewalk cafe permits.

A. *Purpose.* To enliven downtown and other areas of the city and provide opportunities for social and economic activities, the city council finds and determines:

- (1) That there exists the need for outdoor eating facilities in certain areas of the city to provide a unique environment for relaxation, social interaction, and food consumption.
- (2) That sidewalk cafes will permit enhanced use of the available public rights-of-way, will complement business operations operating from fixed premises, and will promote economic activity in the area.
- (3) That the existence of sidewalk cafes encourages additional pedestrian traffic but may impede the free and safe flow of pedestrians such that a need exists for regulations and standards to ensure safety.
- (4) That the establishment of permit conditions and safety standards for sidewalk cafes is necessary to protect and promote public health, safety and welfare.

B. *Definitions.* For purposes of this section, the following terms have the following meanings:

Alcohol beverages. Fermented malt beverages and intoxicating liquor as defined in Wis. Stats. § 125.02(1), (6) and (8), or any successor to that statute.

Barriers. Any physical structure designed that restricts ingress and egress from the sidewalk cafe to designated openings and that is not less than four feet in height surrounding no less than 80 percent of the sidewalk cafe area. At a minimum, one designated opening shall be created of sufficient width to accommodate ease of ingress or egress, other than through the licensed establishment, for emergency purposes.

Sidewalk cafe. An expansion of a restaurant, bistro, coffee shop, bar, or other establishment offering beverages and/or food that provides seating for more than three people in the form of a group of tables, chairs, or benches, with barriers, trash containers and suitable decorative devices maintained upon any part of the sidewalk for use on part of the public property that immediately adjoins the licensed premises for the purpose of consuming food or beverages of the patrons of the establishment.

C. *Location.*

- (1) No permit shall be issued for a sidewalk cafe located in a nonresidential district if any part of the sidewalk cafe is within 50 feet of a structure used for residential purposes and located on a residentially zoned parcel, except residential uses located in the same structure as the licensed premises or a residence which is owned by the same person who owns the licensed premises. Upon appeal to the city council, a full or partial waiver of the distance requirements in this provision may be granted.
- (2) No permit shall be issued to an establishment if it is located in a district zoned R-1 through R-4.

D. *Application.* Application for a permit to operate a sidewalk cafe shall be submitted to the city clerk's office and shall include at least the following:

- (1) A layout/drawing accurately depicting the dimensions of the existing sidewalk area or other public property and adjacent private property for the proposed location of the sidewalk cafe.
- (2) The size and number of tables, chairs, steps, planters, location of doorways, trees, sign posts, hydrants, sidewalk benches, trash receptacles, heaters, traffic signal poles, light poles and any other obstructions, either existing or proposed.
- (3) If the applicant intends to sell or serve alcoholic beverages to patrons of the sidewalk cafe, the applicant shall obtain the appropriate alcohol beverage license describing and including the outdoor area where alcoholic beverages will be sold, served or consumed.

- (4) The permittee shall be responsible for complying with the approved sidewalk cafe plan as submitted in the initial permit application.
- E. *Appeals.* Any person denied a sidewalk cafe permit may appeal the denial. An appeal shall be made, in writing, to the city clerk, who shall forward the request to the city manager and city council. The city council will convene within 30 days of the appeal being filed with the clerk to hear from the chief of police and the affected business. After deliberation, the city council shall act on the appeal. A written copy of the decision shall be provided to the affected business.
- F. *Permit and fees.* Fees for a sidewalk cafe permit shall be \$50.00 per year.
- (1) Each permit shall be effective for one year from July 1 to June 30.
- (2) The permit issued hereunder is not transferable by the owner to any other restaurant or any subsequent owner of the premises.
- G. *Suspension or revocation of permit.* The city manager or the chief of police, upon obtaining reasonable information that any permittee has violated any provision of this chapter or any state or federal law, may suspend or revoke a permit granted under this chapter pending hearing by the city council.
- H. *Liability and insurance.* No person shall obtain a sidewalk cafe permit unless the applicant procures commercial liability insurance.
- (1) The permittee agrees to maintain insurance ~~in the amount of \$1,000,000.00 per occurrence~~ and name the City of Two Rivers as additional insured showing how the coverage extends to the area used for the sidewalk cafe insured. The permittee shall ~~furnish a certificate of liability insurance with limits of at least \$1,000,000 for one person and \$3,000,000 for any number of persons injured or killed in one accident and \$100,000 property damage per incident~~ ~~provide the city with a certificate of insurance~~ and shall execute an indemnification agreement, approved by the city attorney, prior to operation of the sidewalk cafe.
- (2) As a condition of the permit, the permittee must indemnify and hold the city harmless from any claims arising from the use of the permit.
- I. *Standards and conditions.*
- (1) Every sidewalk cafe shall have a barrier established surrounding a minimum of 80 percent of the beer garden area with such barrier not less than four feet in height above the ground of the area immediately outside of the enclosed area of the sidewalk cafe, except as otherwise provided herein. At a minimum, one designated opening shall be created of sufficient width to accommodate ease of ingress or egress, other than through the licensed establishment, for emergency purposes.
- (2) No portion of any sidewalk cafe may encroach on the sidewalk adjacent to any other property other than the property that is licensed in this chapter.
- (3) The permittee shall maintain approximately a four-foot-wide unencumbered, open and accessible portion of the sidewalk for pedestrian traffic safety at all times. The permittee shall comply with all applicable requirements of the Americans with Disabilities Act, 42 U.S.C. §§ 12101 to 12213, and all applicable federal, state and local laws.
- (4) The permittee shall provide for the removal of garbage and be responsible for the cleanliness of the outdoor area.
- (5) The use of a portion of the public property as a sidewalk cafe shall not be an exclusive use and shall not have any vested rights. All public improvements, including, but not limited to, trees, light poles, traffic signals, manholes or any public-initiated maintenance procedures, shall take precedence over said use at all times.

- (6) The city manager, chief of police, or his/her designees may temporarily order the termination of sidewalk cafes for the following reasons, but not limited to, special events, including, but not limited to, construction, parades, sponsored runs or walks, or for any reason to maintain the health, safety, and welfare of the public. The permittee shall be responsible to remove any furniture, furnishings, and equipment upon termination, and if the permittee fails to do so, the city may remove the furniture and other items and store it, if necessary, at the permittee's expense.
- (7) *Furnishings.* All furniture, furnishings, and equipment shall be of safe, sturdy construction and shall be maintained in good repair. Any heaters or other equipment/furnishings shall be portable and approved for outdoor use. All umbrellas shall be anchored in such a way that a sudden burst of wind will not lift them out of their holders or blow them over. No public property, including, but not limited to, light poles, utility poles, flower planters, trees or other amenities, may be used as a point of attachment for anything, including, but not limited to, ropes, posters or signs.
- (8) *Lighting.* The permittee shall keep the sidewalk cafe area sufficiently illuminated so as to prevent injury to persons using the same. Any lighting of the outdoor area shall be shielded so as not to shine directly onto adjoining property or create a glare which is distracting to adjoining property or vehicles traveling in the public right-of-way.
- (9) *Music/noise.* Noise from any source that is emitted from the outdoor area shall not exceed the standards contained in section 9-2-5, loud and unnecessary noises, under subsection C., noise limits.
- J. *Hours of operation.* Sidewalk cafes shall remain closed to the public between the hours of 11:00 p.m. and 6:00 a.m.
- K. *Serving of alcohol beverages.* The City of Two Rivers allows permittees to serve alcoholic beverages in outdoor cafes, provided that the permittee complies with all the requirements for obtaining an alcoholic beverage license and the sidewalk cafe is listed on the alcohol beverage license application as being an extension of the licensed premises. Alcohol may be served at sidewalk cafe if:
 - (1) The permittee has a valid and appropriate retail alcohol beverage license for the principal premises.
 - (2) No alcoholic beverages may be served at any time if the restaurant has not received council approval for the enlargement of the premises under its liquor license that includes the area of the public sidewalk where the sidewalk cafe is located. Further, the liquor license shall be automatically conditioned at the time of the enlargement of premises to allow for the consumption of alcoholic beverages within the sidewalk cafe area only. Approval of the enlargement of premises area (sidewalk cafe) shall not grant any permittee or licensed premises any vested rights and such approval may be suspended or revoked or nonrenewed without cause being shown.
 - (3) The outdoor area utilized for service and consumption of food and alcohol beverages shall be visible from the restaurant establishment.
 - (4) Alcoholic beverages must be sold and served by the permittee or permittee's employees who have operator's licenses and sold, served and consumed by patrons seated at tables in the sidewalk cafe.
 - (5) Alcoholic beverages may only be served at the sidewalk cafe when food service is available through the licensed establishment.
 - (6) The permittee shall not allow patrons of the sidewalk cafe to bring alcohol beverages into the sidewalk cafe, nor to carry open containers of alcohol beverages about in the sidewalk cafe area, nor to carry open containers of alcohol beverages served in the sidewalk cafe outside the sidewalk cafe area.
 - (7) The permittee shall display signage indicating alcohol may only be consumed by patrons seated at tables in the sidewalk cafe.

-
- (8) The bar from which the alcohol beverages are dispensed shall be located indoors and shall not be located in the sidewalk cafe area.
- (9) The permittee shall be responsible for the acts of all employees, patrons and agents of the business. A violation of any provision of this section, any city ordinance or Wis. Stats. Ch. 125, by a patron, agent or employee of the permittee shall constitute a violation by the permittee.
- L. *Penalty.* Any person in violation of this section shall be subject to a forfeiture of \$50.00, plus costs; provided, however, that such persons shall be subject to a forfeiture of \$100.00, plus costs, for a second offense not arising out of the same incident and occurring within any 12-month period; and \$200.00, plus costs, for a third and any subsequent offenses not arising out of the same incident and occurring within any 12-month period. If any person shall violate this section on three or more occasions, in any 12-month period, and such violations do not involve the same incident, the city may order the revocation of the sidewalk cafe permit and the permittee shall be liable for all court costs incurred in pursuing the order.

(Added 9-8-2020)

State law reference(s)—Wis. Stats. §§ 125.32(2) and 125.68(2).

Sec. 10-4-8. Indemnification for sign installation and maintenance; insurance.

- A. *Indemnification.* All persons engaged in the business of installing or maintaining signs which involves in whole or in part the erection, alteration, relocation, maintenance of a sign or other sign work in, over, or immediately adjacent to a public right-of-way or public property so that a portion of the public right-of-way or public property is used or encroached upon by the sign contractor shall agree to hold harmless and indemnify the city, its officers, agents and employees from any and all claims resulting from the erection, alteration, relocation or maintenance of any sign or any sign work insofar as this chapter has not specifically directed the placement of the sign.
- B. *Insurance.* Every sign contractor shall file with the zoning administrator a certificate of insurance indicating the applicant holds a public liability insurance policy, including workman's compensation, ~~public liability and property damage specifically to include the hold harmless with bodily injury limits of at least \$300,000.00 per occurrence, and \$300,000.00 aggregate, and property damage insurance of at least \$100,000.00 per occurrence and \$100,000.00 aggregate.~~ and a certificate of liability insurance with limits of at least \$1,000,000 for one person and \$3,000,000 for any number of persons injured or killed in one accident and \$100,000 property damage per incident. Such insurance shall not be canceled or reduced without the insured first giving 30 days' notice in writing to the city of such cancellation or reduction.

RESOLUTION NO. 2023 -01

**URBAN NON-POINT SOURCE & STORMWATER GRANT PROGRAM
CITY OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN**

WHEREAS, the City of Two Rivers is interested in obtaining a Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control agricultural or urban stormwater runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 155); and

WHEREAS, a cost-sharing grant is required to carry out the project.

THEREFORE, BE IT RESOLVED, that the City of Two Rivers

HEREBY AUTHORIZES, the Director of Public Works to act on behalf of the City of Two Rivers to:

- Submit and sign an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the City of Two Rivers and the Department of Natural Resources;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit an Environment Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Two Rivers shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

Adopted this 20th day of March, 2023.

Adam Wachowski, City Council President

ATTEST:

Amanda Baryenbruch, City Clerk

RESOLUTION NO. 2023-02**URBAN NON-POINT SOURCE & STORMWATER PLANNING GRANT
CITY OF TWO RIVERS, MANITOWOC COUNTY, WISCONSIN**

WHEREAS, the Wisconsin DNR has determined that excessive phosphorus and sediment pollutants are impacting surface water quality and designated uses for East Twin River, West Twin River, and Molash Creek; and

WHEREAS, a Total Maximum Daily Load (TMDL) for sediment and phosphorus is being developed for the Northeast Lakeshore including the East Twin River, West Twin River, Molash Creek and Forget Me Not Creek; and

WHEREAS, the City desires to conduct the following planning activities in order to assist with Municipal Stormwater Permit compliance, reduce urban non-point source pollution, and improve water quality in local water bodies; and

WHEREAS, the City desires to conduct develop a connection fee for Eggers Pond; and (Develop a “Fee in Lieu of” for new development that discharges into the new Eggers Pond to be charged a fee in lieu of them doing their own stormwater management practice on their site)

WHEREAS, the City desires to update the post-construction stormwater management ordinance and program based on the Northeast Lakeshore Total Maximum Daily Load (TMDL); and

WHEREAS, the City desires to update its MS4 or stormwater system mapping; and

WHEREAS, the City desires to update the City-Wide Stormwater Quality Management Plan for the developed urban area including an anticipated schedule of compliance and associated costs; and

WHEREAS, the City desires to perform site investigations for stormwater facilities; and

WHEREAS, the local-share funds for a portion of the project will be included specifically in the City’s 2024 adopted budget (ideally as a separate line item so that it is clearly identifiable); and

NOW THEREFORE BE IT RESOLVED, that the City hereby supports submittal of an Urban Non-Point Source & Stormwater Planning Grant Application to the Wisconsin Department of Natural Resources (DNR) for these planning activities.

Adopted this 20th day of March, 2023.

Adam Wachowski, City Council President

ATTEST:

Amanda Baryenbruch, City Clerk



MEMORANDUM

TO: Council Members and City Manager
FROM: John M. Bruce
SUBJECT: Procedure for Filling a Vacancy on City Council
DATE: March 3, 2023

The procedure to be used in filling a vacancy in the City Council is set forth in Wis. Stat. Sec. 17.23(1)(am). That statute states in pertinent part that the Council may fill a vacancy "by majority vote, appointing a successor to serve for the residue of the unexpired term or until a special election is held, as ordered by the common council under s. 8.50, or an office may remain vacant until an election is held."

These, then, are the options available to proceed to fill a vacancy in the Council:

- (1) The Council may by its own act fill the vacancy with the person selected by the Council to serve either for the remainder of the term or until a special election is held;
- (2) The Council orders a special election; or
- (3) The position may remain vacant until the end of the term and the regular election then fills the vacancy.

As the statute indicates, the Council may fill a vacancy by a majority vote of its members. There is no procedure in the law by which potential candidates for consideration by the Council are selected. The vote by which a vacancy is filled cannot be by secret ballot, as the law allows for the use of secret ballots only in the case of selection of officers of a council. The vote must take place in open session as there is no exemption available for filling a vacancy in the Open Meetings Law.

If the Council elects to hold a special election, the procedure for doing so is set forth in Sec. 8.50 of the statutes. According to Sec. 8.50: "No special election may be held after February 1 preceding the spring election unless it is held on the same day as the spring election, nor after August 1 preceding the general election unless it is held on the same day as the general election, until the day after that election."

The Council would order the special election to be held. The order is to be filed with the city clerk. According to Sec. 8.50(2)(a): "The date for the special election shall be not less than 62 nor more than 77 days from the date of the order except when the special election is held to fill a vacancy in a national office or the special election is held on the day of the general election or spring election. If a special election is held concurrently with the spring election, the special election may be ordered not earlier than 92 days prior to the spring primary and not later than 49 days prior to that primary. If a special election is held concurrently with the general election or a special election is held to fill a national office, the special election may be ordered not earlier than 122 days prior to the partisan primary or special primary, respectively, and not later than 92 days prior to that primary."

Other details are set forth in the statute.

Let me know if there are any questions.

TWO RIVERS ENVIRONMENTAL ADVISORY BOARD

2023 Front Yard Vegetable Garden Pilot Program

Proposal

What our society values is very straightforward. We value education, financial & personal security and a clean environment to name a few. We also value our health. We've all heard "Get plenty of exercise, drink plenty of fluids, and eat healthy", and many of us try to live by that mantra.

Unfortunately, the goal of eating healthy is becoming more difficult to achieve as we watch the costs of groceries continue to climb with the higher priced healthy choices becoming luxury items.

Why is this important? Because it affects a wide range of our residents, from the single parent to the senior living on a fixed income, and everyone else in between.

Why is this important? Because 8.8% of Two Rivers residents live below poverty level. There are roughly 8,900 adults living in Two Rivers, 26% of whom are seniors. 41% of students are economically disadvantaged, and roughly 14% of children are food insecure. Our residents need all the help they can get from their local government.

As City leaders, we have an obligation to equip our constituents with every available tool necessary for success. One thing we can do is to allow residents to proactively offset their grocery costs by growing their own vegetables, fruits and herbs. This would also apply to those who crave a wider selection of more nutritious, fresher, tastier veggies and those who want to know where their produce comes from and is pesticide free or is an ethnic food not available in local markets.

Understand that not all residents have backyards that are conducive to growing a garden, they may be too small or too shaded. Not everyone can have a plot in a community garden because they may not have transportation or the kids are just too young to bring along.

And is there really any reason behind the resistance to front yard vegetable gardens (FYVG) other than somebody taking a look at a neighbor's yard and saying 'I don't like what I see'? Don't worry, as you'll see the maximum plant height requirement will not allow for corn or tall sunflower species.

It's time to make a change & augment municipal health-focused efforts by allowing people the freedom to pursue proper nutrition through participation in a well planned, comprehensive, permit driven FYVG program that does not tax the City's staff resources.

This doesn't mean the garden has to take up the whole front yard or be unattractive. You can tuck a small raised bed in an established perennial garden, for example. Or simply dig in vegetables in the spaces usually reserved for annuals that are attractive to passers-by. Create new manageable beds (rectangular 2'x10' max

dimensions, 4'x4' square max dimensions, 4' circumference max dimension) that total no more than 100 square feet in the front yard. What about a lovely container garden? This program would be a great opportunity for residents to challenge themselves while tweaking the traditional constructs of what a front yard should & should not be.

To that end, the Two Rivers Environmental Advisory Board makes the following proposal:

Practical

1. The first year (pilot year) of the Front Yard Vegetable Garden program will gauge public interest & work out the bugs.
2. Participation in the program will require the purchase of a permit & approved garden plan.
3. Before drawing up a garden plan, those interested should consider a few key points:
 - a. Pertinent ordinances to include 10-1-15 "Height and Area Exceptions"
 - b. Line-of- Sight considerations
 - c. Natural Light - For heat-loving veggies & herbs, like tomatoes, melons, cucumbers and peppers, the plants need at least eight to 10 hours of sun a day. You can get away with less for shade veggies & herbs such as kale, lettuce, cauliflower and carrots, parsley & mint.
 - d. Upkeep - Do you have time for weeding? You may feel extra compelled to keep a neat and tidy garden because of it being more visible than if it were in the backyard.
 - e. Water source - Will it be easy to navigate your hose to the front garden? If not, are you okay lugging watering cans around every morning in the summer?
 - f. Diggers Hotline with proof of execution if necessary
4. Interested applicants will receive a packet with:
 - a. a guideline that covers the do's and don'ts of the program to include:
 - i. Acceptable raised bed materials
 - ii. Planting options such as "flower bed" planting, raised garden bed and container gardening
 - iii. Examples of garden layout ideas (links to resources provided in the Guidelines appendix & examples of
 - iv. systems available for sale to the general public ^{*1}
 - b. Copies of pertinent ordinances to include 10-1-15 "Height and Area Exceptions"
 - c. Information explaining the 4' setback requirement that lessens rainwater runoff, and line-of-sight requirement.
 - d. Applications ^{*2} will be reviewed by EAB, with results reported to City Council as needed
 - e. Survey ^{*3}
5. For a resident to qualify for the program and receive a permit certificate, they must:
 - a. Return completed application, April 15th deadline
 - b. Provide a simple garden layout
 - c. Include a list of plants (vegetable, fruit, herb) that they will plant

NOTE: Permit Certificate is revocable if garden is not maintained, or if participant is in violation of Ordinance 10-1-15.

6. Applications will be reviewed by the EAB, with a report generated for the Plan Commission and City Council. The Commission & Council will provide a monthly program update - any issues, program changes, progress photos.
7. Residents will then purchase a \$20 permit, receive year specific program participation certificate to be placed in the front window of the home, and a yard sign ^{*4} that can be easily seen from the street. Participants will also receive an "End-of-Season" survey that will need to be completed at the end of the growing season and turned in with the yard sign to City Hall.
8. A representative of EAB will occasionally check on the status of the gardens during the growing season, and any issues or violations will be addressed immediately. . Program status will be discussed at the monthly EAB meeting.
9. At the end of the growing season, participants will fill out the survey & return to the City. Data from the surveys will be used to complete a FYVG recap report which will be presented to the City Council. The data will also be used to critique & improve the program.

Ordinance 10-1-15 "Height and Area Exceptions" will be followed. Plus additional considerations of plant height, raised bed min/max height and acceptable materials, and "Line-of-sight" requirements will be included in the program guidelines.

(See *5 Line of Sight drawing)

***1 GARDEN EXAMPLES**





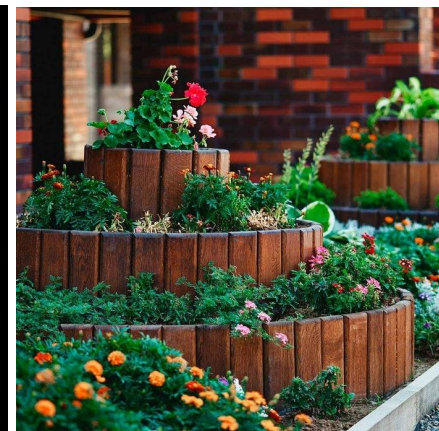
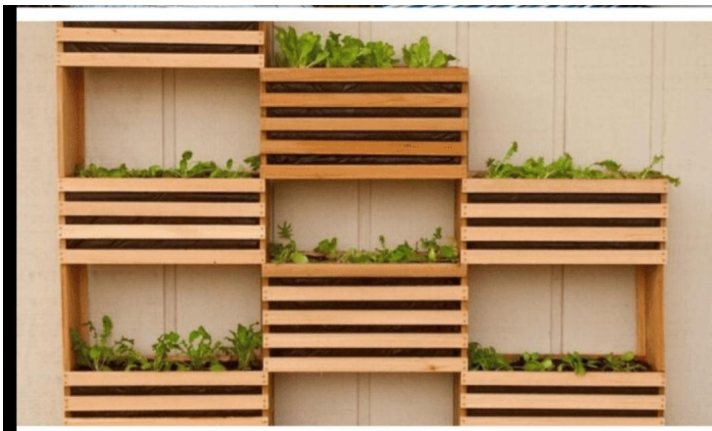
<https://savvygardening.com/front-yard-vegetable-garden/>

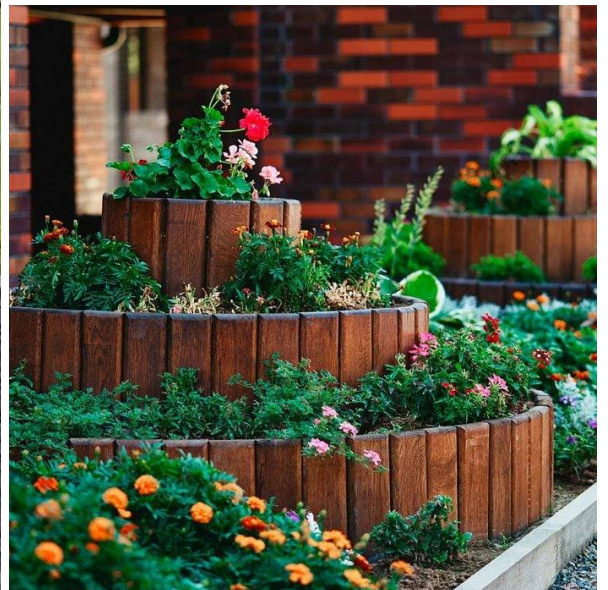
<https://www.strongtowns.org/journal/2022/3/14/can-we-please-stop-fighting-about-gardens>

<https://www.attainable-sustainable.net/pretty-edibles/>

<https://www.bestpickreports.com/blog/post/edible-landscaping-for-beginners/>

AVAILABLE FOR PURCHASE AT HOME GARDENING & BUILDING CENTERS





*2

CITY OF TWO RIVERS

FRONT YARD VEGETABLE GARDENING 2023

PROGRAM APPLICATION

Name:

Address:

Phone Number:

Email:

Why are you participating in our program? (Check all that apply)

- ☐ Eat healthier
- ☐ Save money at the grocery store
- ☐ Produce nutrition & taste are better than store bought
- ☐ Guaranteed to be fresh
- ☐ More variety of produce
- ☐ Know where my vegetables come from
- ☐ Beneficial to the environment
- ☐ Fosters a connection with nature & provides

Do you rent or own your home? **Yes** **No**

If you rent, can you provide a letter from your landlord authorizing you to participate? **Yes** **No**

Will you be able to meet the height and aesthetic requirements? **Yes** **No**

I understand that if the program's guidelines are not followed, my participation in the program will be forfeited & the original landscaping restored at my expense in a timely manner.

Signature & Date:

^{*3} CITY OF TWO RIVERS FRONT YARD VEGETABLE GARDENING 2023

END-OF-SEASON SURVEY

1. Why did you participate in our program? (Check all that apply)
 - ☐ Eat healthier
 - ☐ Save money at the grocery store
 - ☐ More nutritious & better tasting than store bought
 - ☐ Guaranteed to be fresh
 - ☐ More variety of produce
 - ☐ Know where my vegetables come from
 - ☐ Beneficial to the environment
 - ☐ Fosters a connection with nature & provides learning opportunities
2. How likely is it that you would participate in future Two Rivers FYVG events?
 - ☐ Absolutely!
 - ☐ Perhaps
 - ☐ No thanks
3. Overall how would you rate the program?
 - ☐ Excellent
 - ☐ Good
 - ☐ Neutral
 - ☐ Just okay
 - ☐ Poor
4. What did you like about the program?
5. What did you dislike about the program?

6. How organized was the event?

- ☐ Extremely organized
- ☐ Very organized
- ☐ Somewhat organized
- ☐ Not so organized
- ☐ Not at all organized

7. How friendly were the organizers?

- ☐ Extremely friendly
- ☐ Very friendly
- ☐ Somewhat friendly
- ☐ Not so friendly
- ☐ Not at all friendly

8. How helpful were the organizers?

- ☐ Extremely helpful
- ☐ Very helpful
- ☐ Somewhat helpful
- ☐ Not at all helpful

9. Were the organizers responsive & knowledgeable?

- ☐ Extremely responsive or knowledgeable
- ☐ Very responsive or knowledgeable
- ☐ Somewhat responsive or knowledgeable
- ☐ Not at all responsive or knowledgeable

10. Is there anything else you'd like to share about the program - comments, questions, concerns

11. Would you recommend this program to a friend?

- ☐ Absolutely!
- ☐ Perhaps
- ☐ No thanks

THANK YOU FOR YOUR FEEDBACK!

*4

City of Two Rivers

Front Yard Vegetable Gardening Program 2023



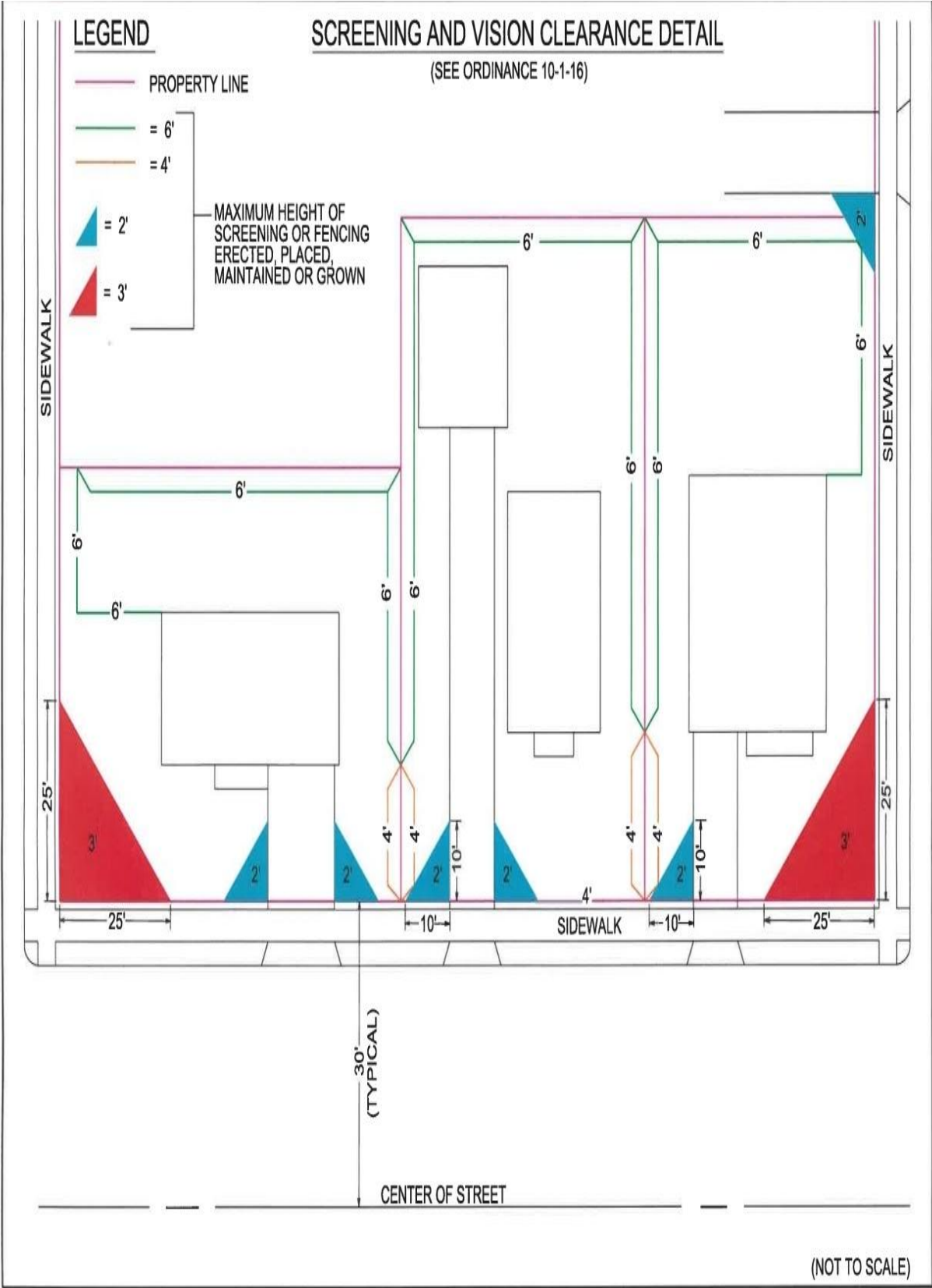
Want more information? Want to Participate?

Contact us at:

(920) 793-5523

www.two-rivers.org

*5



TWO RIVERS ENVIRONMENTAL ADVISORY BOARD

2023 Front Yard Vegetable Garden - Pilot Program

Guidelines

Thank you for your interest in this new City of Two Rivers program that was developed by the TR Environmental Advisory Board.

We understand that people's life concerns & priorities change overtime, and are acknowledging this shift in mindset by initiating a new health-focused initiative that allows our residents the freedom & opportunity to pursue proper nutrition through participation in this well planned, comprehensive, permit driven program.

This doesn't mean the garden has to take up the whole front yard or be unattractive. You can tuck a small raised bed in an established perennial garden, for example. Or simply dig in vegetables in the spaces usually reserved for annuals that are attractive to passers-by.

Participation motives to join in this venture will vary from household to household - eating healthier from a more diverse selection of produce, keeping grocery costs down, knowing where food comes from & exactly what it is we're putting in our bodies.

The City of Two Rivers realizes that what is of concern to our residents is fluid and ever-changing, and that we have an obligation to equip our constituents with every available tool necessary to achieve personal success and improved quality of life. To that end, the City's Environmental Advisory Board has initiated this pilot program that we hope many of our residents will reap benefits from.

Why raised beds? Here's a list of the advantages:

- Easier on a gardener's back
- Looks nice
- Fewer pest invasions
- Improved drainage
- Fewer weeds
- Better soil temperatures
- It can be temporary or permanent
- Less concern about soil contamination

To ensure the success and continuation of this initiative we are providing you with the following guidelines.

NOTE: All participants must comply with the requirements of this program set forth. Failure to do so may result in forfeiture of participation, with restoration of the affected area returned to its original state.

NOTE: This program requires the participant to purchase a \$20 permit that will be prominently displayed in a street facing window. The permit & a yard sign will be issued after an application & simple garden plan are approved by the Environmental Advisory Board.

NOTE: Remember to contact Diggers Hotline if your gardening area is not a raised bed or container configuration, but of in-ground construction. If so, the City will need proof of execution.

NOTE: An Environmental Advisory Board representative will contact participants several times during the growing season to check the progress of the garden & address any concerns of the homeowner. Please feel free to make suggestions as to how the program can be improved - we want to hear from you!

NOTE: By participating in this program, the homeowner gives the City the right to take photos of the garden throughout the growing period for tracking, reporting & promotional purposes.

NOTE: Participation is limited to 20 households, so space is limited. First come, first served!

Considerations

1. First & foremost, keep in mind that the front and side yards are visible to the public - to your neighbors - and there is an expectation that your new landscape configuration will blend well with neighboring properties. We highly encourage you to utilize container & raised bed options in order to retain a "traditional" front yard flavor.
2. Familiarize yourself with the City's 10-1-15 "Height and area exceptions" ordinance available on the City's website via the link provided in the appendix.
3. A 4' setback requirement is necessary to lessen stormwater runoff during a rain event that could potentially enter the City's storm sewer system. Contaminated stormwater - pesticides, herbicides, pet waste, leaves, grass clippings & unwanted nutrients such as phosphorus and nitrogen - is the most significant contributor of pollutants to Wisconsin's urban waters today. These types of pollutants can harm fish and wildlife populations, kill native vegetation, foul drinking water supplies, and make recreational areas unsafe and unpleasant. There are also "Line of Sight" considerations - click on the link referenced in the appendix.
4. 3' is the maximum plant height allowed, so do a little research & find dwarf varieties of vegetables you'd love to grow, and consider horizontal trellises to stay within the 3' range.
5. 100 square feet of soil surface is the maximum allowable space for your project. Acceptable maximum dimensions of individual beds in your configuration are as follows:
 - a. square - 4'x4'
 - b. round - 4' wide
 - c. rectangular - 2'x10'
6. Raised Bed guidelines
 - a. Raised bed height allowed is a minimum of 6" and a maximum of 24"
 - b. Acceptable materials:
 - i. Brick
 - ii. Stones
 - iii. Plastic
 - iv. Milled wood
 - v. Logs
 - vi. Cinderblocks
 - vii. Cobblestones, slab stones
 - viii. Corrugated metal

- ix. Metal troughs
- x. Reclaimed materials such as old canoe or kayak

7. Consider these points:

- a. **Natural Light** - For heat-loving veggies & herbs, like tomatoes, melons, cucumbers and peppers, the plants need at least eight to 10 hours of sun a day. You can get away with less for shade veggies & herbs such as kale, lettuce, cauliflower and carrots, parsley & mint.
- b. **Upkeep** - Do you have time for weeding? You may feel extra compelled to keep a neat and tidy garden because of it being more visible than if it were in the backyard.
- c. **Water source** - Will it be easy to navigate your hose to the front garden? If not, are you okay lugging watering cans around every morning in the summer?

8. Use resources such as "**31 Raised Garden Bed Design Ideas**", "**Growing Vegetables At Home**" & "**Growing Guide - making the most of your raised bed garden**" to plan your garden. Links located in the appendix.

The Application Process

For a resident to be considered for the program and receive a permit certificate & yard sign they must:

- Return a completed application, simple garden layout rendering & list of plants that will be planted, no later than **May 15, 2023**.
- Applications will be reviewed by the TR Environmental Advisory Board, and a decision will be made in a timely manner. A Board representative will contact the homeowner during this review period to address any questions that may arise. Applicants will be advised of the decision by Memorial Day, May 29, 2023.

If you have any questions about the program, please contact the City and a Board representative will contact you as soon as possible.

APPENDIX

Ordinance 10-1-15 "Height and area exceptions"

https://library.municode.com/wi/two_rivers/codes/code_of_ordinances?nodeId=CD_ORD_TIT10ZOCO_CH10-1ZOCO_ARTBGEPR_S10-1-15HEAREX

Line of Sight requirements

need link to City website

Growing Vegetables At Home Q&A

need link to City website

Growing Guide - Making The Most of Your Raised Bed Garden

need link to City website

31 Raised Garden Bed Design Ideas

<https://www.thespruce.com/raised-bed-garden-ideas-4172154>