



CITY COUNCIL REORGANIZATIONAL MEETING

Tuesday, April 21, 2026 at 5:30 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 BY CITY MANAGER**
2. **PLEDGE OF ALLEGIANCE**
3. **SWEARING IN NEWLY ELECTED OR RE-ELECTED COUNCIL MEMBERS**
4. **CODE OF CONDUCT**
 - A. Code of Conduct for Elected Officials
5. **ROLL CALL BY CITY CLERK**

Councilmembers: Mark Bittner, Doug Brandt, Katherine Dahlke, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Scott Stechmesser, Adam Wachowski
6. **CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
7. **ELECTION OF PRESIDENT OF CITY COUNCIL**
8. **ELECTION OF VICE PRESIDENT OF CITY COUNCIL**
9. **SEATING ARRANGMENT FOR 2026-2027**
10. **ADOPTION OF RESOLUTIONS CONCERNING REGULAR MEETINGS PER MONTH, TIME OF MEETINGS, ORDER OF BUSINESS, MATTERS REFERRED TO FUTURE MEETING, COUNCIL COMMITTEES AND RULES OF PROCEDURE**
 - A. 26-074 Resolution Regarding City Council Regular Meetings
Recommended Action:
Motion to waive reading and adopt the resolution
11. **ADJOURNMENT**

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system. It is possible that members of and possibly a quorum of governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no other action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



CITY OF TWO RIVERS,

WISCONSIN

CODE OF CONDUCT FOR
ELECTED OFFICIALS

ADOPTED: April 6, 2026

EFFECTIVE: April 21, 2026

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This Code of Conduct is adopted pursuant to authority granted to the Council under Wis. Stat. §62.11(3)(a) and (e), applicable to the Council under Wis. Stat. §64.07(1), and Wis. Stat. §19.59(1m) and (4). The applicable provisions of Wis. Stat. §19.59, the statutory Code of Ethics for Local Government Officials, Employees and Candidates, and Wis. Stat. §946.13, prohibiting private interest in public contracts, are incorporated by reference in this Code.

This Code of Conduct shall apply to the Standing Committees of the Council described in Section 2-2-4 of the Municipal Code of the City, and their members.

SECTION 1: Purpose and General Policy

It is the policy of the City of Two Rivers to uphold, promote, and demand the highest standards of ethics from its elected officials.

Accordingly, members of the City Council shall maintain the utmost standards of personal integrity, trustworthiness, honesty, and fairness in carrying out their public duties. Councilmembers must comply with all applicable laws, avoid any improprieties in their roles as public servants, and never use their City position or authority improperly or for personal gain.

This Code of Conduct has been created to ensure that all officials have clear guidelines for carrying out their responsibilities and managing their relationships with each other, City staff, the citizens of Two Rivers, and all other private and governmental entities.

SECTION 2: Conduct with Elected Officials

- A. Civility and Decorum:** Difficult questions and criticism of ideas are legitimate elements of a free democracy, but Councilmembers must not be hostile, degrading, or defamatory when debating a contentious issue. Members should assume their colleagues have appropriate motives and the public’s interest in mind.

- B. Respectful Discourse:** Councilmembers shall not make belligerent, impertinent, slanderous, threatening, abusive, or personally disparaging comments in public meetings or individual encounters.
- C. Honor the Chair:** The Council President is responsible for keeping comments on track during meetings. Members must honor efforts to focus discussions on the current agenda.
- D. Attention to Proceedings:** Council Meetings should be devoted exclusively to the conduct of public business. Members should give their full attention to the agenda and refrain from conducting private business during meetings.

SECTION 3: Conduct with City Staff and the Public

Interactions with City Staff:

- A. Professionalism:** Councilmembers should treat all staff as professionals, utilizing clear, honest communication that respects the abilities and dignity of each individual.
- B. No Public Criticism:** Councilmembers shall never demean or personally attack an employee regarding their job performance in public, including statements to the media or on social media. Performance concerns must be forwarded privately to the City Manager.
- C. Respect Administrative Authority:** The Council shall not attempt to supersede the administration's powers by giving direct orders to the City Manager, Department Heads, or subordinate staff.

Interactions with the Public:

- A. Welcoming Environment:** Councilmembers are expected to treat citizens with care and respect, making every effort to be fair and impartial when listening to public testimony.
- B. Clarification over Debate:** Questions directed by Councilmembers to the public should seek to clarify or expand information, not to criticize or debate.
- C. Unofficial Settings:** Councilmembers must avoid making overt or implicit promises to the public that the Council will vote a certain way or that City staff will take specific actions.

SECTION 4: Prohibited Activity and Ethics

- A. Conflicts of Interest:** Councilmembers are expected to avoid conflicts of interest, as well as the appearance of conflicts, to ensure decisions are made in an independent and impartial manner. No member may use their position to obtain financial gain or anything of substantial value for themselves, their immediate family, or an associated organization.
- B. Anti-Discrimination and Harassment:** The City Council is committed to fostering a work and operational environment free of discrimination and harassment. No

Councilmember shall harass or make offensive comments based on race, color, sex, religion, age, disability, sexual orientation, gender identity, or national origin.

- C. **Representing the City:** When communicating with the media or speaking before another agency, members must clearly state whether their statement reflects a personal opinion or the official stance of the City.
- D. **Closed Sessions:** Councilmembers must hold all closed session information in strict confidence. Members shall not divulge any aspect of closed session deliberations unless expressly authorized by the Council or required by law.

SECTION 5: Complaint and Enforcement Procedure

- A. **Filing a Complaint** Any person who believes an elected official has violated this Code of Conduct may file a signed, written complaint with the City Clerk. To initiate the process, the complaint must clearly identify:
 1. The complainant's name and contact information.
 2. The name of the City official accused.
 3. A brief statement of the facts constituting the alleged violation, including the dates it occurred.

Note: A person who knowingly makes a false, misleading, or unsubstantiated statement in a complaint filed in bad faith may be subject to penalty.

- B. **Mandatory Public Hearing**

The enforcement of this Code relies on peer accountability and transparency rather than formal judicial or quasi-judicial proceeding.

1. **Scheduling the Public Hearing:** If the City Clerk determines the filed complaint is complete, they will forward it to the City Council to schedule a mandatory public discussion.
2. **The Hearing:** The accused official will be called to appear before the City Council. Rather than an evidentiary trial with cross-examinations, the body will hold a guided, mandatory hearing regarding the facts of the complaint. The goal is to openly address the grievance, hear from the involved parties, clear up misunderstandings, and ensure future adherence to the Code. The Council shall allow for public comment, including comment from the complainant and the accused official, subject to the body's ordinary rules of discussion.
3. **Participation in Hearing:** Participation in the hearing shall be limited to the complainant, the accused official, any relevant witnesses identified by either party, and members of the City Council. No general public comment shall be taken during the hearing. The presiding officer shall have the authority to recognize speakers, maintain order, and ensure that all testimony remains relevant to the matters outlined in the complaint.

C. Penalties and Sanctions Following the discussion, the City Council will deliberate and determine what action, if any, is necessary. It is the intent of the Council to educate and, when necessary, discipline members using progressive measures. Sanctions require a majority vote (for censure) or an affirmative vote of 3/4 of the Council (for removal). Possible sanctions include:

1. An informal censure by the Council, made as part of a motion in a public meeting.
2. A formal censure by the Council, published in the City official newspaper.

SECTION 6: Communications and Technology

A. Use of Electronic Devices During Meetings

1. **Focus on City Business:** Electronic devices may be used during meetings as an alternative to printed materials or to look up information relevant to matters being considered by the Council.
2. **Public Records Warning:** Electronic communications (e.g., text, email, or instant messaging) sent or received by Council Members during a meeting may create public records subject to disclosure under Wisconsin's Public Records Law. If they relate to matters being addressed by the Council, they must be shared with the Council as a whole.

B. Social Media and Newsletters

1. **Differentiating Opinions:** When communicating on social media on matters within the authority of the City, Council Members should clearly differentiate between personal opinions and the official position of the City. Each Council Member represents one vote, and until a vote is taken, their positions are merely their own.
2. **Personnel Matters:** Councilmembers should not initiate discussions of City personnel issues or other matters regarding individual City staff on social media.

SECTION 7: Acknowledgement Statement

Upon or prior to the swearing-in of each newly-elected or re-elected member of the City Council, the City Clerk shall provide such member with a copy of this Code of Conduct and shall request their signed acknowledgement of having received and reviewed it.

Name: _____

Signature: _____

Date: _____



RESOLUTION

BE IT RESOLVED, the City Council will hold its regular meetings on the first and third Monday of each month, unless any such Monday shall be a legal holiday, in which event the meeting will be held on the next secular day.

BE IT RESOLVED FURTHER, that the hour of the day when such regular meetings of the Council shall be held shall be at 6:00 PM.

BE IT RESOLVED FURTHER, that the order of business for all meetings of the Council shall be as follows:

- I. CALL TO ORDER BY PRESIDENT OF THE CITY COUNCIL
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL BY CITY CLERK
- IV. CONSIDERATION OF ANY COUNCILMEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION
- V. INTRODUCTION OF INVITED GUESTS
- VI. PUBLIC HEARING
- VII. INPUT FROM THE PUBLIC
- VIII. COUNCIL COMMUNICATIONS
 - Letters and other communications from residents
- IX. COUNCIL REPORTS FROM BOARDS, COMMISSIONS AND COMMITTEES
- X. CONSENT AGENDA
 - City Council Minutes
 - Applications and Petitions
- XI. CITY COUNCIL – FORMAL ITEMS
- XII. CITY MANAGER’S REPORT
- XIII. FOR INFORMATION ONLY
- XIV. CLOSED EXECUTIVE SESSION
- XV. RECONVENE IN OPEN SESSION
- XVI. ADJOURNMENT

BE IT RESOLVED FURTHER, that if the Council directs any matter to be the special business of a future meeting, the same shall have precedence over all other business at such meeting.

BE IT RESOLVED FURTHER, that the Council President shall appoint standing committees including: Public Works, Utilities, and Finance and Personnel to assist in the work of the Council and such other special committees as he may deem necessary.

BE IT RESOLVED FURTHER, that the Council adopts the rules for the Council as attached.

Dated this 21th day of April, 2026.

Councilmember

Kyle Kordell
City Manager



**RULES FOR CITY COUNCIL
CITY OF TWO RIVERS**

April 21, 2026

MEETINGS

1st and 3rd Mondays at 6:00 PM, Council Chambers, City Hall

OFFICERS

President and Vice President. Elected by majority of members present and voting at reorganization meeting.

RULES

Roberts Rules of Order and any special rules adopted by the Council.

VOTING

A roll call vote shall be recorded on all ordinances and resolutions. A roll call vote shall be recorded for major purchases in accordance with Municipal Code Section 2-7-7.

COMMITTEES

The three standing committees are Personnel and Finance, Utilities and Public Works. Standing committees are subject to the call of the chair and the Council may also meet as a Committee of the Whole from time to time.

AGENDA

A copy of the proposed agenda, together with copies of reports, recommendations, ordinances, and the like are furnished each Councilmember the Thursday before the regular Council meeting on the following Monday.

PUBLIC MEETINGS

All meetings of the City Council, its committees, whether regular or special, are open to the public, except as indicated by State Statute (Open Meeting Law).

SPECIAL MEETINGS

On call of President, City Manager, or two members after filing notice with the City Manager's Office who shall legally notify each member of the Council.

FIRST MEETING OF NEW COUNCIL

The third Tuesday in April as indicated by State Statute (64.01).

SEATING ARRANGEMENT

Seating arrangements in the Council Chambers shall be determined by randomly selecting numbers at the reorganization meeting. The Vice President shall be seated, to the immediate right of the City Attorney, to facilitate matters of assisting the President.

RECORDING OF MEETINGS

All meetings of the Council shall be electronically recorded and kept on file for not less than 60 days.

Adopted by Resolution 26-074, April 21, 2026