



CITY COUNCIL MEETING

Monday, January 20, 2025 at 6:00 PM

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

AGENDA

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL BY CITY CLERK**
Councilmembers: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski
4. **CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
5. **PUBLIC HEARING**
6. **INPUT FROM THE PUBLIC**
7. **COUNCIL COMMUNICATIONS**
Letters and other communications from citizens
8. **COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**
9. **CITY MANAGER'S REPORT**
 - A. Invited Guests
 - B.** Status Update/Reports
 1. Staffing Updates
 2. Recent Recognition of Police Officer (Former DNR Warden) Alek Hensler with Wisconsin Conservation Warden Valor Award
 3. April 2025 Council Election Candidates
 4. Election Updates: Spring Primary, February 18, 2025
 5. Winter Sidewalk Clearing
 6. Winter Parking Ban
 7. Explore Two Rivers: New Marketing Materials
 - a. 2025 Manitowoc/Two Rivers Visitor Guide
 - b. Hike, Bike, & Paddle Brochure
 8. Parks & Recreation Department and Grace Congregational Church receive Forestry Focused Grant from, "Faith in Place" environmental organization
 9. Lead Water Service Lateral Replacement, 2024-25 Contract
 10. Sandy Bay Highlands Subdivision Phase 3
 11. Community and Economic Development Update

- 12. Brief Report on Tax Incremental Financing Districts in Two Rivers
- 13. Upcoming Events
 - a. Coffee with a Cop, 8:30 AM, Monday, January 27, 2025 at The High Lift coffee shop; 10:00 AM, Wednesday, February 5, 2025 at the Two Rivers Senior Center
 - b. Two Rivers Parks and Recreation, "Zumba Classes," Wednesdays, January 22 through March 5, 2025, 5:30-6:30 PM at the Community House
 - c. Public Information Meeting on 2025 Harbor/16th/Emmet Street Project, Thursday, January 30, 2025, 5:00 PM - 6:30 PM, City Hall Council Chambers
 - d. Knights of Columbus, "Cornhole Tournament," Saturday, February 1, 2025, 8:00 AM - 4:00 PM, in the Community House Gym
 - e. Two Rivers Historical Society Fundraiser, "Polka Bowl," Sunday, February 2, 2025, 11:30 AM - 6:00 PM, at Sepia Chapel
 - f. Two Rivers Business Association Fundraiser, Saturday, February 8, 2025, 6:00 PM - 9:00 PM at Sepia Chapel
- 12. Other

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

- A.** **25-009** Presentation of Minutes
City Council Regular Meeting, January 6, 2025

Recommended Action:
Motion to waive reading and adopt the minutes

- B.** **25-010** Minutes of Meetings
 - 1. Personnel and Finance Committee, October 24 & 29, 2024 and January 9, 2025
 - 2. Library Board, December 10, 2024
 - 3. Environmental Advisory Board, December 17, 2024
 - 4. Room Tax Commission, December 30, 2024
 - 5. Public Utilities Committee, January 6, 2025
 - 6. Public Works Committee, January 8, 2025
 - 7. Advisory Recreation Board, January 8, 2025
 - 8. City Manager Recruitment and Selection Committee, January 9, 2025
 - 9. Plan Commission, January 13, 2025

Recommended Action:
Motion to receive and file

- C.** **25-011** Board and Committee Recommendations Requiring Council Action
 - 1. Plan Commission, January 13, 2025 -- Set a public hearing on application for a Conditional Use Permit application for Taco Bell with drive-through at Washington Street

Recommended Action:
Motion to Set the Public Hearing for Monday, February 3, 2025 at 6:00 PM

- D.** **25-012** Department Reports, December 2024
 - 1. City Clerk
 - 2. Electric
 - 3. Fire
 - 4. Inspections
 - 5. Library
 - 6. Parks & Recreation

- 7. Police
- 8. Public Works
- 9. Safety
- 10. Water
- 11. Tourism

Recommended Action:
Motion to receive and file

- E. 25-013** Applications and Petitions
 - 1. Application for Appointment of Agent change for Ultra Mart Foods, LLC dba Pick n' Save

Recommended Action:
Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA
Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

- A. 25-014** Resolution Upon Retirement for Lisa Kuehn

Recommended Action:
Motion to read and adopt the resolution

- B. 25-015** Consideration of Professional Services Agreement With Stantec Consulting Services for Grant-Funded Project, "Creating a Resilient Waterfront Parkland," Addressing Long-Term Planning for Shoreline Resiliency and Enhanced Public Access/Use of the Public Lakefront from the Harbor South Past the City Limits to the Vicinity of the Chamber of Commerce Property

Recommended Action:
Motion to authorize the City Manager to execute the contract on behalf of the City

- C. 25-016** First Amendment to Real Estate Purchase Option Agreement with Hawk Energy Storage, LLC, Regarding Possible Purchase of Property at Woodland Industrial Park for Battery Energy Storage System (BESS) facility

Recommended Action:
Motion to authorize the City Manager and City Clerk to sign the Amendment on behalf of the City

- D. 25-017** Ordinance Amending Section 2-1-5 B(3) of the Code of Ordinances, to Allow the City Council to Designate by Resolution Alternate Locations for Central Count for Elections

Recommended Action:
Motion to waive reading and adopt the ordinance

- E. 25-018** Resolution Urging State Legislation to Require On-Line Booking Platforms to Provide More Detailed Information on Room Taxes Collected in and Remitted to the City

Recommended Action:
Motion to read and adopt, as recommended by the Personnel and Finance Committee

12. FOR INFORMATION ONLY

- A. City Council Work Session, Monday, January 27, 2025, 6:00 PM
- B. City Council Regular Meeting, Monday, February 3, 2025, 6:00 PM
- C. City Council Regular Meeting, Monday, February 17, 2025, 6:00 PM
- D. Council Listening Session, Wednesday, February 19, 2025, 6:00 PM at Lester Public Library

13. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session

--Possible discussion of terms for amendment to Real Estate Purchase Option Agreement with Hawk Energy Storage, LLC

14. RECONVENE IN OPEN SESSION

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

15. ADJOURNMENT

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

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

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



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



January 15, 2025

To: Property Owners on Harbor Street (East Street to 16th Street), 16th Street (Harbor Street to Emmet Street) and Emmet Street (16th Street to 17th Street)
From: Matthew Heckenlaible, PE, City Engineer/Public Works Director
Re: 2025 HARBOR STREET, 16TH STREET AND EMMET STREET RECONSTRUCTION INFORMATIONAL MEETING - THURSDAY, JANUARY 30, 2025, FROM 5 PM TO 6:30 PM IN THE COUNCIL CHAMBERS

Dear Property Owner:

There will be an informational meeting on Thursday, January 30, 2025, from 5-6:30 pm with a formal presentation at 5:30 pm regarding the reconstruction of the roadway and utilities on Harbor Street (East Street to 16th Street), 16th Street (Harbor Street to Emmet Street) and Emmet Street (16th Street to 17th Street) during the 2025 construction season.

Project Scope:

The project will include:

1. Complete reconstruction of the street surface, curb and gutter, and spot repair of sidewalks.
There may be modifications to the street layout for Harbor Street from Pilon Court to 16th Street. Various options are being considered for improved bicycle accommodations as recommended by the City’s approved Bicycle and Pedestrian Accommodation Plan. Options include keeping the pavement similar to what presently exists, widening the road by four (4) feet, adding a 10-foot multi-use trail similar to what is located on Harbor Street between East Street and Pilon Court and looking at extending the one way traffic flow east of Pilon Court to 16th Street.

Both 16th Street and Emmet Street will remain two-way with little modification to the pavement layout as it presently exists. Part of the cost for these surface improvements will be a special assessment to abutting properties. (See page 2 - “Special Assessments and Charges”).
2. Replacement or rehabilitation of the following underground utilities:
 - A. Replacement of water mains and the portion of water service within the street right-of-way (ROW)(from the curb stop to the main), at the Two Rivers Water Utility’s cost.
 - B. Replacement of private water service (from the curb stop to your meter) if replacement is needed. All existing lead, iron/steel or galvanized services will be replaced per the Department of Natural Resources (DNR) state mandate. These costs will be charged to property owners, but the City expects to offset most of the cost with state funding (See page 2 - “Special Assessments and Charges”).
 - C. Replacement of sanitary sewer mains and the portion of sanitary sewer laterals within the street to the curb line will be replaced. Per City ordinance the sanitary laterals are the responsibility of the property owner; however, the sanitary sewer utility will cover the sanitary sewer costs beneath the road pavement.

- D. Per City ordinance, replacement of private sanitary sewer laterals from the street curb line to your house connection, if replacement is needed. These costs will be charged to property owners (See below - "Special Assessments and Charges").
- E. Rehabilitation or replacement of storm sewer mains at the Two Rivers Stormwater Utility's cost.
- F. Installation of storm sewer laterals to serve each property (for connection to sump pumps, footing drains, or gutter/downspout). These costs will be special assessed to the abutting properties (See below - "Special Assessments and Charges").

Special Assessments and Charges

Special Assessments. Per City policy, portions of the project will be funded through special assessments on properties that front on the street.

Special assessments for **street improvements** are based on your lot's street frontage at a rate currently estimated at \$95 per front foot. Special assessments for **storm water laterals** is estimated at \$2,000 per property.

Special assessments can be paid in full at the time of billing (approximately Fall 2025, after project completion), or property owners can elect to pay their assessment in ten (10) annual installments, subject to an interest charge (currently 6 percent) with no penalty for early payoff.

Special Charges. Property owners will be charged for the cost of replacing their **private water service** (from the curb stop at ROW to the water meter). The City anticipates acquiring state funding in the amount of \$2,500 per property to apply against the cost of these private water services. The cost for such private services have ranged from \$2,200 to \$4,500 per property. If state funding is received, the net billing to the property owner should range from \$0 to \$2,000. Presently, charges for private services will need to be paid in full by October 31, 2025, **without** interest or by November 1, 2026, **with** interest.

Property owners will also be charged the cost for replacement of the **private sanitary sewer laterals** from the street to the building if found to be defective (constructed of clay or other defects such as root infiltration). Charges for sanitary sewer lateral replacement will also need to be paid in full by October 31, 2025, **without** interest or by November 1, 2026, **with** interest. Costs are expected to average from \$3,500 to \$5,000 for these laterals. There are no grants to offset these costs.

Public Hearing on Special Assessments

An official Public Hearing will be scheduled after bids are received to provide you with additional details pertaining to the project and formal assessment practices. You will receive formal written notice of the proposed special assessments for your property in spring 2025 and will have the opportunity to present your views on the proposed project and special assessments at a public hearing to be held before the City Council.

A second public informational meeting will be scheduled prior to the assessment public hearing to further discuss this project and anticipated special assessment rates and charges.

Financial Assistance to Pay for Private Water and Sanitary Laterals

Homeowners who meet certain income guidelines may be eligible for additional financial assistance to pay for water and sanitary sewer lateral replacement charges. More information can be provided upon request.

If you have questions or concerns, please feel free to contact Matthew Heckenlaible (mathec@two-rivers.org) or Scott Ahl (scoahl@two-rivers.org) at the City of Two Rivers Engineering Department, by email or by calling 920-793-5539.



CITY COUNCIL MEETING

Monday, January 06, 2025 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

Council President Stechmesser called the meeting to order at 6:02 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

ALSO PRESENT: Ben Meinnert, Police Chief; Jeff Dawson, Library Director; Rick Powell, IT Supervisor; Dave Murack, Fire Chief; Joe Metzen, Tourism Director; Matt Heckenlaible, Public Works Director; Kassie Paider, Finance Director; Mike Mathis, Parks and Recreation Director; Andrew Sukowaty, Water Director; Andrew Adams, City Attorney via Phone; and Greg Buckley, City Manager

4. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION

None.

5. PUBLIC HEARING

- A. 25-001** A. Public Hearing on Proposed Site and Architectural Plans for Proposed Planned Unit Development at 3000 Forest Avenue (Proposed 52-Unit Apartment Development)

Recommended Action:

Motion to approve the Site and Architectural Plans as recommended by the Plan Commission

Council President Stechmesser opened the first call for public input on the public hearing. No one spoke. The first call for public input was closed.

Council President Stechmesser opened the second call for public input on the public hearing. No one spoke. The second call for public input was closed.

Council President Stechmesser opened the third and final call for public input on the public hearing. No one spoke. The third and final call for public input was closed.

Motion carried with a roll call vote.

Motion made by D. LeClair seconded by B. LeClair

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

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Councilmember Wachowski stated he received a concern about the City requiring a fence at a property on Roosevelt, from someone who is not in favor of it. He believes they are referring to the old Quality State Oil property. He stated he also received a question on the credit card bill that appears in the packet. They are looking for more detailed information. He also stated he received a message from a resident who lives by the arboretum. They said they were not contacted as part of the last discussion and were in favor of a buffer zone around the arboretum because they feel they do have problems with rodents, snakes, etc.

Councilmember Petri stated he received a concern about a slide at Veteran’s Park. A segment is broken or cracked. Mike Mathis, Parks and Recreation Director Mathis said it is broken and staff is checking with the equipment manufacturer. He will make sure it is blocked off.

Councilmember Bittner stated he had the same question regarding credit cards. He checked with the Finance Department and two department heads to confirm procedures. Receipts are attached to the expense account and the department head reviews and approves.

Councilmember B. LeClair stated he received a complaint about trash in the river and trash blowing all over the city. He also stated he received a comment on the tax increase and assessment, and an issue with not hearing back from the assessing company.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bittner reported the Room Tax Committee approved the budget for 2025 & ended the year with a successful room tax collection of an estimated \$332,000. The overpayment by Baeten was proven legitimate by the Finance Department’s investigation, and the Room tax Commission has the funds to support the entire overpayment without violating any statutory regulations. Councilmember Bittner gave an update from the Committee on Aging. In 2024, the Trust Car has given over 3900 rides, there were over 11,000 visits at the senior center from community members, over 17,000 meals were delivered, and there were over 13,665 volunteer hours from citizens.

Councilmember D. LeClair reported the Mainstreet Board will be getting new officers. Some members are reaching the end of their term. Mainstreet needs volunteers. Contact them if interested.

9. CITY MANAGER’S REPORT

A. Invited Guests

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: Police Clerk/Evidence Custodian – Interviews completed, finalist candidates identified; City Manager – search consultant approved by City Council on November 18, will begin engagement with Recruitment and Selection Committee at a meeting on Thursday, January 9, 2025, at 7:00 PM. Goal is to fill the position by July 2025.

2. April 2025 Council Election Candidates

Mr. Buckley reported as of today, January 6, 2025, three Candidates for City Council have filed nomination papers that have been reviewed and approved by the City Clerk: Jeff Dahlke; Scott Stechmesser; Andre Robitaille. Papers were also filed today by incumbents Bill LeClair and Tim Petri; they are being reviewed.

3. Absentee Ballot Requests for 2025 Calendar Year

Mr. Buckley reported absentee ballot requests for 2025 calendar year can be requested by mail or online at www.myvote.wi.gov

4. Reminder on Ordinance Requirements for Clearing Snow and Ice from Sidewalks

Mr. Buckley reported snow and ice must be removed from any public sidewalk within 24 hours from the time when the snow ceases to fall. For corner lots, this includes the sidewalk and any ramps. Do not shovel or blow snow into the street, or onto a neighboring property without the owner's permission.

5. Winter Parking Ban

Mr. Buckley reported like last winter, the Police Department, in consultation with the City Manager's Office, will evaluate weather conditions and will suspend enforcement if there are extended periods of snow-free conditions. For now, the long-range forecast looks cold, but dry. Watch Two Rivers City Hall and Two Rivers Police Dept. Facebook pages for notifications on any such suspensions.

6. Christmas Tree Pick-up

Mr. Buckley reported free Christmas tree collection will be offered by Manitowoc Disposal the week of January 8 thru January 12, on the same day as garbage/recycling collection for your neighborhood. During that week, Christmas trees may also be dropped off at the Public Works Garage, 1415 Lake Street between 7:00 am and 3:00 pm. No artificial trees, plastic tree bags, tinsel, decorations, lights, flocking or any other types of contaminants are allowed on trees, either curbside or at the DPW. Artificial trees or contaminated trees must be stickered and will be picked up by the garbage hauler. No other yard waste or brush will be picked up during this Christmas tree collection. Do not place trees at curbside before 6:00 PM of the day before your regular collection day.

7. Lead Water Service Lateral Replacement, 2024-25 Contract

Mr. Buckley reported on replacements as of 12-31-2024: 74 – Public Water Services Replaced; 51 – Public Sewer Laterals Replaced; 13 – Private Water Services Replaced; 9 – Private Sewer Lateral Replaced. Service lateral replacements are suspended temporarily due to weather. Work will resume when frost is out of the ground. Service lateral replaced on Forest Ave. on December 30 due to leaking water service.

8. Sandy Bay Highlands Subdivision Phase 3

Mr. Buckley reported all of the water mains and sanitary sewer mains have been installed. Storm sewer will be installed while waiting for safe water samples. Gravel street is drivable, Orchard Lane from Lake Breeze Drive to Rawley Court and for the length of Rawley Court. Phase 3 lots are now officially listed with Amy Townsend of Starck Real Estate, through March 31. First offer has been received and accepted; closing in January.

9. Community and Economic Development Update

Mr. Buckley reported on the following economic development updates:

a. City Council and Plan Commission met in joint session on December 9 for site and architectural plan review for a 52-unit market rate apartment complex proposed for construction on the former Hansen the Florist site at 3000 Forest Avenue. Public hearing on the site plan for this project is on January 6, 2025, at 6:00 PM. Draft development agreement for possible City TIF grant assistance is being reviewed by the developer.

b. City closed December 30 on the sale of a 2.5 acre site at the Woodland Industrial Park to Driver Solutions, Inc., DBA Rush Logistics. Current in leased space in Manitowoc, the company plans to build a 6,000 SF facility in Two Rivers in 2025

c. Construction continues on downtown projects at Sauve's Automotive and the Violet Inn.

10. Thank You to Everyone Involved in Decorating Downtown for Christmas

11. Upcoming Events

- a. Two Rivers Environmental Advisory Board presents, "Great Lakes Fishes: Conservation, Management, and Recipes!" January 9, 2025, 6:00 PM at Lester Public Library
- b. Woodland Dunes presents, "Wild Wanderers: Animal Homes," January 11, 2025, 9:00 AM - 10:30 AM
- c. Friends of the Two Rivers Senior Center presents, "Cork and Canvas," January 16, 2025, 6:00 PM at the Community House

12. Changes to Agenda and Archived Council Meeting Videos

Mr. Buckley reported agenda items will be assigned numbers to facilitate better accuracy for tracking and searching. Council videos will be time-stamped on the city website to help residents search for key terms.

C. Legislative/Intergovernmental Update

1. AWWA Filing for Court Review of EPA's Recently Announced Lead and Copper Rule Improvements (LCRI)

Mr. Buckley reported that AWWA has filed a petition of the LCRI citing concerns of lead on private property. The petition also noted it can cause significant affordability challenges, particularly for households that struggle to pay for essential needs. Also, the 2037 deadline to replace all lead service lines and galvanized lines is not feasible.

2. ARPA Funding Agreements with Manitowoc County

Mr. Buckley reported the two ARPA Funding Agreements with Manitowoc County were signed by the City's representatives with the amounts that were approved at the council meeting on December 16, 2024. The City has requested from the County Corporation Counsel and the Finance Director the ability to amend those contracts and earlier contracts in 2025 to shift funding to where we will be underspending our ARPA dollars in those existing contracts.

3. Other

10. CONSENT AGENDA

A. 25-002 A. Presentation of Minutes

- 1. City Council Regular Meeting, December 16, 2024
- 2. City Council Special Meeting, December 23, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

B. 25-003 B. Minutes of Meetings

- 1. Business and Industrial Development Committee & Community Development Authority, December 27, 2024

Recommended Action:

Motion to receive and file

C. 25-004 C. Applications and Petitions

- 1. Application for Temporary "Class B" Wine License for Friends of the Two Rivers Senior Center for Cork and Canvas event, January 16, 2025, 5:30 PM to 8:30 PM at the Two Rivers Senior Center
- 2. Application for Temporary Class "B" Beer License for Knights of Columbus

Recommended Action:

Motion to approve the application and authorize issuance of the license

- D. 25-005** D. Summary of Verified Bills for the Month December 2024 for \$622,317.00

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by B. LeClair, seconded by Wachowski.

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

11. CITY COUNCIL - FORMAL ITEMS

- A. 25-006** A. Amendment to Agreement for Sale of Real Estate With Wine Not, LLC, Pertaining to the Property at 2023 Washington Street

Recommended Action:

Motion to authorize the City Manager and City Clerk to sign the amendment on behalf of the City

Motion carried with a roll call vote.

Motion made by Petri seconded by B. LeClair to approve the agreement with the provisions of finding out the costs before February 7, 2022; receive the two invoices that were missed and the modifications to the first of right refusal and the additional invoice from Vision Architecture.

Finding out the costs before February 7, 2022; receive the two invoices that were missed and the modifications to the first of right refusal.

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

- B. 25-007** B. Resolution Authorizing a Refund of Room Taxes for Multiple Short-Term Rental Properties, Based on Duplicate Payments Made (Tabled from December 23, 2024 Special Meeting)

Recommended Action:

Motion to refer this matter to the Personnel and Finance Committee, for its review and recommendation back to the City Council (Referral Requested by Committee Chair)

Motion carried with a voice vote.

Motion made by Petri seconded by D. LeClair
Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser,
Wachowski

**C. 25-008 C. Staff Report and Discussion Regarding Status of City Funding Applications for
2025 Water and Sanitary Sewer Projects**

Recommended Action:
No action; discussion only

No action taken. The Council engaged in discussion

Mr. Buckley and the Public Works Director Matt Heckenlaible provided an overview of the city
funding applications for the 2025 water and sanitary sewer projects.

12. FOR INFORMATION ONLY

- A. Personnel and Finance Committee Meeting, Thursday, January 9, 2025, at 6:00 PM
- B. City Council Regular Meeting, Monday, January 20, 2025 at 6:00 PM
- C. City Council Work Session, Monday, January 27, 2025 at 6:00 PM

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 8:04
PM

Motion carried with a roll call vote.

Motion made Derby seconded by Wachowski
Voting Yea: Bittner, Brandt, Derby, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser,
Wachowski

Respectfully submitted,

Amanda Baryenbruch
City Clerk



TWO RIVERS
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Thursday, October 24, 2024 at 6:00 PM
Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

The meeting was called to order by Committee Chairman Shimulunas at 6:05 PM

2. ROLL CALL

Personnel & Finance Committee Members present were Bonnie Shimulunas, Mark Bittner, and Adam Wachowski. Members of City Staff present were Gregory Buckley, City Manager; Kassie Paider, Finance Director; Matt Heckenlaible, Public Works Director; Mike Mathis, Parks & Recreation Director. Also present was Scott Stechmesser, City Council Member.

3. REVIEW OF PROPOSED 2025 GENERAL FUND OPERATING BUDGETS AND RELATED CAPITAL BUDGETS

A. Overview of General Fund Revenues and Expenditures

City Manager Buckley reviewed highlights of the General Fund budget. Proposed spending is up 3.52% which is within the 3.7% to qualify for 2026 expenditure restraint payment. This budget includes a small property tax levy increase to the General Fund which is offset by a small property tax levy decrease in the Debt Service Fund and no change to the levy for the Library resulting in no increase in the tax levy for 2024 to be paid in 2025. A decrease in the levy needed for Debt Service is due to using Debt premium from 2024 in 2025. Shared Revenues increased by 2.86% and General Transportation Aids increased by 4.6%. This budget does not add or eliminate any positions. This budget includes a 3% wage increase for non-union and Police employees, and a 2% at 1/1, 2% at 7/1 for Fire employees. There is an increase of 13% to the cost of health insurance and small increases to the employer contributions rates for WRS. The budget is balanced for 2025.

B. Review of General Government Budgets

City Manager Buckley presented a detailed review of the General Government Budgets.

C. Review of Public Works Budgets

Public Works Director Heckenlaible presented the Public Works Budget. This budget increases by 1.37% over the originally adopted 2024 budget and 11.35% over the amended 2024 budget. It includes the removal of the 2024 proposed GIS and Maintenance workers positions and adds back two seasonal employees. The Snow & Ice budget was increased back to the proposed 2024 budget levels. An anticipated increase to transit expenses of 25% over 2024's budget. Director Heckenlaible also reviewed capital project funds for Bike Trail Construction, City Landfill, Street Construction, Sandy Bay Highlands, Bridge Construction, and Public Works Equipment.

D. Review of Parks and Recreation Budgets

Parks & Recreation Director Mathis presented the 2025 Health & Human Services and Culture, Rec & Education budgets. Health & Human Services in proposed to increase by 2.88% and Recreations by 6.7%. Capital projects for Parks & Rec were also reviewed proposing a total spending of \$718,500 with \$479,000 being tax supported and \$239,500 being paid for by grants.

E. Review of "Other Financing Uses" Budget

Other financing uses were reviewed, it is budgeted to decrease by 32.11% due to a decrease in budgeted contingencies.

4. DISCUSS UPCOMING BUDGET REVIEW SESSIONS

- A. Tuesday, October 29, 8:00 AM--Review Police Operating and Capital Budgets
- B. Wednesday, October 30, 6:00 PM--Review Special Revenue Funds Budgets/Wrap Up Capital Budgets
- C. Tuesday, November 5, 8:00 AM--Review Fire/EMS Operating and Capital Budgets
- D. Thursday, November 7, 6:00 PM--Joint Meeting With Utilities Committee to Review Utility Budgets
- E. Thursday, November 14, 6:00 PM--Final Review by Committee

5. FURTHER DISCUSSION OF SCHEDULING INTERVIEWS WITH CITY MANAGER SEARCH CONSULTANTS

The committee would like to interview MGT and PAA on 11/6.

6. NEXT MEETING--Tuesday, October 29, 2024, 8:00am

7. ADJOURNMENT

Meeting adjourned at 9:03 PM

Respectfully Submitted,



Kassie Paider, Finance Director



TWO RIVERS
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Tuesday, October 29, 2024 at 8:00 AM
Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. Call to Order

The meeting was called to order by Committee Chairman Shimulunas at 8:03am.

2. Roll Call

Personnel & Finance Committee Members present were Mark Bittner and Bonnie Shimulunas. Members of City Staff present were Gregory Buckley, City Manager; Kassie Paider, Finance Director; and Ben Meinnert, Police Chief. Personnel & Finance Committee Members not present were Adam Wachowski.

3. Review of Proposed 2025 Operating and Capital Budgets for Police Department, Municipal Court, Police and Fire Commission

Chief Meinnert presented the 2025 Judicial and Police Department proposed budgets. Judicial increased by 10.01% (\$5,905) and the Police Department increased by 4.83% (\$176,756), these increases were driven by increases in staff wages. There was no increase to the Police & Fire Commission budget. Chief Meinnert also reviewed the proposed capital spending for the Police Department including new squad camera systems, flock cameras, WRAP safety restraints, and K9 vehicle equipment.

4. Review of "Other Financing Uses" General Fund Budget

Finance Director Paider reviewed the other financing uses General Fund budget. Overall, it is proposed to decrease due to the removal of the 2024 amended contingency. Discussed the increase of retiree health fund transfer.

5. Next Meeting: Wednesday, October 30, 6:00 PM

6. Adjournment

Motion was made by Bittner, seconded by Shimulunas, to adjourn the meeting at 10:14am. Motion carried.

Respectfully Submitted,

Kassie Paider, Finance Director



**TWO
RIVERS**
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Thursday, January 09, 2025 at 6:00 PM

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

MINUTES

1. Call to Order

The meeting was called to order by Committee Chairman Shimulunas at 6:00pm.

2. Roll Call

Personnel & Finance Committee Members present were Bonnie Shimulunas, Mark Bittner, and Adam Wachowski. Members of City Staff present were Gregory Buckley, City Manager; Kassie Paider, Finance Director; and Joe Metzen, Tourism Director.

3. Year-End Overtime Report for 2024

City Manager Buckley reviewed overtime for 2024 compared to prior years. Overtime was higher in 2024 compared to prior years due to the missing child incident in the early months of 2024. Short staffing in both Fire and Police also drove overtime hours up with other staff filling shifts.

4. Status Report on Employee Compensatory Time Balances, Following Year 1 of New Policy on Comp Time

City Manager Buckley reviewed the status of comp time accrued balances at the end of 2024. Total accrued balances decreased by 43% from 2023 to 2024. Per the personnel policy accrued comp time hours needed to be reduced to no more than 160 hours per employee by the end of 2024. All accrued comp time balances will be zero by the end of 2026 per policy.

5. Discuss 2025 Capital Projects; Schedule Meeting With Financial Consultants from RW Baird, Regarding Borrowing for 2025 Capital Projects

City Manager Buckley reviewed the capital projects list for 2025 and the funding sources planned. Will plan to have Baird representative attend next Finance meeting in February.

6. Discuss Recent City-Issued Refund to Short Term Rental Property Owner-Manager for Duplicate Payments of Room Taxes; Discuss Possible Actions to Help Avoid This Problem in the Future, as It Relates to Room Tax Payments Made by On-Line Booking Platforms

Tourism Director Metzen discussed the lack of information received with payment from online booking platforms when submitting room tax payments. Through discussion with other municipalities this problem is not unique to Two Rivers. There has been discussion at trade groups about this issue. One municipality has implemented a voluntary sharing of data program to try and get some more detailed information about short term rental stays.

Motion was made by Wachowski, seconded by Bittner, to direct staff to create a resolution for consideration by the City Council, recommending that the WI Legislature pass a statute requiring on-line booking platforms, when paying room tax to Wisconsin municipalities, to list the individual lodging properties for which the room taxes were collected, and the amount of tax attributable to each such property; request similar resolutions from the City's Room Tax Commission and the Explore Two Rivers, Inc. Board, and share the resolution with the League of Wisconsin Municipalities and area and state-wide tourism organizations. Motion carried.

7. Consider Date and Time for Next Meeting

Next meeting is Thursday, February 13, 6:00pm

8. Adjournment

Motion was made by Wachowski, seconded by Bittner, to adjourn meeting at 7:00pm. Motion carried.

Respectfully Submitted,



Kassie Paider, Finance Director



LIBRARY BOARD MEETING

Tuesday, December 10, 2024 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Pennefeather called the meeting to order at 6:00 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Ned Guyette, Shannon Derby, Don Weiss, Kathryn Gadd, Mary Glaser, Sharon Sleger, and Stanley Palmer. Absent and excused - Katie Stone. 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 November 12, 2024, meeting, made by Glaser, second made by Guyette. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from November, 2024, made by Weiss, second made by Palmer. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Palmer distributed an article from the New York Times, "I Get Why Students No Longer Read," and will bring back to the January meeting for further discussion. Gadd shared that a meeting at the Manitowoc Public Library was disrupted and wondered if our meeting room policy was up to date – Dawson will put the meeting room policy review on the agenda for January.
7. **DIRECTOR'S REPORT**
Dawson fielded questions and comments concerning his report.
8. **COMMUNICATIONS**
A. Library Newsletter – December 2024
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE**
Christmas celebrations featured the first ever tree decorating contest, Lester Public Library took first place, there will be a full slate of events on Saturday – Cool City Christmas. A search firm was selected by Council to assist with filling the upcoming City Manager job opening.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**
Christmas concert season is in high gear. Several organizations and individuals have donated funds to assist kids and families in need.
11. **REPORT FROM COUNTY REPRESENTATIVE**
Passed Manitowoc County Coordinated Public Transit-Human Services Transportation Plan. Passed the 2025 budget, after passing the County Executive vetoed: 3 positions in the Human Services Department and reduced borrowing for the Highway Department by \$700,000. Passed a resolution supporting increased State mental health funding.

12. UNFINISHED BUSINESS

A. Motion to approve the 2025 Library Budget made by Guyette, second made by Sleger. Voice vote carried unanimously.

13. NEW BUSINESS – None

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

Motion to adjourn made by Derby, second made by Palmer. Voice vote carried unanimously. Meeting adjourned at 6:54 PM.

Respectfully submitted by Jeff Dawson, Director



TWO RIVERS
WISCONSIN

ENVIRONMENTAL ADVISORY BOARD MEETING

Tuesday, December 17, 2024 at 5:30 PM

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

MINUTES

1. **CALL TO ORDER:** 5:30 pm
2. **ROLL CALL AND CHECK ON REMOTE PARTICIPANTS**
Board Members: Darla LeClair, Douglas Brandt, Tracey Koach, Donald DeBruyn, Corinne Weis
Excused: Heather Gross, John Tillotson
Staff & Others: Matthew Heckenlaible, Scott Ahl, Mike Mathis, Shannon Derby
3. **REVIEW AND APPROVAL OF MINUTES**
 Minutes from the October 15, 2024, Environmental Advisory Board meeting

 Tracey Koach made a motion to accept the October 15, 2024, Environmental Advisory Board meeting minutes with revision, seconded by Corinne Weis. Motion carried.
4. **PUBLIC INPUT – N/A**
5. **COMMITTEE BUSINESS: MEMBER UPDATES**
 A. Jay Orvis Resignation
 Matthew Heckenlaible received an email stating that Jay Orvis was resigning from the Environmental Advisory Board. He will be recognized at Council.
6. **NEW ITEMS FOR DISCUSSION AND ACTION, IF NEEDED**
 A. New Initiative - Sustainable Food, Water Monitoring Program
 Water monitoring ended last month and we have not seen a report on this. Samples were taken from the West Twin Rivers near CTH V for the past six months. Those samples were submitted to the state and they expect to have a report prepared in the future.

 Climate changes affecting source of food which impacts agriculture, supply of food and related price to food (supply/demand).
7. **ONGOING ITEMS FOR DISCUSSION AND ACTION, AS NEEDED**
 A. 2024-2025 Winter Educational Series update

 October 10, 2024 - A Natural Balance - blending trees, nature, art and people – CANCELED
 November 14, 2024 - Birding at Home - attracting and caring for native birds
 December 12, 2024 - Rain Gardens - blending style and sustainability – CANCELED
 - Speaker canceled – not enough time
 January 9, 2025 - Fins and Scales - conservation, management and recipes for Great Lakes fish

February 13, 2025 - Rest and Relax at Local Parks - incorporating green space, art and recreation

- Look at changing to Public Informational meeting for park tree grants (Lakeshore Natural Resource Board). Note: Grants are progressing slowly.

March 13, 2025 - What Would You Do? - keeping wildlife wild

April 10, 2025 - Light Pollution and Animal Confusion

B. EAB City Posted Video Library update

Darla resolved the software issues but now does not have access to videos.

8. TREE/FORESTRY/POLLINATOR INITIATIVES

A. Urban Forestry Grant

Mike Mathis showed a power point presentation (see attachment). Tree planting for 2025 will be six (6) trees at Lester Library, 44 citywide and 25 community outreach (schools).

Winter activities, lectures and kids events.
Workshop on pruning – EAB Educational Series

B. Arbor Day Grant

Arbor Day 2025 is April 25, 2025. Focus on outreach. School involvement – host planting event at Koenig School.

C. Lake Michigan Bird Observatory Grant

Received \$10,000 grant. Sixty (60) trees need to be planted on south side of the city. Looking at Roosevelt Avenue and spread out others. Need to be native trees only.

D. Bee City Designation

Cost is \$200/year. Committee would need to recommend to Council. Then Council would need to pass a resolution to include reducing use of pesticides (public education), incorporating pollinator conscious policies and hosting pollinator educational series.

Take off agenda – not much benefit.

E. Paddlers Park update

LNRP funded the planting of nine (9) 2-inch trees per plan.

Coastal Management Application for a new concrete boat launch, signage, dock and fishing sites.

F. NFWF, Great Lake and St. Lawrence Cities Initiative Grant

Two grants for approximately \$200,000 for outreach with 30 percent plans for original beach enhancements from Lighthouse Inn to the south.

G. Monarch City – No information provided.

H. Neshotah Beach Project(s)

Project cost is projected as \$419,000 with a 50/50 split. Have \$25,000 for rain gardens/storm water management. A rain garden will be installed near bus shelter on Pierce Street. Hoping to be completed prior to peak of summer.

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

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

Proposed for Tuesday, January 21, 2025, at 5:30 pm

11. ADJOURNMENT: 7:03 pm

Don DeBruyn made a motion to adjourn the meeting, seconded by Corinne Weis. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible
Public Works Director/City Engineer



**TWO
RIVERS**
WISCONSIN

ROOM TAX COMMISSION MEETING

Monday, December 30, 2024, at 4:00 PM

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

MINUTES

1. CALL TO ORDER

2. ROLL CALL

Present Commission Members: Curt Andrews & Mark Bittner Attending Remotely: Greg Buckley
Absent: Bill LeClair & Rick Carey All so in Attendance: Joe Metzen (Tourism Director) & Bonnie
Shimulunas (Two Rivers City Council Member)

3. APPROVE MINUTES FROM 12/6/2024 MEETING

Motion made by Mark Bittner, seconded by Greg Buckley. Motion carried by voice vote.

4. APPROVE 2025 TOURISM BUDGET

Tourism Director Joe Metzen indicated the 2025 budget projects a 16% increase in Room tax Revenue from 2024. This is supported by better than budget performance in 2024, an additional boutique hotel opening in May of 2025, additional short-term rental properties and some significant tourist events scheduled in 2025. The salary increase is 3% per City Council approval at the budget hearing and review meeting for 2025. The marketing portion of the budget has a portion of non-designated funds to provide an opportunity to take advantage of marketing opportunities in 2025 as the year progresses.

A motion was made to approve the budget as presented with the understanding that when the Explore Board of Directors meets, they will have the opportunity to review and modify portions of the marketing budget with input from the Tourism Director. Motion made by Mark Bittner, seconded by Greg Buckley. Motion carried by voice vote.

5. APPROVE 2025 APPOINTEE TO EXPLORE TWO RIVERS BOARD

A motion was made to have Curt Andrews take the place of Bill LeClair as the Room Tax representative on the Explore Two Rivers Board in 2025. Motion made by Mark Bittner and seconded by Greg Buckley. Motion carried with Curt Andrews abstaining.

Note: Rick Carey joined remotely.

6. CONTRACT UPDATE WITH EXPLORE TWO RIVERS, INC.

Curt Andrews provided an update that the revised contract between the Room Tax Commission and Explore Two Rivers Board was submitted to the Explore Two Rivers Board prior to their meeting on December 10, 2024. John Wyrostek, the incoming Board Chair for Explore Two

Rivers in 2025 had reviewed the proposed contract and recommended the Explore Two Rivers Board review the contract when they meet in 2025 to provide the new board members with an opportunity to review, make comments and approve the contract if acceptable.

7. ADJOURNMENT

Motion to adjourn the meeting at 4:45 PM by Greg Buckley, seconded by Mark Bittner. Motion carried by voice vote.

Respectfully Submitted,

Joe Metzen, City Tourism Director

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.



TWO RIVERS
WISCONSIN

PUBLIC UTILITIES COMMITTEE MEETING

Monday, January 06, 2025 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: Tim Petri, Darla LeClair, Shannon Derby

Staff & Others: Matthew Heckenlaible, Scott Ahl, Dave Casebeer, Andrew Sukowaty

Excused: Brian Dellemann

3. **REVIEW AND APPROVAL OF MINUTES**

Approval of the minutes from the December 2, 2024, Public Utilities Committee meeting.

Darla LeClair made a motion to approve the December 2, 2024, Public Utilities Committee meeting minutes, seconded by Shannon Derby. Motion carried.

4. **PUBLIC INPUT – N/A**

5. **CONSTRUCTION PROJECTS**

A. **2024-2025 Lead Service Lateral Project update**

Replacements as of 12-31-2024:

- 74 - Public Water Services Replaced
- 51 - Public Sewer Laterals Replaced
- 13 - Private Water Services Replaced
- 9 - Private Sewer Laterals Replaced

B. **Sandy Bay Highlands Phase 3 update**

All sanitary sewer and water mains have been installed. The contractor had been working on the storm sewer while waiting for a safe water sample. Once the safe water sample is confirmed, they will switch over to sanitary laterals and water services.

C. **Harbor Street, 16th Street and Emmet Street (2025)**

The project is in the survey and design phase and we are hoping to have plans in early 2025. During this process we noted that Harbor Street and 16th Street are identified as an on-street bike route within the adopted 2013 Bike and Pedestrian Plan.

Discussed road cross section alternatives as follows:

Existing Harbor Street is 24' wide with parking on south side only.

- Widen Harbor Street to 28' and have bikes on road

- Separate off street trail (10' wide) on south side
- Consider converting to one-way

Committee preferences are to make it a one-way with a trail on the south side OR expand the road to 28' wide with sharrow (bike lane).

NOTE: A home builder provided information regarding two homes proposed to be constructed on Emmet Street during this project.

D. 2025 East Side Scattered Lead Service Lateral Project

Approximately 150 services to be completed in 2025.

E. Wastewater Plant Roofing Projects

Plan to bid public works and wastewater roofs in one contract to get better pricing.

F. CIPP

Plan to take bids for a sewer lining project this year.

6. WASTEWATER UTILITY: UPDATES AND ACTION

A. Riverside Foods update

Met with Riverside Foods personnel on December 19th. There had been some high loadings prior to the meeting but then settled. We are currently seeing fluctuating loadings at plant now. May be dependent on when grease tank is cleaned or cleaning at Riverside Production Plant.

B. CMOM update

DNR required update. Currently being updated in engineering. The updated manual consolidates items into one location on how the system is operated and maintained. Document to be submitted to DNR by end of January.

C. Sludge Management Plan

Submitted and approved.

7. ELECTRIC AND TELECOMMUNICATIONS UTILITIES: DIRECTOR UPDATES AND ACTION, IF APPLICABLE – No update.

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

A. Corrosion Control Study

Study was submitted to DNR. There was excessive debris in the mains which causes biofilm and increases corrosivity.

B. Lead/Copper Rule Revision

LCRI revision requires fifth liter sampling. We are required to do two samples per year at 60 locations until DNR reviews referenced study.

AWWA is challenging portions of the LCRI in court. They believe the rule is good, but not feasible due to timeline and limited funding. They noted that the requirements will impact rates and have taken it to the US Court of Appeals.

9. STORM WATER UTILITY: UPDATES AND ACTION, AS NEEDED

A. Urban Nonpoint Stormwater Grant update – No update.

10. SOLID WASTE UTILITY: UPDATES AND ACTION, AS NEEDED

A. 2026 Solid Waste Fee Review (placeholder) – No update.

11. ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION

A. Utility Bill Monthly Minimum Terminology (Line Fee/Meter Fee)

Brian Dellemann looking at clarifying terminology on utility bills.

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

Proposed for February 3, 2025, at 5:00 pm.

13. ADJOURNMENT: 5:50 pm

Darla LeClair made a motion to adjourn the meeting, seconded by Shannon Derby. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible

Public Works Director/City Engineer



TWO RIVERS
WISCONSIN

PUBLIC WORKS COMMITTEE

Wednesday, January 08, 2025 at 5:15 PM

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

MINUTES

1. **CALL TO ORDER:** 5:15 pm,

2. **ROLL CALL**

Committee Members:

Present: Scott Stechmesser, Doug Brandt

Excused: Bill LeClair

Staff and Others: Matthew Heckenlaible, Scott Ahl, Ben Meinnert, Jim Reif

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the December 4, 2024, Public Works Committee meeting.

Doug Brandt made a motion to approve the December 4, 2024, Public Works Committee meeting minutes, seconded by Scott Stechmesser. Motion carried.

4. **PUBLIC INPUT – N/A**

5. **ONGOING PROJECT STATUS AND ACTION, IF NEEDED**

A. Sandy Bay Highlands Phase 3 update

All sanitary sewer and water mains have been installed. The contractor had been working on the storm sewer while waiting for a safe water sample. Once the safe water sample is confirmed, they will switch over to sanitary laterals and water services.

B. Harbor Street, 16th Street and Emmet Street Reconstruction

The project is in the survey and design phase and we are hoping to have plans in early 2025. During this process we noted that Harbor Street and 16th Street are identified as an on-street bike route within the adopted 2013 Bike and Pedestrian Plan.

Discussed road cross section alternatives as follows:

Existing Harbor Street is 24' wide with parking on south side only.

- Widen Harbor Street to 28' and have bikes on road
- Separate off street trail (10' wide) on south side
- Consider converting to one-way

Committee preferences are to make it a one-way with a trail on the south side OR expand the road to 28' wide with sharrow (bike lane).

NOTE: A home builder provided information regarding two homes proposed to be constructed on Emmet Street during this project.

C. Pierce Street (21st Street to Zlatnik Drive)

Survey performed. Still need to lay out concepts/design.

D. Public Works Shop Repairs

Need to have open house with finance committee/City Council.

6. PROPERTY OWNER REQUESTS: N/A

7. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION

A. Sidewalk Maintenance Clearance Requirements

At the November 19th City Council Meeting, there was discussion regarding the modifications of Section 4-1-4 of the Municipal Code that were previously presented to the Committee and ultimately Council opted to send it back to Committee for additional modifications. Rather than spending a lot of time making revisions, looking for direction from the Committee as to modifications that should be made. Since snow and ice removal is covered under Section 4-1-6 of the Municipal Code, there is no immediate rush to get this revised/modified.

Per discussion, when there is snow or ice, we will post on our website stating when sidewalks must be cleared.

B. Dumpster Permit Requirements – Review of Draft Ordinance Language

Recommend tabling to research on proposed cone base by local home builder in lieu of barricades and reflective tape.

C. Driveway/Approach Ordinance Revision - User Guide

No update at this time. Looking to have something for the February meeting.

D. Pavement Repair Policy

Additional information has been acquired regarding this topic. Another municipality is utilizing the pavement rating as a guide to which pavement will be replaced. This rating addresses the age, condition and potential degradation of the pavement in question. Will look into this more with a draft for the February meeting.

8. COMMITTEE AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENADA AND ACTION, IF NEEDED: N/A

9. DISCUSS STAFF RECOMMENDATIONS (TRAFFIC AND PARKING CONTROL) - ACTION, ENDORSEMENT OR MODIFICATIONS, AS NEEDED: N/A

10. OTHER ITEMS THAT MAY COME BEFORE THE COMMITTEE: CONSIDERATION AND ACTION, IF NEEDED

A. Snow Season

January 6th flash freezing drizzle took a lot of people off guard. The forecast was flurries, but it came down as drizzle that froze on contact. DPW spent all day maintaining primary streets and every other pass around the City did residential intersections.

A discussion with staff occurred early Wednesday, January 8th, regarding planning for the potential snow that is coming on Sunday into Monday (January 12th – 13th). Depending on the actual quantity of snow, City crews will most likely plow all the City streets unless it is just a trace of snow and then it will just be the primary routes. Crews will pre-brine in anticipation of snow this coming Friday.

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

Proposed for Wednesday, February 5, 2025, at 5:15 pm.

12. ADJOURNMENT: 6:36 pm

Doug Brandt made a motion to adjourn the meeting, seconded by Scott Stechmesser. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible
Public Works Director/City Engineer



**TWO
RIVERS**
WISCONSIN

ADVISORY RECREATION BOARD MEETING

Wednesday, January 08, 2025 at 6:00 PM

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

MINUTES

1. ROLL CALL

Board Members: Daniel Cortte, Brian Gallagher, Travis Kadow, Erin Lamal, Robert Reed Jr., Jason Scharping, Dorothy Tinkham Delo, Adam Wachowski-Council Rep, Scott Stechmesser-Council Rep

PRESENT

Council Rep Adam Wachowski
Council Rep Scott Stechmesser
Robert Reed
Jason Scharping
Travis Kadow
Dorothy Tinkham Delo

ABSENT

Erin Lamal
Daniel Cortte
Brian Gallagher

2. APPROVAL OF MINUTES

Motion made by Robert Reed, Seconded by Dorothy Tinkham Delo.

3. CORRESPONDENCE

None

4. COMMENTS FOR THE PUBLIC (Limited to 3 minutes each)

None

5. NEW BUSINESS

A. Review Parks and Rec 2025 Staff Goals

Parks and Recreation outlined Goals for 2025 at the year end meeting, focusing on six core competencies: Teamwork & Leadership, Resource Stewardship, Diversity & Belonging, Continuous Learning, Community Impact, and Customer Service. To ensure that the department remains on track to meet these goals throughout the year, bi-weekly meetings were scheduled to track progress and make necessary adjustments. A full list of goals is included in the attached ARB Presentation.

6. OLD BUSINESS

B. Update on past Neshotah Beach paid parking research

A review was conducted on the 2023 research related to the paid parking system at Neshotah Beach, where the feasibility and profitability of such a model were analyzed. The findings of the previous research indicated that establishing a profitable business model for paid parking at the beach would be difficult to attain.

Next Steps: revisit IPS Group kiosk system, explore new vendor with a toll-way style system, possibly pilot and/or do a car count at parking lots. ARB will host a vendor presentation at a future meeting. ARB will host a vendor presentation at a future meeting to further explore options.

7. OTHER BUSINESS

None

8. DIRECTOR'S REPORTS

A. Program & Event Updates

Programs: Pickleball Punch Cards are back and we averaging 10 participants per session. Slow Flow Yoga has a new high of 26 participants. Girls softball December 22 participants, and January 13. Youth Basketball had 20 in session 1 and 26 in session 2. Dance had 30 participants in the first session, and just started session 2.

Upcoming Programs: Prenatal Yoga Class - only one in area from Green Bay to Sheboygan starts 1/5/25. A new dance aerobics class launch - Zumba starts 1/22/25. 2 youth baseball clinics starting 1/10/25. Winter Swim Lessons beginning 2/10/25. Winter Indoor Soccer starts 2/6/25 for Elementary & 3/8/25 for Middle School.

Events: Cool City Christmas was a huge success! Everyone came together for set-up of this amazing community event. Three people were awarded the "Santa at Heart Award" for their commitment to making this event extra special this year by going over and above. 67 families participated in the Candy Land Candy Cane Hunt as part of Cool City Christmas. The Ice Rink is open and ice skate rentals available on Friday, Saturday, & Sundays.

Upcoming Events: Free Family Sledding night 1/17/25. In partnership with the library two TR Teen Nights - Ice Skating 2/21/25, and open gym and golf simulator 4/4/25. Arbor Day celebration 4/26/25. Our summer concert series for Concerts in the Park & Bands on the Beach have all been scheduled and major sponsors have been confirmed. 10 concerts have also been scheduled for the Downtown Friday Nights. Special Events has raised almost \$19,400 in sponsorships for 2025 by the end of December.

Senior Center hosted two Christmas parties in December, collected gifts for Foster Families & Friends, and awarded 3 winners for the Snowman Decorating contest that took place at Cool City Christmas. In December they gave 319 rides, 1240 meal delivered, & 94 people volunteered.

B. Parks & Facilities Updates

We are in the process of adopting a new Productive Parks work order management software to streamline and enhance our operations. Currently, Parks & Rec does not have a formal work order system in place; instead, tasks are tracked through a combination of supervisor knowledge, spreadsheets, and whiteboards. The new system will significantly improve efficiency, allowing us to

better manage workflows and allocate resources. We are excited to implement this solution ahead of the busy summer season, ensuring a smoother and more organized operation.

C. Planning & Grants Updates

Coming soon: Program/Recreation specific community surveys, Feedback from WI Coastal Management for Paddlers Park application, and P&R 2024 Annual Report.

9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS

A. Presentation from vendor about Neshotah Beach parking system.

10. NEXT MEETING

February 12th, 2025

11. ADJOURNMENT

Motion made by Travis Kadow, Seconded by Jason Scharping.

Respectfully Submitted

Laura Hooper, Office Manager

**CITY OF TWO RIVERS CITY COUNCIL
CITY MANAGER RECRUITMENT AND SELECTION COMMITTEE
Thursday, January 9, 2025
7:00 p.m.
3rd Floor Committee Room, City Hall**

Call to Order

The meeting was called to order by Committee Chairman Scott Stechmesser at 7:02 p.m.

Roll Call

Committee Members Present: Mark Bittner, Bonnie Shimulunas, Scott Stechmesser and Adam Wachowski. Committee Members Absent: None.

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

Conference Call/Discussion with Kevin Brunner, PAA, Regarding City Manager Recruitment and Selection Process; Review Executive Search Checklist

Mr. Brunner led a discussion regarding the recruitment and selection process, following the checklist attached to these minutes.

During that discussion, the following matters were agreed upon by consensus:

- Committee Chair Scott Stechmesser will be PAA's primary point of contact with the City
- City Manager Buckley will provide information on City organizational chart, budget, photos and other materials to be used by PAA in assembling the recruitment materials
- City Manager Buckley will provide PAA with contact information for the committee members
- There will need to be 3-4 meetings between the committee and PAA as the recruitment profile and materials are developed and finalized
- Target date for a new City Manager to start work is July 14, 2025; Mr. Buckley's planned retirement date is August 8, 2025, so that will allow for a four-week overlap
- PAA will utilize a survey tool to identify qualities that Council members, department heads and members of the community desire in a new City Manager: that survey will be made available on-line for all members of the community
- PAA will talk further with the committee on matters including educational and work experience expectations for the position, salary and benefit package, residency expectations, relocation assistance
- In addition to a written position profile, PAA will produce a video on the community and the position, with introduction from Council President/Committee Chair Stechmesser
- PAA's outreach for candidates will include professional associations, graduate programs in public and business administration, and direct outreach to 100-150 prospective candidates

City Manager Recruitment and Selection Committee
January 9, 2025
Page 2

- PAA will assist in providing the Committee with a recommended group of semifinalists, providing an in-depth reference report on each semifinalist
- The Committee wishes to include emotional intelligence assessments on each semifinalist candidate, to be provided through PAA
- A group of finalist candidates (likely 4-7 finalists) will be invited to Two Rivers for a two-day community visit and assessment center, tentatively targeted for Friday, May 30- Saturday, May 31. This will include community tours and meetings with department heads on Friday, a community reception on Friday evening and interviews with the City Council plus other assessment activities on Saturday.
- PAA is available to assist in negotiating an employment agreement with a top candidate, provided that any written employment agreement will be the responsibility of legal counsel specified by the City Council

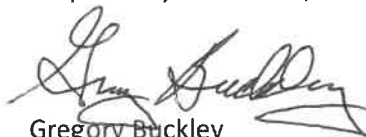
Mr. Brunner indicated that, based on the target date for filling the position, recruitment will begin in mid-March.

Mr. Brunner will be in touch with Chairman Stechmesser and Mr. Buckley about scheduling the next committee meeting.

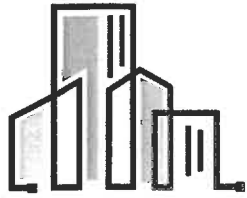
Adjournment

Mark Bittner moved, supported by Adam Wachowski, to adjourn the meeting at 8:28 p.m. Motion carried by voice vote, without dissent

Respectfully Submitted,



Gregory Buckley
City Manager



Public Administration Associates, LLC

1155 W. South Street
Whitewater, WI 53190
414-788-7028
public-administration.com

Meeting with City of Two Rivers-Recruitment/Selection Process for Next City Manager

January 9, 2025

Executive Search Checklist

- 1) Review/Discuss General Search Process and Outline for Recruitment /Selection Schedule
 - City Liaison with PAA
 - Target Date for Getting New City Manager On-Board (Will Determine Schedule)
 - Selection Committee and City Council-Preferred Meeting Dates
 - City Council, City Staff and Community Participation
 - Potential City Administrator Assessment Center Tools (writing exercise, emotional intelligence assessment, community meet and greet, community tours, public presentation, others?)
 - Candidate Reference Reports
 - Final Background Check (Criminal and Financial)-City Responsibility

- 2) Common Council and City Staff Assessment Tool and Survey
 - City Council and City Staff Assessment Tool and Survey
 - Discuss Education and Experience Requirements
 - Discuss Top Skill, Abilities, Attributes and Personality Traits
 - City Council Personal Interviews Desired?
 - City Staff and Community (?) Input
 - Past City Manager History in Two Rivers

- 3) Review PAA Needs for Position Announcements & Position Profile
 - Skills, Abilities and Attributes

- Two Rivers (All Funds and CIP), Financial Audit Information, Org Chart, Number of Employees (FT and PT), TIDs, Comp Plan and Strategic Plan
- Future Challenges/Opportunities for Next Manager
- City Council President Video Announcement
- Need for City Still Photography and Video Content-Establishment of Project Dropbox and/or Google Drive File
- City Manager Hiring Salary Range-PAA to Provide Survey
- Standard Fringe Benefits (Need for Employee Manual-Copies to be Sent to Finalists)
- Other Fringe Benefits to Highlight
- Residency? and Moving Expenses (Residency Encouraged?) and Relocation Expenses
- Employment Agreement-PAA to Negotiate on City's Behalf? PAA PAA Preference for Evergreen Agreement/ICMA Model

4) Next Steps

- Develop Recruitment/Selection Schedule
- Conduct Assessment-Community Input Desired?



MINUTES

1. CALL TO ORDER

Greg Buckley called the meeting to order at 5:30 PM.

2. ROLL CALL

Present: Greg Buckley, Rick Inman, Kay Koach, Kristin Lee, Matt Heckenlaible, and Adam Wachowski.

Also Present: Tracey Koach, Bonnie Shimulunas, Doug Brandt, Mark Bittner, Darla LeClair, Tim Petri, Jason Ring, Tricia Mullenbach, Kari Keller and Recording Secretary Adam Taylor.

3. ACTION ITEMS

A. Request for a Conditional Use Permit for a drive-through operation for Taco Bell located at 1803 Washington Street, in the Business District (B-1), submitted by Pacific Bells (applicant) and CEHOG I LLC (owner).

The proposed Taco Bell is a 2,239 square foot building which contains a drive through operation that leads traffic to the North and West around the site. Drive through traffic has the option of exiting onto Washington Street or looping around the parking lot and exiting onto 18th Street.

The Plan Commission began by discussing the hours of operation and traffic flow on the site. It was agreed upon that the drive through will have hours of operation of 8:00am – 3:00am. The site plan shows a second bypass drive through lane. The Plan Commission Board would like to see the second lane removed, as it would focus the drive-through traffic into one lane and could also provide space for more landscaping. The applicant explained that deliveries will not negatively impact traffic flow, since the deliveries take place in the early morning hours. There are also potential issues that could arise with traffic exiting onto Washington Street. Since this is close to the intersection, discussion was had over the possibility of this being a right-turn only exit.

Jason Ring presented comments from the Main Street Committee. The main point of discussion expressed concerns surrounding the newly painted mural. The proposed building is setback 38 feet from Washington Street, so it may block a portion of the mural. The applicant explained that there should be enough room for the building to shift 10 feet to the east, to allow for a better view of the mural. This is also possible because of the elimination of a second drive through bypass lane.

A motion was made to recommend the Conditional Use Permit to the City Council with the following conditions.

- Change the hours of operation stated on the CUP to 8:00am – 3:00am.
- The drive-through lane shall be shifted over to the east to reflect one lane of travel.
- The proposed building shall be shifted over 10 feet to the east.
- After 1-year of business operations, the Plan Commission will revisit the possibility of implementing a “right turn only” onto Washington Street if the Police Department deems necessary.

Motion made by Wachowski, seconded by Inman.

Roll Call Vote:
Voting Yea: Buckley, Inman, Lee, Heckenlaible, Wachowski.
Voting Nay: Koach
Motion Carried

B. Review of Site and Architectural Plan for the construction of a Taco Bell restaurant at 1803 Washington Street, submitted by Pacific Bells (applicant) and CEHOG I LLC (owner).

With the discussion stated in Item A, an updated plan will be necessary for approval. It was also discussed that there should be a screen or landscape buffer along the east property line, to reduce headlights shining into the neighboring property.

A motion was made to table this item to the February Meeting to give the architects time to update the plans to reflect the changes to the building location as well as adding landscaping as a buffer.

Motion made by Wachowski, seconded by Lee.

Roll Call Vote:
Voting Yea: Buckley, Inman, Koach, Lee, Heckenlaible, Wachowski.
Motion Carried

4. ADJOURNMENT

Motion to adjourn at 6:52 PM.
Motion made by Koach, seconded by Wachowski.
Respectfully submitted, Adam Taylor, Recording Secretary

CONDITIONAL USE
PERMIT
City of Two Rivers

Document Number

Permit No. 2024-01

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 1803 Washington Street in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

ORIG PLAT LOT 7 THRU 9 BLK 51

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

Parcel ID Number: 053-000-051-091.06

Zoning Classification of the Premises is: B-1 Business District/Conditional Use for operation of a drive-thru service window.
Mailing Address of the Premises Operator: 2500 Lehigh Ave, Glenview, IL 60026

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 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 drive-thru facility.

Permitted by action of the City Council of the City of Two Rivers on February 3, 2025.
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 is subject to the conditions herein and is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
3. The operation of the use permitted shall be in strict conformity to the approved conditions identified with this Petition for this Permit and such plans are incorporated herein by reference as if set forth in detail herein.
4. Any substantial change to the use or site as the conditions permitted by the issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
5. This Permit is specifically issued to owner CEHOG I LLC and shall lapse upon a change in ownership or tenancy of the subject premises.

Conditions/Conditions of Operations:

- a. Hours of operation: 8AM – 3AM. Seven days per week.
- b. Signage in accord with the City's Sign Code.

SIGNATURES OF PROPERTY OWNER(S) AND PERMITEE(S):

As Owner(s) of the Subject Property, I/we accept and understand the above-described conditions.

Printed Name: _____

Printed Name: _____

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2024, the above named _____ and to be the person(s) who executed the foregoing instrument and acknowledge the same.

Notary Public

Printed Name
_____ County, Wisconsin
My commission expires: _____

SIGNATURES - CITY OF TWO RIVERS

Greg Buckley, City Manager

Amanda Baryenbruch, City Clerk

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally, came before me this _____ day of _____ 2024, the above-named Greg Buckley and Amanda Baryenbruch known to be the person(s) who executed the foregoing instrument and acknowledge the same.

Printed Name: _____
Notary Public, Manitowoc County, Wisconsin
My commission expires: _____

THIS INSTRUMENT WAS DRAFTED BY:
Adam Taylor, Zoning Administrator



MEMO

DATE: January 17, 2025
TO: City Council and City Manager Greg Buckley
FROM: Amanda Baryenbruch, City Clerk/Human Resources Director
SUBJECT: Monthly Report

HUMAN RESOURCES UPDATES:

- Ongoing Recruitments:
 - o Certified Water Operator – Accepting Applications
 - o Community Development Director / City Planner – Accepting Applications
 - o City Manager – First meeting of Selection Committee completed
- Recent Hires:
 - o Police Clerk / Evidence Custodian – Announcement Pending

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 7/15/2024 Council meeting:

Name	Address	Duration
Melissa Backus	750 E Raymond Ln Manitowoc, WI 54220	1 Year
Elva Avila	2812 7th St Apt G Two Rivers, WI 54241	1 Year
Alexis DeWitt	1619 19th St Two Rivers, WI 54241	1 Year
Lee VanDeurzen	4119 Mishicot Road Two Rivers, WI 54241	2 Year
Sarina Hoffman	2303 42nd St Two Rivers, WI 54241	2 Year
Elizabeth Hansen	2612 Forest Ave Two Rivers, WI 54241	2 Year
Matthew Skarda	929 Chrysler Dr Mishicot, WI 54228 Two Rivers, WI	2 Year
Todd Denfeld	2745 10th St Apt B Two Rivers, WI 54241	2 Year

ELECTIONS:

The City of Two Rivers will have a Spring Primary Election on February 18, 2025. The only contest on this ballot is the State Superintendent of Public Instruction. A small portion of the City will also have Manitowoc Public School Board.





**TWO
RIVERS**
WISCONSIN

CITY CLERK

Section 10, Item D.



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

Absentee ballots for this election will be mailed starting January 28, 2025. You can request an absentee ballot to be sent to you until Thursday, February 13, 2025.

In-person absentee voting will be available at City Hall from February 4 to 14, 2025.

The deadline to register to vote online or by mail is January 29, 2025. After this date, you must register in person at the City Clerk's Office by 5 PM on Friday, February 14, 2025. Voter registration will also be available at the polls on election day.



www.two-rivers.org



920.793.5526



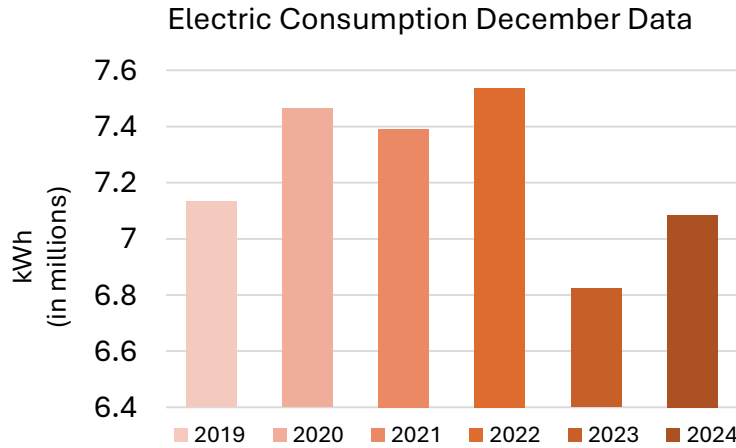
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Electric Department January 2025 Report

Electric Consumption in kWh (December Data):

2019	2020	2021	2022	2023	2024
7,132,734	7,464,518	7,390,354	7,536,027	6,822,014	7,085,328

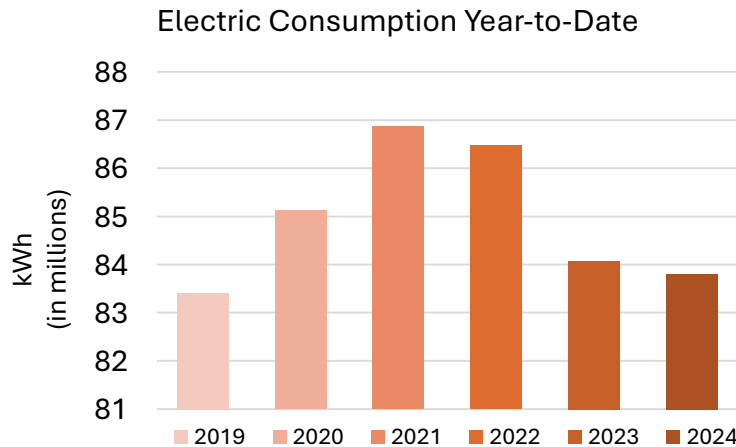
% Change from 2019-2024: -0.67% % Change from 2023-2024: 3.72%



Year-to-Date

2019	2020	2021	2022	2023	2024
83,413,801	85,117,568	86,872,748	86,470,599	84,077,193	83,801,798

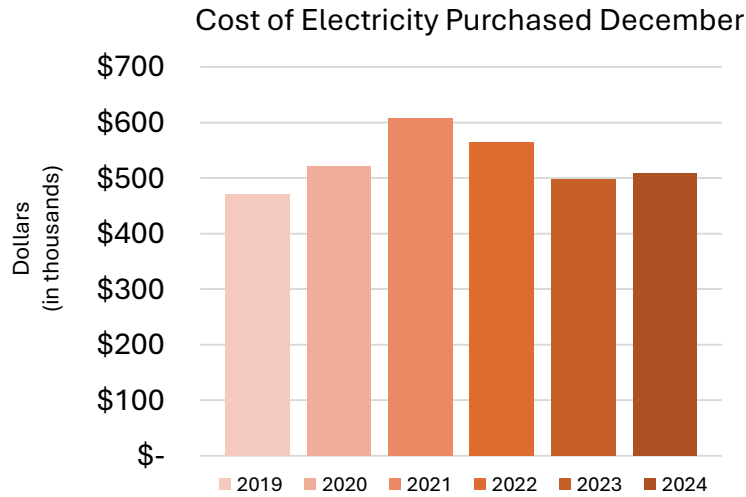
% Change from 2019-2024: 0.46% % Change from 2023-2024: -0.33%



Electric Department January 2025 Report

Cost of Electricity Purchased in Dollars (December Data):

2019	2020	2021	2022	2023	2024
\$ 469,935.66	\$ 521,359.40	\$ 607,041.29	\$ 563,216.45	\$ 497,025.94	\$ 508,824.82

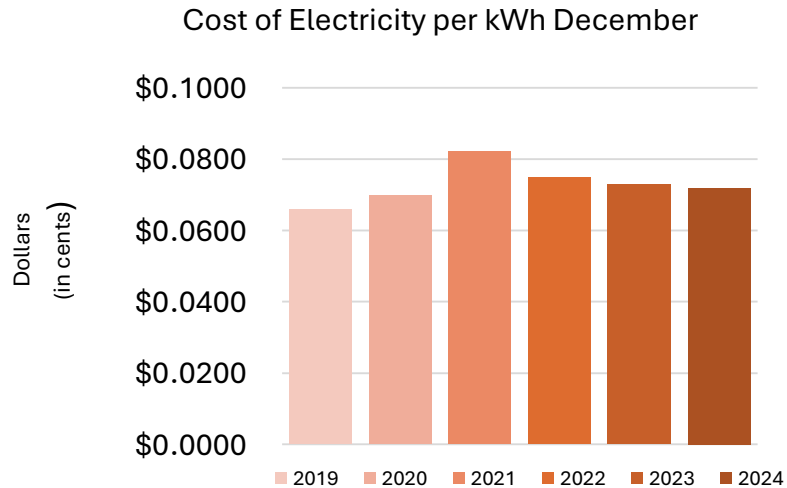


Cost of Electricity per kWh:

2019	2020	2021	2022	2023	2024
\$0.0659	\$0.0698	\$0.0821	\$0.0747	\$0.0729	\$0.0718

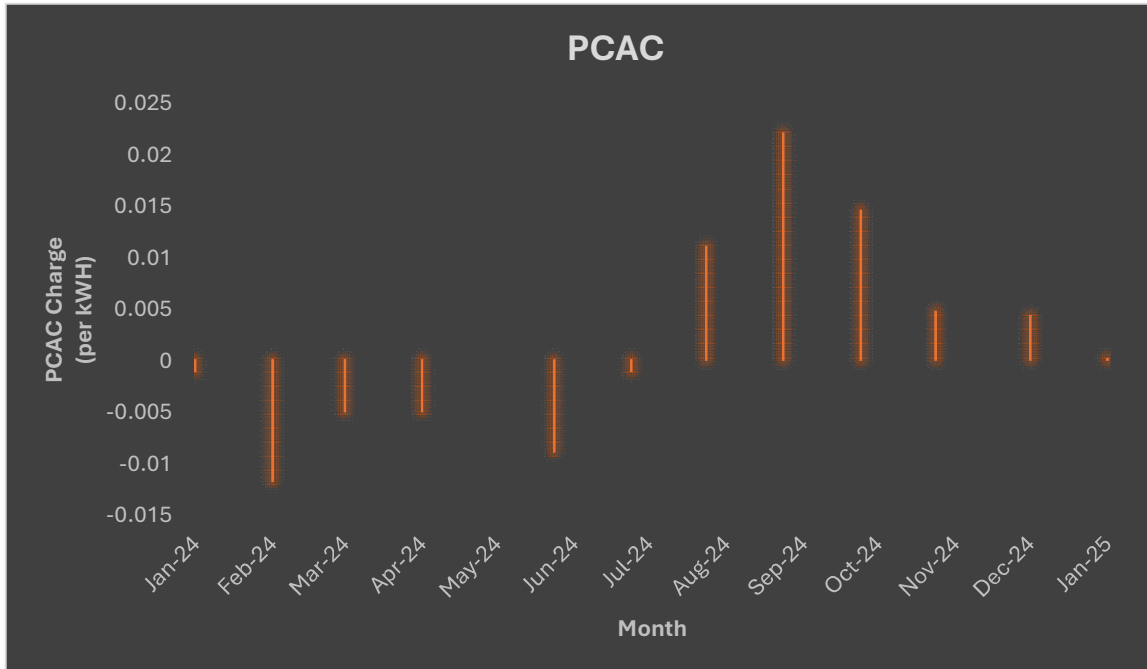
% Change from 2019-2024: 8.26%

% Change from 2023-2024: -1.45%



Power Cost Adjustment Clause

Month	PCAC/FAC Charge (per kWh)	Average Monthly Bill
January	-0.0001	\$72.92
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		
Average	0.0001	\$72.92



Average Bill Annually



Electric Department January 2025 Report

Section 10, Item D.

2019	2020	2021	2022	2023	2024	2025
\$68.07	\$69.15	\$72.31	\$78.70	\$74.80	\$73.51	\$72.92

December - Large Work Orders in progress:

- Northend – Tree Trimming
- Eastside – New Underground Services
- Central – New Electric Services
- Miscellaneous – Scheduled Outages
- Year End – Closing Work Orders and Completing Inventory
-

Outage/Callouts	Location	Duration	Cause if known
12/02/2024	34 th Street	1-hr	Replace primary connection
12/07/2024	2005 13 th Street	N/A	Customer Issue
12/15/2024	1910 East River St	N/A	Fire Call
12/28/2024	2704 Lincoln Ave	N/A	Half Power

Work Completed by Electrical Inspector & Electric Meter Technician	
Number of Service Upgrades/Changes	5
Number of Electric Meters Installed	2
Total Number of Electric Meters Tested	0
Service Disconnects & Reconnects (Normal Hours)	0

INSPECTIONS DEPARTMENT

**MONTHLY SUMMARY
DECEMBER 2024**

	Permits Issued		Permit Revenue		Project Value		Inspections		
	Month	YTD	Month	YTD	Month	YTD	Type	Month	YTD
Building (residential)	9	265	1,133	47,106	112,953	6,988,215	Bldg	35	427
Building (commercial)	1	31	150	32,880	109,594	5,756,371	Elec	11	170
Electrical	17	290	1,460	20,495	61,421	1,139,556	Heating	23	154
Heating	10	178	1,244	14,296	176,587	3,235,457	Plumbing	10	173
Home Occupation	-	1	-	50	-	-	Misc	6	130
Moving	2	3	100	150	10,720	17,510	Sign	-	310
Plumbing	13	159	1,600	22,314	141,997	2,480,148			
Sign	1	19	50	1,250	4,600	149,208			
Tank	-	-	-	-	-	-			
Wrecking	-	6	-	845	-	100,000			
Totals	53	952	5,737	139,386	617,872	19,866,465		85	1,364

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2024	2023	2024	2023	2024	2023
Building	296	269	79,986	156,807	12,744,586	37,583,510
Electrical	290	210	20,495	16,881	1,139,556	3,694,073
Heating	178	221	14,296	18,713	3,235,457	6,441,362
Home Occupation	1	-	50	-	-	-
Moving	3	2	150	100	17,510	4,000
Plumbing	159	218	22,314	28,480	2,480,148	2,666,491
Sign	19	16	1,250	850	149,208	26,213
Tank	-	-	-	-	-	-
Wrecking	6	14	845	1,468	100,000	131,110
Totals	952	950	139,386	223,299	19,866,465	50,546,759

Other Activities

- Prepared agenda packet and minutes for Plan Commission meeting
- Received and responded to requests for information from the general public and staff
- Prepared notices, ordinances & related documents for public hearings

**Lester Public Library
Director's Report
December 2024**

News

- The 2025 City Budget was approved by City Council at the December 2 meeting. The Library remains the same as in the 2023 budget.
- The new Holiday Magic Pack To Go (for grownups!) was a hit. This take-home pack for adults included a holiday movie, book, craft (to build at home, i.e.; Santa gnome) and microwave popcorn – there were other goodies included as well. Patrons enjoyed the ‘no decision-making’ aspect of the pack, the book and movie were surprises.
- The library received a generous donation of movie DVD's and music CD's. After adding some of the donation to our DVD collection, staff created a special ‘flash’ sale of DVD's and CD's for one week – sales were just over \$300.00.
- The library applied for the Two Rivers Rotary Foundation Annual Fundraising Dinner, our proposal was to create a community bulletin board and sound baffling for the meeting rooms. While the library was not selected for the fundraising dinner, the Rotary Foundation recognized the project with a \$5,000.00 check. Betty Bittner from the Two Rivers Rotary Foundation presented a \$5,000.00 check to Jeff Dawson, Director of the Lester Public Library, December 16, 2024. The project is slated for 2025.
- Reflecting the changing nature of how library patrons are reading. On December 12th Wisconsin's Digital Library (WDL) hit a record breaking 9 million checkouts. In 2023 the WDL had a total of 8.6 million checkouts. The demand for Wisconsin's Digital Library has continued to grow over the past several years, seeing approximately a 13% increase year over year in checkouts and at any given time, approximately 70% of the collection is continuously checked out. Here in Two Rivers, as of the end of November our WDL (Overdrive) use is up by 6%.

Library Foundation – No Report

Library Legislation – No Report

Activities

- 12/02/24 – Two Rivers City Council Meeting
- 12/03/24 – Lester Public Library Management Team Meeting
- 12/10/24 – Explore Two Rivers Board Meeting
- 12/10/24 – Lester Public Library Management Team Meeting
- 12/10/24 – Lester Public Library Board of Trustees Meeting
- 12/11/24 – Lester Public Library All Staff Meeting
- 12/11/24 – Provided a library tour for the Chamber of Commerce Jr. Leadership Group
- 12/11/24 – City of Two Rivers Department Heads Meeting

- 12/13/24 – Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting with Marie Bonde, Customer Service Coordinator, and Chris Hamburg, Adult Services Coordinator, Lester Public Library Hosted the Meeting
- 12/13/24 – Manitowoc Calumet Library System Directors Meeting, Lester Public Library Hosted the Meeting
- 12/14/24 – Attended the Cool City Christmas Celebration, Downtown Two Rivers
- 12/16/24 – Two Rivers City Council Meeting
- 12/17/24 – Lester Public Library Management Team Meeting

Jeff Dawson, Director, Lester Public Library 01/2/2025



**TWO
RIVERS**
WISCONSIN

December 2025, P& R Department Update

Mike Mathis, Director of Parks and Recreation

1

Neshotah Beach Parking

Research by City staff, including Police Chief, DPW Director, and P&R Director in January 2023, resulted in the conclusion that a profitable business model would be hard to attain for several reasons.

1. Permits must be issued to residents to ensure they have free parking. However, all the permitting processes charge fees per permit.
2. Increase in staff time to process resident permits.
3. Increase in staff time to do enforcement.
4. Profitability depended on fining people for violations and collecting those fines. This would require a large amount of staff time.
5. Up front capital costs varied but could be recovered over time.

2

Types of Systems Reviewed in 2023

- Gate entry at Pierce and Zlatnik
- Kiosk system per parking lot
- All digital QR code and sign-based system
- Meter system per parking spot or per lot
- License plate scanning system to determine residency (not possible)

3



4

Next Steps

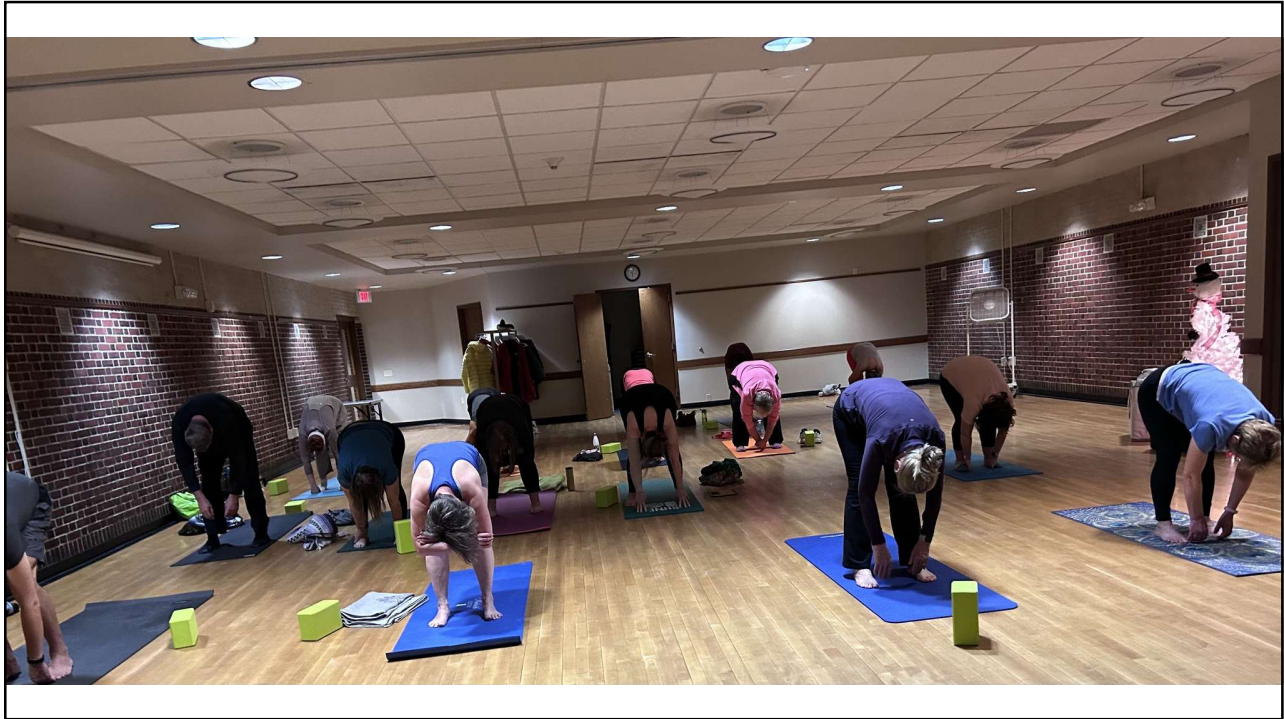
- Revisit IPS Group kiosk system
 - Discuss automated fine collection system
 - Continue discussion with city leadership about a small seasonal permit fee for residents
- Explore new vendor with toll-way style system
 - <https://municipalparkingservices.com/>
 - Resident permitting will continue to be a challenge
- Possibly pilot a program and/or do a car count at parking lots
- Host vendor presentation at an ARB meeting

5

Programs and Events

- Pickleball - Averaging 10 participants per session in December. 24 participants that purchased punch cards for Pickleball.
- TR Teen Night – Free skating night on Feb. 21ST, 5:30 – 7:30
- TR Teen Night – Free open gym and simulator on April 4th, 5:30 - 8:30
- Girls Softball Clinic - 22 girls participates in December. 13 girls signed up for the January.
- Slow Flow Yoga - 26 participants starting Monday. New high in participants.
- Youth Basketball - 20 kids in first session on Thursdays. 26 kids in the second session.
- January Youth Baseball Clinics
 - 1st and 2nd grade will be on Wednesdays(1/15,1/22,1/29) from 4pm to 5:30pm (6 kids signed up).
 - 3rd thru 5th grade clinic on Fridays(1/10,1/17,1/24) from 4pm to 5:30pm(11 kids signed up).

6



7

New Programs

- Arbor Day Celebration, April 26th, 10:00-12:00, Lester Public Library
 - Join us for the Arbor Day Celebration on Saturday, April 26, from 10:00 AM to noon, a fun drop-in event for the whole family! Activities include a tree felling demonstration, planting new trees, creating colorful chalk art, roasting s'mores over a fire, and hands-on educational activities. Participants will learn all about the importance of trees and the invasive insect, Emerald Ash Borer.
- Prenatal Yoga Class - This is a new class that is on Sundays 1/5 thru 2/16 from 11am to 12pm. We have 5 participants in this class. Brief description below.
 - Prenatal Yoga provides a relaxed and nurturing atmosphere where you can enhance the bonding process with your baby while supporting the development and strengthening of your body, mind, and spirit during pregnancy. Yoga has been shown to help alleviate many of the common complaints that occur during pregnancy such as heartburn, swelling, back pain, and sciatica. This class will help build strength, focus, and flexibility through a gentle practice designed especially for the pregnant woman's needs. Prenatal yoga classes provide a serene, supportive community energy that will allow one to connect with other mothers-to-be. All experience levels are welcome to register for this six-week program. Please bring a yoga mat.
- Zumba - This is a new dance/work out class that starts Wednesday January 22nd. We have 6 participants signed up so far. Brief description below.
 - Get ready to shake, shimmy, and sweat at our Zumba class! This is not your average workout—it's a dance party in disguise! Zumba will be led by Tori, who has 18 years of experience teaching Zumba! Tori creates high-energy routines that make working out feel like a celebration, welcoming ALL fitness levels! Zumba combines heart-pumping cardio with moves inspired by salsa, samba, merengue, reggaeton, and hip-hop. You'll dance, groove, and have a blast while burning calories and boosting your energy.

8

Programs and Events

- Dance - 30 kids in classes. 1st session ended Dec 17, 2024. New session starting January
- Cool City Xmas - December 14, TR Community House and West Central Park another huge success.
- Candy Land Candy Cane Hunt - Dec 14, Local Businesses - 67 families participated.
- Letters from Santa- 18 participants
- Received up to end of December almost \$19,400 in sponsorships for Special Events for 2025
- Completed both BOTB and Concerts in the Park schedules and have confirmed major sponsors for both series.
- Completed Downtown Friday Night schedule- (10 concerts added for 2025)



9



10



11

PARKS AND RECREATION

Family Sledding Night

Sledding Fun Music

Join us in celebrating the wonderful combination of family, friends and snow! Bring your sleds, snowboards and smiles.

Friday 17 January	Washington Park Two Rivers, WI 6-7:30PM- dress appropriately
Free event is weather and snow dependent	secure.recl.com

Swim Lessons

Winter Session

Level 1– Skills include submerging face, blowing bubbles, experiencing buoyancy, supporting front and back float kick, and learning basic water safety rules. 6 PM – 6:35 PM

Level 2– Skills include holding breath, rhythmic breathing, orientation to deep water, supine floating and kicking, front and back crawl arm action, combined strokes using kick and arm movement, turning over, and personal safety and rescue. 6:50 PM – 7:25 PM

Level 3– Skills include retrieving objects, jumping in and bobbing in deep water, prone and supine glide with push off, coordinating front and back crawl with breathing, and water safety techniques. 6 PM – 6:35 PM

Level 4 –Skills include deep-water bobbing, rotary breathing, diving from side of pool, sculling on back, front and back crawl, and water safety techniques. 6:50 PM – 7:25 PM

Level 5 – Skills include refining of all six swimming strokes (i.e. front crawl, back crawl, butterfly, breaststroke, elementary backstroke, and side stroke) as well as building endurance. Tread water longer, and flip/open turns for all strokes. 6:50 PM – 7:25 PM

Details:

Monday Nights
Feb 10 – Mar 17, 2025
Two Rivers High School Pool
Cost: \$45
Max participants per level – 8
Minimum Age – 5 years
Registration Deadline: February 3, 2025

Scan to register

Register online: <https://secure.recl.com/WI/two-rivers-wi/catalog>
For additional information please call: 920-793-5598 or email rebhan@two-rivers.org

12



Cost: \$30

Winter Indoor - Middle School SOCCER

Participants will be working on drills for skills development & splitting into teams to play games. This is a great opportunity to improve your skills!

DETAILS:

Saturdays March 8, 15, 22, & 29
5th - 8th Grades 8:30am - 10:30 am

TWO RIVERS COMMUNITY HOUSE GYM

REGISTER ONLINE:
[HTTPS://SECURE.REC1.COM/WI/TWO-RIVERS-WI/CATALOG](https://secure.rec1.com/wi/two-rivers-wi/catalog)

SCAN THE QR CODE

EMAIL [KENSHI@TWO-RIVERS.ORG](mailto:kenshi@two-rivers.org) OR CALL 920-793-5594 FOR QUESTIONS



ZUMBA

Join our upbeat Zumba class for a fun, calorie-burning workout with experienced Zumba instructor Tori - what to expect:

- Easy-to-follow routines!
- Improve your fitness, and have a blast!
- Upbeat music!
- All levels welcome!

Details:

Two Rivers Community House - Behringer Room
 Wednesdays: 5:30 PM - 6:30 PM
 Dates: January 22 - March 5
 Investment: \$50

Register here: 

Registration deadline: 01/21/2025 Maximum Participants: 25

Questions? Contact kenshi@two-rivers.org or 920-793-5594

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Central Park Ice Skate Rental Schedule

January 2025

Central Park Ice Skating Loop
 1520 17th Street
 Two Rivers, WI
 Public Skating Hours 6am - 11pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3 5 - 8pm	4 10am - 3pm
5 12 - 4pm	6	7	8	9	10 5 - 8pm	11 10am - 3pm
12 12 - 4pm	13	14	15	16	17 5 - 8pm	18 10am - 3pm
19 12 - 4pm	20	21	22	23	24 5 - 8pm	25 10am - 3pm
26 12 - 4pm	27	28	29	30	31 5 - 8pm	Skate Rental Information \$5 per pair 1.5 Hour Rental

14

Senior Center

- December Senior Center:
 - Rides: 319
 - Meals Delivered: 1,240
 - Volunteers: 94 volunteers, served 373 times
 - Average daily attendance: 95.9/day in December
- Two Holiday Parties (Senior Center and Yoga)
- Took collection for Foster Families and Friends for kids gifts
- Snowman Decorating Contest

15



16

Parks and Facilities

- Set-up and clean-up of Cool City Christmas
- Snow plowing and shoveling
- Tree removals in partnership with Electric Dept.
- Adopting new Productive Parks work order management software
- Usage of built-up vacation and comp. time
- December Rentals from customers (does not include our programming or internal reservations)
 - Behringer Room – 4
 - Koska Room – 4
 - Gymnasium – 13
 - Golf Simulator – 10, all positive reviews so far.

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Planning and Grants

- Program/Recreation specific community survey coming soon.
- Feedback from WI Coastal Management coming soon for Paddlers Park application.
- 2024 Annual Report coming soon.

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**DECEMBER
2024**

**PUBLIC WORKS
MONTHLY
REPORT**



**TWO
RIVERS**
WISCONSIN



ENGINEERING

SANDY BAY HIGHLANDS PHASE 3

All sanitary sewer and water mains have been installed. The contractor had been working on the storm sewer while waiting for a safe water sample. Once the safe water sample is confirmed, they will switch over to sanitary laterals and water services.

2025 RECONSTRUCTION UPDATE

The project is in the survey and design phase and we are hoping to have plans in early 2025. During this process engineering noted that Harbor Street and 16th Street are identified as an on-street bike route within the adopted 2013 Bike and Pedestrian Plan. Engineering will look at how this impacts the roadway cross section design and present potential alternatives at the January Committee meeting for further discussion.

Discussed alternatives are as follows:

Existing Harbor Street is 24' wide with parking on south side only.

- Widen Harbor Street to 28' and have bikes on road
- Separate off street trail (10' wide) on south side
- Consider converting to one-way

ENGINEERING cont'd

2024-2025 LEAD SERVICE LATERAL PROJECT UPDATE

As of December 31, 2024, the following have been completed:

- Public side water services: 74 of 300
- Private side water services: 13 of 200
(Note: only 1 property over \$2,500)
- Sanitary laterals within ROW: 51 of 200
- Sanitary laterals outside of ROW: 9 of 200





PUBLIC WORKS

SNOW SEASON

Salted streets eight times during the month. Public works employees completed one full plow of the city and then picked up snow at intersections during holiday week.



WASTEWATER

RIVERSIDE FOODS

Met with Riverside Foods personnel on December 19th. There had been some high loadings prior to the meeting but then settled. We are currently seeing fluctuating loadings at plant now. May be dependent on when grease tank is cleaned or cleaning at Riverside Production Plant.

CMOM

DNR required update. Currently being updated in engineering. The updated manual consolidates items into one location on how the system is operated and maintained. Document to be submitted to DNR by end of January.

SLUDGE MANAGEMENT PLAN

The Wastewater Utility has submitted its Sludge Management Plan which has been approved.

2024 Public Works/WWTP Tracking		2024		2024	
		December	Year-to-Date	December	Year-to-Date
ENGINEERING 2024					
	Landfill Leachate Pumpage (gallons)	669,401	9,020,945	432,756	6,737,866
scott	Precipitation	1.28	33.41	1.54	28
sue	Number of Encumbrance property checks	22	293	20	260
scott/bill	Digger's Hotline Locates	22	1176	48	1,030
STREET DIVISION 2024 (Manhours)		December	Year-to-Date	December	Year-to-Date
53200	Shop/Vehicle Maintenance	1050.75	8,267	1491.50	7,950
53300	Street Maintenance	67.00	281	90.00	709
53310	Street Cleaning	11.25	896	97.00	674
53320	Street Signs/Painting	61.50	1,477	110.00	1,241
53330	Snow & Ice	522.00	2,073	157.00	2,759
53337	PT Snowplowers				71
53380	Bridge - maintenance		10		
53381	17th Street Bridge opening	11.50	233	31.50	289
53620	Refuse/Garbage				1
53625	Recycling/Leaf Collection	91.00	1126	136.00	1,202
53640	Weed Cutting		362		197
53650	Work for Others	172.00	4,337	185.50	3,852
53700	Landfill Maintenance		26		126
53710	Landfill Sampling		17		13
*****	PBS Sewers	3	36	2	35
*****	Salted Streets	8	17	1	22
*****	Plowed all city streets	1	11		6
*****	Open 17th Street Bridge	19	301	36	415
WASTEWATER UTILITY 2024		December	Year-to-Date	December	Year-to-Date
	Wastewater Treated, Gallons	57,397,000	827,662,000	54,806,000	775,163,000
	MONTHLY AVERAGE: Daily Flow, Gallons	1,852,000	2,238,083	1,768,000	2,122,417
	MONTHLY AVERAGE: Daily BOD, Lbs.	3,962	4,437	4,165	4,104
Plant Discharges (MONTHLY AVERAGE)					
	Biological Oxygen Demand (BOD), mg/l	8.1	7.55	10.5	11.38
	Suspended Solids, mg/l	8.1	5.48	7.5	7.20
	Ammonia, mg/l	0.24	0.40	0.39	0.81
	Phosphorus, mg/l	0.33	0.29	0.62	0.36
	Fecal Coliform, per 100ml	42	43	24	57.33
	pH, Min (6.0)	6.8	7.0	6.8	6.83
	pH, Max (9.0)	7	7.1	7.1	7.06
Chemicals					
	Polymer, Gallons	88	1056	88	1,056
	Ferric Chloride, Gallons	2,483	29,136	2,596	28,770
P&Fonly	Chemical Purchases for the month	\$ -	\$ 92,209.25	\$ 12,115.35	\$ 102,375.65
	Mishicot Payment to City	\$ 6,109.27	\$ 89,743.43	\$ 5,825.56	\$ 83,658.12
	Emergency call-ins	3	33		



**Two Rivers
December 2024**

Prepared By: Patrick Murphy – MEUW Regional Safety Coordinator

SAFETY REPORT

ACCOMPLISHMENTS

1. Training

- Jeopardy training review

2. Audits/Inspections

No audits or inspections scheduled for December

3. Compliance/Risk Management

2024 program review completed

Mutual Aid guidance document (in progress)

GOALS AND OBJECTIVES

1. Training

- NO Training for January

2. Audits/Inspections

None scheduled for December

3. Compliance/Risk Management

- Promote EOC familiarization, meetings/citywide tabletop (future)
- Continue to promote good investigation and root cause analysis for all incidents.
- Promote incident and near miss reporting
- Stop the Bleed kits to be added to city vehicles with a need (ongoing)

Dec-24 CITY OF TWO RIVERS
 ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT

ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION

TOTAL PRODUCTION	<u>28,329,250</u> GAL/MONTH
LESS BACKWASH WATER	<u>4,228,980</u> GAL/MONTH
WATER TO CITY	<u>24,100,270</u> GAL/MONTH
MAX. DAILY WATER PRODUCTION	<u>1,187,940</u> GAL/DAY
MIN. DAILY WATER PRODUCTION	<u>655,420</u> GAL/DAY
AVERAGE DAILY WATER PRODUCTION	<u>913,850</u> GAL/DAY

TOTAL PRODUCTION	<u>28329250</u> GAL/MONTH
WATER TO CITY	<u>24100270</u> GAL/MONTH

PUMP OPERATION

LOWLIFT PUMPS

1	2	3	
238	264	240	HR/MO
7.68	8.52	7.74	HR/DAY

HIGHLIFT PUMPS

1	2	3	4	
0	0	744	0	HR/MO
0.00	0.00	24.00	0.00	HR/DAY

USED FOR PRODUCTION ONLY

CHEMICAL USAGE	POUNDS USED	PMG	PPM
PRE MEMBRANE HYPOCHLORITE	2316.5	0.10	0.00
POST SODIUM HYPOCHLORITE	2409.5	0.09	0.00
RESERVOIR HYPOCHLORITE	88.4	0.00	0.00
50% SODIUM HYDROXIDE	0.0	0.00	0.00
ORTHOPHOSPHATE	1463.5	0.00	0.00
FLUORIDE	624.2	0.02	0.00

RESERVOIR OPERATIONS

HOURS OF OPERATION	HR/MONTH			
PUMP HOURS PER MONTH	PUMP 7	PUMP 8	PUMP 9	TOTAL
	344	0	400	744
TOTAL GALLONS PUMPED PER MONTH	<u>6,534,000</u> GAL/MONTH			
MAXIMUM GALLONS PER DAY	<u>231,000</u> GAL/DAY			
MINIMUM GALLONS PER DAY	<u>202,000</u> GAL/DAY			
AVERAGE GALLONS PER DAY	<u>210,775</u> GAL/DAY			

REPORT PREPARED BY

Garret Wachowski

DATE

1/3/2025 *AS*



Tourism Director's Report December 2024

Marketing

- Continued work with Travel Wisconsin to update the Two Rivers landing webpage, local attractions and events listings.
- Continued daily social media posts.
- Added a "Birding" page to ExploreTwoRivers.com to promote that outdoor activity in and around the Two Rivers area.
<https://www.exploretworivers.com/explore/page/birding>
- Placed awareness ad in Bird Watchers Digest for their April/May 2025 issue.
- Placed a Lakeshore Wedding Expo ad in Fox Cities Magazine in partnership with Sepia Chapel.
- Renewed membership with Wisconsin Agriculture Tourism Association and Farm Fresh Atlas as a destination for "Fun on the Farm".
- Placed ad in the summer issue of Travel Wisconsin magazine.

Community Outreach

- Sent a survey postcard to all individuals who requested a visitor packet in 2024. The survey included:
 - o Did you visit Two Rivers in 2024?
 - o Have you visited Two Rivers in the past? If yes, how many times have you been to Two Rivers?
 - o Where did you stay while you were in Two Rivers? Multiple choice.
 - o How did you hear about Two Rivers? Multiple choice.
 - o What were your top activities while visiting Two Rivers?
 - o Cobblestone Hotel and Suites - Two Rivers provided a free overnight stay to be sued as a prize that all survey participants have a chance to win as an incentive to complete the survey.
- Attended Circle Wisconsin Board of Directors Meeting hosted by Visit Sheboygan.
- Attended TRBA and Mishicot Business Association meetings.
- Continued work with TRBA, Chamber of MTWC Co., Progress Lakeshore and Visit Manitowoc on a Business Expo in March 2025.





EXPLORE
**TWO
RIVERS**
WISCONSIN

TOURISM DIRECTOR

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

Section 10, Item D.

Activities

- 12/2/2024 – Attended City of Two Rivers Common Council Meeting.
- 12/4/2024 – Circle Wisconsin Executive Committee Meeting.
- 12/5/2024 – Two Rivers Business Association meeting.
- 12/6/2024 – Room Rax Commission meeting.
- 12/10/2024 – Attended Chamber of Manitowoc County Holiday event.
- 12/12/2024 – Two Rivers Department Director's meeting.
- 12/12/2024 – Mishicot Business Assoc. meeting.
- 12/12/2024 – Attended and presented at virtual meeting with Lakeshore Chapter of Ice Age Alliance.
- 12/13/2024 – Attended Two Rivers City Director's meeting.
- 12/14.2024 – Attended Circle Wisconsin Board Meeting hosted by Visit Sheboygan.
- 12/16/2024 - Two Rivers City Council meeting.
- 12/23/2024 – Two Rivers City Council Work Session.

Form
AB-101

Alcohol Beverage Appointment of Agent

Date 12-24-24

Agent Type (check one)	
<input type="checkbox"/> Original (no fee)	<input checked="" type="checkbox"/> Successor (\$10 fee for municipal licensees only)

Part A: Business Information	
1. Legal Business Name (individual name if sole proprietor) Ultra Mart Foods, LLC	
2. Business Trade Name or DBA Pick 'n Save #408	
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization	
4. Alcohol Beverage Business Authorization (check one) <input type="checkbox"/> Municipal Retail License <input type="checkbox"/> State Permit	5. If successor agent, provide State Permit or Municipal Retail License Number ALQ - 2024
6. Describe the reason for appointing a successor agent, if successor is checked above. Transfer of Current Agent	

Part B: Agent Information			
1. Last Name Michaels	2. First Name Joel	3. M.I. P	
4. Email joel.michaels@roundys.com		5. Phone 920-901-0570	
6. Home Address 4604 Forest Hills			
7. City Two Rivers	8. State WI	9. Zip Code 54241	10. Age 46
11. Drivers License/State ID Number M242-4357-8050-03		12. Drivers License/State ID State of Issuance	

Part C: Agent Questions	
1. Have you satisfied the responsible beverage server training requirement? Submit proof of completion.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? Submit a completed Form AB-100 with this form.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been a Wisconsin resident for at least 90 continuous days? See instructions for exceptions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Fedder	First Name Ann	M.I. M
---------------------	-------------------	-----------

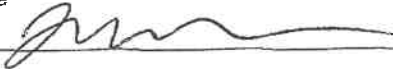
Title Vice President	Email ann.fedder@roundys.com	Phone (414) 231-6468
-------------------------	---------------------------------	-------------------------

Signature 	Date 12/20/05
---	------------------

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Michaels	First Name Joel	M.I.
-----------------------	--------------------	------

Signature 	Date 12-24-24
---	------------------

Form
AB-100

Alcohol Beverage
Individual Questionnaire

Date
12-24-24

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all partners of a partnership
- all officers, directors, and agent of a corporation or nonprofit organization
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)
Ultra Mart Foods, LLC

2. Business Trade Name or DBA
Pick 'n Save #408

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation
 Nonprofit Organization

Part B: Individual Information

1. Last Name
Michaels

2. First Name
Joel

3. M.I.
P

4. Relationship to Business (Title)
Agent

5. Email
joel.michaels@roundys.com

6. Phone
920-901-0570

7. Home Address
4604 Forest Hills DR.

8. City
Two Rivers

9. State
WI

10. Zip Code
54241

11. Date of Birth
2-10-78

12. Drivers License/State ID Number
M242-4357-8050-03

13. Drivers License/State ID State of Issuance

Part C: Address History

1. Do you currently reside in Wisconsin? Yes No

If yes to 1 above, how long have you continuously lived in Wisconsin prior to the date of application? ...
 Years: 46 Months: 10

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
N/A			

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
N/A							

Continued →

Part D: Criminal History

X 1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? Yes No
 If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

X 2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No
 If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

X Signature  Date 12-24-24



TWO RIVERS
WISCONSIN

OPERATOR'S LICENSE

No. 9237

\$45.00

WHEREAS, the local governing body of the City of Two Rivers, Manitowoc County, Wisconsin has upon application duly made, granted and authorized the issuance of an "Operator's License" to:

JOEL P. MICHAELS

4604 Forest Hills Dr., Two Rivers, WI 54241

License Period: July 1, 2021 - June 30, 2023

And Whereas, the said applicant has paid to the treasurer the sum of \$45.00 as required by local ordinances and has complied with all requirements necessary for obtaining a license. Now therefore, an Operator's License, pursuant to Section 125.32(2) and 125.68(2) of the Wisconsin Statutes, and local ordinances is hereby issued to said applicant.



Dated this 14th day of June, 2021

Jamie Jackson City Clerk

Form
CTV-102

Cigarette, Tobacco, and Electronic Vaping Device
Appointment of Agent

Date
12-24-24

Agent Type (check one): Original Change

Part A: Agent Information

1. Last Name Michaels	2. First Name Joel	3. M.I. P
4. Email joel.michaels@roundys.com	5. Phone 920-901-0570	
6. Home Address 4604 Forest Hills DR.		
7. City Two Rivers	8. State WI	9. Zip Code 54247
10. Date of Birth 270-78	11. Drivers License/State ID Number M242-4357-8050-03	12. Drivers License/State ID State of Issuance

Part B: Questions

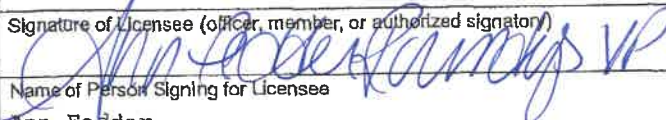
- Have you completed Form CTV-101, *Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire*? Submit a completed Form CTV-101 with this form. Yes No
- If this is a change of agent, please describe the reason for the agent change. Attach additional sheets if necessary.
Transfer of Current Agent

Part C: Business Information

1. Legal Business Name (individual name if sole proprietor) Ultra Mart Foods, LLC		
2. Business Trade Name or DBA Pick 'n Save #408		
3. Entity Type (check one) <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation		
4. Premises Address 1010 22nd St		
5. City Two Rivers	6. State WI	7. Zip Code 54241

Part D: Attestations

READ CAREFULLY BEFORE SIGNING: I, the Licensee, authorize the above-named individual to act for the above-named corporation or limited liability company with full authority and control of the premises and of all business relative to cigarettes, tobacco products, and/or electronic vaping devices conducted therein. I certify that I am authorized by the entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature of Licensee (officer, member, or authorized signatory) 	Date 12/20/25
Name of Person Signing for Licensee Ann Fedder	Title Vice President

READ CAREFULLY BEFORE SIGNING: I, the Agent, hereby accept this appointment as agent for the above-named corporation or limited liability company and assume full responsibility for the conduct of all business relative to sales of cigarettes, tobacco products, and/or electronic vaping devices conducted on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this form, and that any person who knowingly provides materially false information on this form may be required to forfeit not more than \$1,000 if convicted.

Signature of Agent 	Date 12-24-24
---	------------------

DRIVER LICENSE
REGULAR

USA WISCONSIN

NOT FOR FEDERAL PURPOSES

CLASS D

1 MICHAELS
2 JOEL P.

3 4604 FOREST HILLS DR
TWO RIVERS WI 54241

4 SEX M 5 HT 6-01 6 RES BLD 7 WGT 210 8 HAIR RED 9 EYES BLD 10 DOB 02/10/1978 11 ISS 02/10/2017 12 EXP 02/10/2025 13 FEE \$ 3.00 14 END NONE

FEB 78

Date 12-24-24

Form CTV-101

Cigarette, Tobacco, and Electronic Vaping Device License - Individual Questionnaire

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)
Ultra Mart Foods, LLC

2. Business Trade Name or DBA
Pick 'n Save #408

3. Entity Type (check one)
 Sole Proprietor
 Partnership
 Limited Liability Company
 Corporation

Part B: Individual Information

1. Name (Last) Michaels 2. Name (First) Joel 3. Name (M.I.) P

4. Relationship to Business (Title) Agent 5. Email joel.michaels@roundys.com 6. Phone

7. Home Address 4604 Forest Hills DR. 8. City Two Rivers 9. State WI 10. Zip Code 54241 11. Date of Birth 2-10-78

12. Drivers License/State ID Number M242-4357-8050-02 13. Drivers License/State ID State of Issuance

Part C: Individual's Address History

List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address	City	State	Zip Code
N/A			
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code
Previous Address 6	City	State	Zip Code

If applicable, list all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
N/A							
State	County	State	County	State	County	State	County

Continued →

Part D: Individual's Criminal History

1. Have you ever been convicted of any offenses (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws, or of any county or municipal ordinances? Yes No

If yes to question 1, please list details of each conviction below:

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses currently pending against you (other than traffic offenses) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? Yes No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation by Individual

READ CAREFULLY BEFORE SIGNING: I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on an application for cigarette, electronic vaping devices, and tobacco products retail license may be required to forfeit not more than \$1,000 if convicted. I declare under penalties of the law that I have examined this information and, to the best of my knowledge, it is true, correct, and complete to the best of my knowledge and belief.

Signature  Date 12-24-27

Part F: Licensing Authority Approval

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, this individual qualifies to serve in the reported role with the above-named business.

Name of Local Official _____ Title _____
 Signature of Local Official _____ Date _____

PO Box 473
Milwaukee, WI 53201

414-231-5000

January 3, 2025

VIA GROUND COURIER

Ms. Amanda Baryenbruch
City of Two Rivers
1717 East Park Street
Two Rivers, WI 54241

Re: Change of Agent

Dear Ms. Baryenbruch:

Pursuant to my letter dated December 19, 2025, enclosed please find the necessary forms for the successor agent, Joel Michaels, for the Pick 'n Save located at 1010 22nd Street,

Please contact me with any questions you may have at 414-231-5978 or tammy.koch@roundys.com.

Very truly yours,

ROUNDY'S SUPERMARKETS, INC.



Tammy Koch
Administrative Assistant

CITY OF TWO RIVERS
1717 EAST PARK STREET
PO BOX 87
TWO RIVERS WI 54241-008

Receipt No: 2.096017

Jan 7, 2025

ULTRA MART

MISCELLANEOUS
CHANGE OF AGENT / ALCOHOL
LICENSE
100-44110
LIQUOR LICENSE

10.00

Total: -----
10.00

PSN -OTHER
Total Applied: =====
10.00

Change Tendered: -----
.00

01/07/2025 11:08 AM



**RESOLUTION UPON RETIREMENT
LISA KUEHN, ADMINISTRATIVE ASSISTANT TO CITY
MANAGER/ DEPUTY CITY CLERK**

WHEREAS, Lisa Kuehn began her employment with the City of Two Rivers on March 27, 2017 as Executive Administrative Assistant to the City Manager/Deputy City Clerk, coming from a position in the City Clerk’s Office for the City of Manitowoc; and

WHEREAS, Lisa retired from her service to the City of Two Rivers on November 8, 2024; and

WHEREAS, during her more than 7 ½ years of service to the citizens of Two Rivers, Lisa was a trusted and respected member of the City’s management team and provided important support services for the work of the City Council and the City’s citizen boards, commissions and committees; and

WHEREAS, Ms. Kuehn in her role as Deputy City Clerk also provided valuable support services to the City Clerk and the voters of Two Rivers, assisting in the conducting of all elections and working closely with the City Clerk to implement and communicate with the public regarding many changes in election law, to recruit and train the City’s election workers, and to implement new technologies; and

WHEREAS, during her tenure with the City, Ms. Kuehn’s accomplishments included:

- Taking the lead in revamping the City’s website and creation of the Explore Two Rivers website and calendar
- Overseeing a recodification project and making the Municipal Code available on-line
- Supporting City marketing and branding efforts, taking charge of merchandise selection, ordering, inventory and accounts receivable for Two Rivers logo wear
- Coordinating several major initiatives and activities for the City, and in the process demonstrating enthusiasm and pride in Two Rivers that went well beyond the requirements of her job description; such initiatives included:
 - Annual Employee Picnic
 - Celebrate Two Rivers events
 - Two Rivers-Domazlice Sister Cities activities
 - Promotion and fund-raising for downtown Christmas decorations
 - Promotion and fund-raising for the Central Park West Project
 - Planning and implementing the first and second annual Cool City Christmas; and

WHEREAS, throughout her tenure with the City, Ms. Kuehn treated residents and those doing business with the City with the utmost professionalism and respect, serving as an effective and personable “good will ambassador” for the City Manager’s Office and the entire City organization; and

WHEREAS, her willingness to tackle new projects, embrace and implement new technology and always promote the City of Two Rivers warrant special recognition upon her retirement;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Two Rivers does hereby extend a sincere “THANK YOU” to Lisa Kuehn for her service to our City Government and to the community that it serves and does hereby acknowledge her many contributions to the organization and the community, during her dedicated service to our City, March 27,, 2017 to November 8, 2024; and

BE IT FURTHER RESOLVED, that this resolution be forwarded to Ms. Kuehn, in token of the City Council’s and City Manager’s appreciation for a job well done, along with best wishes for her retirement.

Adopted this 20th day of January, 2025

City Council:

Gregory E. Buckley, City Manager

Amanda Baryenbruch, City Clerk

AGENDA ITEM 11B
CONTRACT WITH STANTEC CONSULTING SERVICES
FINAL COPY UNAVAILABLE
FOR AGENDA PACKET

WILL RECOMMEND TABLING TO THE JANUARY 27
WORK SESSION MEETING

--MEMORANDUM--

TO: City Council

FROM: Gregory E Buckley
City Manager



DATE: January 17, 2025

SUBJECT: Proposed Amendment/Extension to Real Estate Purchase Option Agreement With Hawk Energy Storage LLC

Hawk Energy Storage LLC currently holds an option to purchase property at the City’s Woodland Industrial Park, for a proposed grid-scale battery energy storage system (BESS) facility. That option is for a four-year term, expiring in July of this year.

Acting as agents for Hawk Energy Storage LLC, representatives of Tenaska (an Omaha, NE based energy and engineering company) contacted the City Manager’s Office in November 2024, requesting a four-year extension of the option, with an adjustment in the annual amount to be paid as an option fee. That proposed amendment is attached.

As for why this extension to the option is being requested, Tenaska provided the attached memo. The memo cites the reason that the company has withdrawn the proposed Two Rivers project from the queue of projects being considered by the regional electric grid operator (Midcontinent Independent System Operator, or MISO), but plans to submit a new application for MISO consideration, early in 2025.

Under the proposed amendment, the annual option fee would increase from the current amount of \$47,000 to \$55,000 with the payment due in July 2025. The annual option fee would then increase by \$1,500 per year in each of the following years, through July 2028. Other terms for the option would remain unchanged.

Because of the time that has passed since first entering into the original option agreement in 2021, I also asked outside counsel to take a look at the existing option agreement—particularly the language on property taxes or payment-in-lieu of taxes—to see if any revisions were in order. Based on that review, a few minor changes to Paragraph 13 of the original agreement are proposed. These changes are shown on the page that follows the company’s proposed amendment.

As of Friday afternoon, we are waiting for final comments from Hawk Energy System’s attorneys on the City’s proposed amendments to Paragraph 13 of the original agreement; I expect to have them available for Monday night, and hope to have language ironed out that

can be presented for City Council action. If necessary, we can enter into closed session for discussion, as listed on the agenda.

For additional background information, presented below is a brief chronology of the Hawk Energy Storage, LLC project:

- July 19, 2021 City Council approves Real Estate Purchase Option Agreement with Swift Energy Storage LLC, addressing terms for the purchase of a 9.4 acres parcel on the west side of Woodland Drive in the City’s Woodland Industrial Park. Agreement provides for annual payments of \$47,000 per year to maintain the purchase option, whose term is four years (to July 2025). Agreement states the company’s intent to pursue development of a battery energy storage system (BESS) facility on the property.

- February 12, 2024 Plan Commission reviews Conditional Use Permit (CUP) application from Hawk Energy Storage, LLC for a 150MW/600 MWH battery energy storage facility at the site; recommends approval by the City Council.

- March 4, 2024 City Council holds public hearing on the proposed CUP, then approves CUP with conditions as recommended by the Plan Commission. Conditions include transfer of the Purchase Option on the project site to Hawk Energy Storage, LLC, such transfer subject to approval by the City Council. Project representatives from Tenaska, developer/agent for the project, indicate that they hope to be able to start project construction in 2025; project continues to be reviewed by MISO, the Midcontinent Independent System Operator responsible for operation of the electric grid in the central United States.

- June 17, 2024 City Council authorizes assignment of the Purchase Option by Swift Energy Storage LLC to Hawk Energy Storage LLC

- July 23, 2024 Business and Industrial Development Committee and Community Development Authority approve Site and Architectural Plans for the proposed BESS project

- November 2024 Representatives of Tenaska, developers for the BESS project, inform the City Manager of their request to amend and extend the option agreement

MEMORANDUM

TO: Greg Buckley, City of Two Rivers

FROM: Hawk Energy Storage LLC

DATE: November 1, 2024

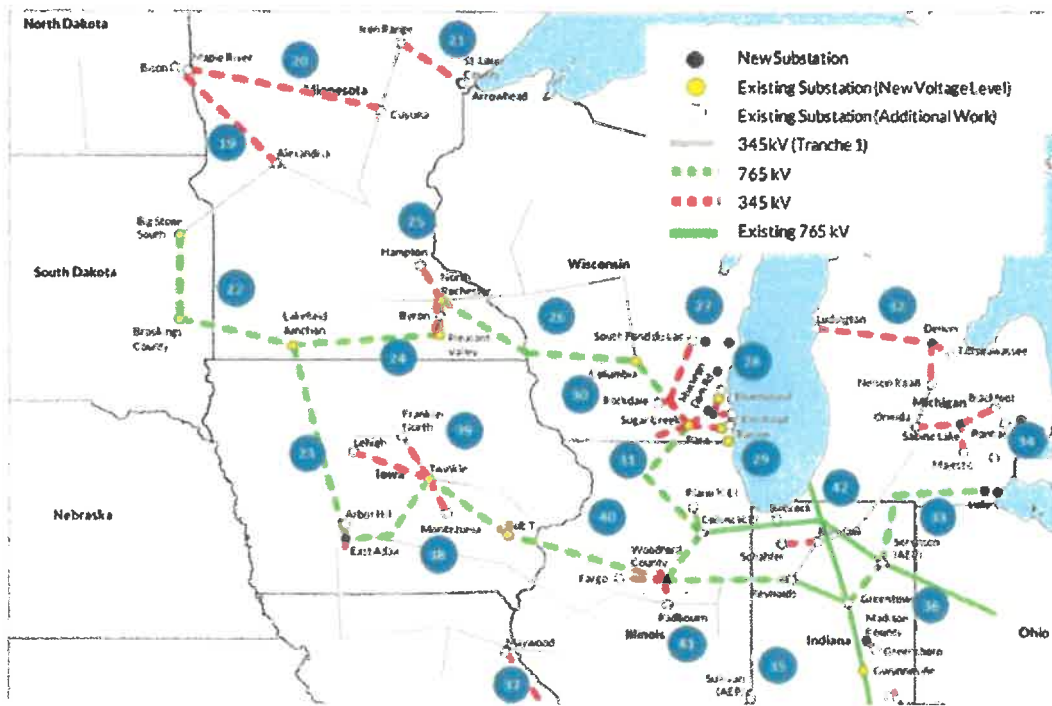
RE: Purchase Option Extension

Background

The Hawk Energy Storage LLC (“Project”) experienced an unexpected increase of approximately \$32 million in network upgrade costs from the Midcontinent Independent System Operator, Inc. (MISO) during Phase 2 of the MISO study process. Based on these unexpected increased costs, the project was unfortunately withdrawn from the interconnection queue.

Future MISO Transmission Solutions

MISO recently released, as part of their Long Range Transmission Planning (LRTP), a list of network upgrade projects which are called LRTP Tranche 2.1. These new projects are anticipated to fix the network upgrade costs that recently impacted the Project. A map of these future projects is provided below, which includes several key upgrades in the state of Wisconsin. The Project team is optimistic that by re-filing in the next MISO queue, which will account for these new LRTP upgrades, that future MISO results will be favorable for the project.



Purchase Option Extension Amendment

The Project requests an amendment to our current purchase option with the City of Two Rivers that would extend the option period by 4 years. The Project anticipates it will take up to 4 years to get through the new MISO queue in which we intend to file a new interconnection request. The Project has increased the option payments in our proposed amendment based on inflation since the time our original agreement was signed. We request that the City of Two Rivers work with the Project as soon as possible to sign this amendment, which is required for us to refile our interconnection request with MISO. MISO is in the process of implementing queue caps which requires the Project to file an interconnection prior to MISO meeting their cap, or the Project would be placed in the next queue, which further delays the Project. We look forward to working with the City of Two Rivers on this amendment and bringing this Project and its many economic benefits to the community.



Transmission

MISO board approves 'historic' transmission package – 488 projects spanning 5,000 miles

The portfolio includes local reliability and growth projects, the Long Range Transmission Planning (LRTP) Tranche 2.1 portfolio of projects, and the Joint Targeted Interconnection Queue (JTIQ) projects with Southwest Power Pool.

Sean Wolfe
12.12.2024

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(Credit: Pixabay)

Midcontinent Independent System Operator (MISO) has greenlit another enormous portfolio of transmission projects the largest in U.S. history.

Section 11, Item C.

The portfolio, which was unanimously approved by the MISO Board of Directors, includes 488 projects spanning more than 5,000 miles across 15 states in the MISO footprint. It includes local reliability and growth projects, the Long Range Transmission Planning (LRTP) Tranche 2.1 portfolio of projects, and the Joint Targeted Interconnection Queue (JTIQ) projects with Southwest Power Pool.

"This was truly a significant effort that required coordination and collaboration with our stakeholders, our neighboring grid operators and MISO staff," said MISO CEO John Bear. "The energy landscape is quickly transitioning, and we must work with urgency to implement the changes that ensure reliability today and in the future."


The 2024 MISO Transmission Expansion Plan (MTEP) includes the following:

- Local Reliability – 459 projects totaling 932 miles to support reliability in all 15 states across the MISO region. The \$6.7B investment will improve infrastructure and meet load growth needs at the local level.
- LRTP Tranche 2.1 – 24 projects totaling 3,631 miles for regional projects in MISO's Midwest subregion (Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota and Wisconsin) and includes a 765kV backbone. The \$21.8 billion portfolio has a cost-to-benefit ratio of 1.8-3.5 with benefits potentially exceeding \$72 billion.
- JTIQ – five projects totaling 490 miles to enable generation on the MISO/SPP seam (Iowa, Kansas, Minnesota, Missouri, North Dakota, and South Dakota). The \$1.6 billion investment will enable 28 GW of new generation.


MISO said its "extensive" stakeholder process facilitated more than 300 meetings and captured feedback to arrive at a Tranche 2.1 portfolio that "delivers benefits exceeding costs." LRTP is a key part of [MISO's Reliability Imperative](#) – the shared responsibility of states, utilities, members, and MISO to address challenges to electric reliability in the region, including generation fleet change, increasing extreme weather events, and other factors.

"These critical transmission infrastructure projects will strengthen the backbone of the greater Midwest region's grid by enhancing system reliability and grid resilience to better withstand increasingly frequent and severe weather events, respond to load growth and support the generation fleet transition in the greater Midwest region," ITC Holdings Corp said in a [statement](#). "We applaud the work of MISO and its many stakeholders, who have worked collaboratively and transparently to approve this historic investment, and continue to invest, in our region's critical transmission infrastructure. The benefits of MISO's Tranche 2.1 portfolio will be realized for many generations to come."

In July 2022, the MISO Board of Directors [unanimously approved the Tranche 1 LRTP portfolio](#) of new transmission projects. The \$10.3 billion investment included 18 transmission projects in MISO's Midwest Subregion. The grid operator found a benefit-to-cost ratio of at least 2.6, where benefits well exceed costs. The last time MISO approved projects close to this scale was in 2011, and that effort took four years. The Tranche 1 project portfolio, which was larger in terms of cost and miles, took half that time, said MISO. At the time, MISO said it was studying three additional portfolios (tranches), meant to improve interconnectivity and serve to further boost the reliability of the system.




#1 DERMS



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The previous month, state regulators told MISO in a letter that it was time to review market signals and reliability requirements and to enhance collaboration between MISO, the states, and other entities responsible for resource adequacy. The letter, [dated June 9](#), came a day before MISO released a [joint report](#) that said the region was projected to have a capacity deficit of 2.6 GW below the 2023 planning reserve margin requirement (PRMR). Similar to 2022, the capacity deficit in 2023 would be restricted to MISO North/Central, partially offset by exports from the South region.

Earlier this year, MISO [shared an initial, draft proposal](#) for a set of Tranche 2 transmission solutions – the second phase of the grid operator's LRTP effort building on the [investment in Tranche 1](#) through defining a set of new projects in its Midwest Subregion.

At the time, the original Tranche 2 plan had an anticipated cost between \$17 – \$23 billion, MISO said. Because of the impact of increasing load growth and the changing resource mix, the potential Tranche 2 portfolio featured 765 kV lines, which MISO said would enable long-term value based on distance, cost, and land use. In addition to reducing right-of-way permitting needs required in regulatory approval processes and helping address environmental concerns. After months of reform, MISO's board voted to approve ' updated Tranche 2.1.

Section 11, Item C.

A study from the Energy Department's Lawrence Berkeley National Laboratory in 2022 found that interconnection costs proposed in the MISO region were rising fast. The lab found that for projects that had completed all required interconnection studies, average costs nearly doubled for more recent projects relative to historical costs from 2000 through 2018. It said that for projects still actively moving through the queue, estimated costs more than tripled just between 2018 and 2022. It said that as of the end of 2021, MISO had more than 160 GW of generation and storage capacity actively seeking grid interconnection. This "active" capacity was dominated by solar (112 GW) and, to a lesser extent, wind (22 GW).

However, the lab said that most projects have historically withdrawn their applications, often in response to high interconnection costs. Roughly 24% of all projects requesting interconnection between 2000 and 2016 achieved commercial operation as of the end of 2021.

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Nevada utility teams up with LineVision to deploy dynamic line ratings



LPO empties the chamber: Nearly \$23B committed to 8 utilities

FIRST AMENDMENT TO REAL ESTATE PURCHASE OPTION AGREEMENT

THIS FIRST AMENDMENT TO REAL ESTATE PURCHASE OPTION AGREEMENT (“**First Amendment**”) is made and entered into as of the ___ day of _____, 2024 (“**First Amendment Effective Date**”) by and between City of Two Rivers, Wisconsin (“**Owner**”), and Swift Energy Storage, LLC, a Delaware limited liability company (“**Developer**”). Owner and Developer may hereafter be referred to as, together, the “**Parties**”.

RECITALS:

A. Owner and Developer entered into that certain Real Estate Purchase Option Agreement dated July 20, 2021 (“**Agreement**”).

B. Owner and Developer desire to amend the Agreement as provided below.

AMENDMENT:

NOW THEREFORE, in consideration of the covenants, agreements and for other good and valuable consideration herein contained, Owner and Developer agree as follows:

1. Term and Payment. Section 2 of the Agreement is hereby deleted in its entirety and replaced with the following:

“ 2. **Term and Payment.** The term of the Option shall commence on the Effective Date and automatically expire on the *eighth* anniversary of the Effective Date, unless this Agreement is terminated earlier (“**Term**”); provided, that, notwithstanding anything to the contrary set forth herein, Developer may terminate this Agreement at any time for any reason upon written notice to Owner, subject to the terms of this Agreement.

Prior to the First Amendment Effective Date Developer paid to Owner the following:

- (i) An initial payment of forty-seven thousand dollars (\$47,000.00), which equals approximately \$5,000 per acre of the Premises, within ten business days after the Effective Date; and
- (ii) Annual payments of forty-seven thousand dollars (\$47,000.00) each, on each anniversary date of the Effective Date through the third (3rd) anniversary;

(collectively, the “**Prior Payments**”) Developer shall pay to owner the following:

- (iii) Fifty-five thousand dollars (\$55,000.00) on or before the fourth (4th) anniversary of the Effective Date;
- (iv) Fifty-six thousand five hundred dollars (\$56,500.00) on or before the fifth (5th) anniversary of the Effective Date;

- (v) Fifty-eight thousand dollars (\$58,000.00) on or before the sixth (6th) anniversary of the Effective Date; and
- (vi) Fifty-nine thousand five hundred dollars (\$59,500.00) on or before the seventh (7th) anniversary of the Effective Date

(collectively with the Prior Payments, the “**Option Payments**”) All Option Payments shall be non-refundable to Developer under any circumstances, except that if the Option to Purchase is exercised then the last annual Option Payment prior to the exercise of the Option shall be applied against the Purchase Price (as defined below) at Closing (as defined below).”

2. Capitalized Terms. Capitalized terms not defined herein shall have the meaning ascribed to them in the Agreement.

3. No Modification. Except as specifically set forth in this First Amendment, all terms and conditions of the Agreement shall remain in full force and effect. In the event of any inconsistency between the terms of the Agreement and this First Amendment, the terms of this First Amendment, shall prevail.

4. Counterparts. This First Amendment may be executed in separate counterparts, each of which will be deemed an original, and all of which together will constitute one and the same agreement.

(Signature Pages Follow)

IN WITNESS WHEREOF, each of the Parties hereto has caused this First Amendment to be executed as of the day and year first above written.

OWNER:

City of Two Rivers, Wisconsin

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

IN WITNESS WHEREOF, each of the Parties hereto has caused this First Amendment to be executed as of the day and year first above written.

DEVELOPER:

Swift Energy Storage, LLC
a Delaware limited liability company

By: _____
Name: _____
Title: _____

Drafted by:

Brian Chan
Husch Blackwell LLP
1801 Pennsylvania Ave, Suite 1000
Washington, DC 20006

After recording, return to:

Husch Blackwell LLP
Attn: Tina Chamblee
4801 Main Street, Suite 1000
Kansas City, MO 64112

FIRST AMENDMENT TO MEMORANDUM OF REAL ESTATE PURCHASE OPTION
AGREEMENT

THIS FIRST AMENDMENT TO MEMORANDUM OF REAL ESTATE PURCHASE OPTION AGREEMENT (“**First Amendment to Memorandum**”) is entered into this ___ day of _____, 1/17/2025, by and between City of Two Rivers, Wisconsin (“**Owner**”), and Swift Energy Storage, LLC, a Delaware limited liability company (“**Developer**”). Owner and Developer are referred to individually as “**Party**” and are collectively referred to as “**Parties**”. All capitalized terms used herein and not otherwise defined shall have the meanings ascribed to them in the Agreement (as defined below).

A. Owner and Developer entered into that certain Real Estate Purchase Option Agreement dated July 20, 2021 (“**Agreement**”), a memorandum of which was recorded in the Register of Deeds of Manitowoc County, Wisconsin on August 10, 2021 as Document No. 1239885 and in Volume 3428, Page 598 (“**Memorandum**”), regarding that real property more particular described in the Memorandum and in Exhibit A attached hereto.

B. Owner and Developer executed that certain First Amendment to Real Estate Purchase Option Agreement (“**First Amendment**”) on even date herewith.

C. Owner and Developer desire to amend the Memorandum as provided below and give record notice of the same.

NOW, THEREFORE, in consideration of the mutual covenants and obligations of the Parties and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Term. Section 3 of the Memorandum is hereby deleted in its entirety and replaced with the following:

“ 3. Term: Commencing on the Effective Date and ending on the *eighth* anniversary of the Effective Date.”

2. Capitalized Terms. Capitalized terms not defined herein shall have the meaning ascribed to them in the Agreement.

3. Notice. This First Amended Memorandum is for the purpose of giving record notice of the Agreement and First Amendment and the rights created thereby, all of which are hereby confirmed. The rights and obligations set forth herein shall be binding upon and inure to the benefit of the Parties and their respective heirs, personal representatives, successors and assigns.

4. No Modification. This First Amended Memorandum is not intended to modify or amend any of the provisions of the Agreement or First Amendment. In the event of any inconsistency between the terms of the Agreement and this First Amended Memorandum, the terms of the Agreement, as amended, shall prevail.

5. Counterparts. This First Amended Memorandum may be executed in separate counterparts, each of which will be deemed an original, and all of which together will constitute one and the same agreement.

[Signatures and acknowledgments follow]

IN WITNESS WHEREOF, the Parties have executed this Memorandum as of the date first written above.

OWNER:

City of Two Rivers, Wisconsin

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

STATE OF WISCONSIN)
) SS:
COUNTY OF _____)

This instrument was acknowledged before me on _____, 1/17/2025 by _____, as _____ of City of Two Rivers, Wisconsin.

(Signature of Notary Public)

Name: _____
Notary Public, State of Wisconsin

STATE OF WISCONSIN)
) SS:
COUNTY OF _____)

This instrument was acknowledged before me on _____, 1/17/2025 by _____, as _____ of City of Two Rivers, Wisconsin.

(Signature of Notary Public)

Name: _____
Notary Public, State of Wisconsin

Exhibit A

Tract 7 of Certified Survey Map Located in the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ and in the SE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 33, T.20 N., R.24 E., City of Two Rivers, Manitowoc County, Wisconsin, as recorded with the Manitowoc County Register of Deeds on March 10, 1995 in Volume 15 of Certified Survey Maps at Page 151, Document No. 750524.

Tax parcel number 053-233-404.010.01

13. Payment in Lieu of Taxes, Minimum Annual Payment.

a. Owner and Developer anticipate that the Property as planned to be developed shall be subject to property taxes. However, if any portion of the Property, the improvements to the Property, or the personal property to be located on the Property is or becomes exempt from property tax, or is not subject to local tax under Wis. Stat. § 76.28(9)(2023-2024), the Developer for itself, its successors and assigns, agrees to make a payment to the City of Two Rivers equal to the amount which the City would have received if the portion of the Property which becomes exempt or not subject to tax under Wis. Stat. § 76.28(9)(2023-2024) had been ~~would have been~~ subject to property tax (the "PILOT payment"). PILOT payments shall be made to the City no later than December 31st of the first year in which there is no property tax payable due to exemption, and no later than December 31st of each subsequent year in which property tax is not payable.

b. Should the sums payable to the Owner under this Section total less than \$150,000 for any year, Developer shall make a payment to Owner in the amount needed to increase the total amount due for the year to \$150,000 (\$150,000 is hereinafter referred to as the Minimum Annual Payment). The Minimum Annual Payment shall be increased or decreased each year during the term of the agreement, and each year following the closing of the sale of the Property based on the CPI-U for the immediate prior year, provided, however, that in no event shall the Minimum Annual Payments be less than \$150,000. Such Minimum Annual Payment shall be required for as long as the Property is used as a grid-scale or commercial battery storage facility and as long as equipment, items or improvements related to the use of the Property as such a facility remain on the Property.

c. This Section of the Agreement shall bind the successors of the Developer and shall be considered a covenant running with the Property until the Property is no longer used ~~as a~~ as a grid scale or commercial battery storage facility and as long as equipment, items or improvements related to the use of Property as such a facility remain on the Property

**CITY OF TWO RIVERS
ORDINANCE**

An Ordinance allowing the City Council of the City of Two Rivers to designate ~~buildings owned by the City~~ an alternative location as the Central Count location for specific elections, said location returning to Two Rivers City Hall for all Elections thereafter unless changed by another such designation;

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

SECTION 1. This ordinance is enacted to allow the City Council to temporarily change in the location of Central Count for any future elections when City Council determines that Two Rivers City Hall should not be used for a given election, and to revert to the original location at Two Rivers City Hall for all subsequent elections. Subsection 2-1-5.B.(3) is hereby amended to include the following subsection (a):

(a) If the City Council determines that the Two Rivers City Hall should not be used as the location to canvass absentee ballots for any particular election according to the City Council’s reasonable discretion, the City Council may, by resolution, designate any alternative location ~~building wholly owned by the City~~ as the central canvassing location for absentee ballots.

~~**SECTION 2.** The central count location for the City of Two Rivers shall not be changed for the 2025 Spring Primary Election, which is scheduled to be held on February 18, 2025.~~

SECTION 32. The City Clerk shall take all necessary actions to implement the provisions of this ordinance, including notifying all relevant officials, poll workers, and the public of any changes to the central count location, caused by resolutions by City Council and made in accordance with this ordinance, and the return to City Hall for subsequent elections.

SECTION 53. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of this ordinance and the application of its provisions to other persons or circumstances shall not be affected.

SECTION 64. This ordinance shall take effect the day after publication.

Dated this 20th day of January 2025.

Scott Stechmesser
President, City Council

Gregory E. Buckley
City Manager

Attest

Amanda Baryenbruch
City Clerk

Approved as to form and legality:

City Attorney

City of Two Rivers

RESOLUTION

**IN SUPPORT OF LEGISLATION TO REQUIRE GREATER REPORTING DETAIL
FROM ON-LINE BOOKING PLATFORMS
FOR ROOM TAXES COLLECTED ON BEHALF OF WISCONSIN MUNICIPALITIES**

WHEREAS, booking platforms of the on-line marketplace are the preferred method for reserving hotels, vacation rentals and other lodging for a majority of American travelers; and

WHEREAS, payments are usually made through the on-line platforms for bookings of short-term vacation rentals, a strong growth sector in travel lodging in recent years; and

WHEREAS, this trend is evident here in Two Rivers, where 2024 the room taxes collected and remitted to the City from the on-line marketplace accounted for more than one-third of total room tax revenues; and

WHEREAS, while State law requires on-line booking platforms to collect such room taxes for bookings in municipalities that levy a room tax, and to remit such taxes to the City on a quarterly basis, the platforms are not required to identify the properties from which the room taxes are generated, nor the amount of room tax attributable to each such property; and

WHEREAS, having such information would be beneficial to municipalities and to the local tourism promotion and tourism development activities funded through room taxes, by:

- Aiding the City in assuring that all vacation rentals are properly licensed and otherwise operating in compliance with state and local regulations;
- Helping assure that room tax revenues are being accurately reported and accounted for, avoiding both under-collection and the possibility of duplicate payments made in error by both the rental property and the booking platform;
- Making it easier to analyze and evaluate trends in local lodging; and

WHEREAS, such information should be readily available to and reportable by these platforms, but legislative action is required to change the current reporting requirements;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby urge the Wisconsin Legislature to consider legislation amending State law pertaining to the collection and payment of room taxes by on-line marketplace platforms, to require additional details including the names and addresses of properties from which room taxes are collected and paid to the municipality, and the amount of room tax paid from each such property that is included in any quarterly payment to the municipality; and

BE IT FURTHER RESOLVED, that the City of Two Rivers seeks expressions of support for such legislation from the City’s Room Tax Commission, the Board of Directors of Explore Two Rivers, Inc., and other area room tax commissions and tourism entities; and

BE IT FURTHER RESOLVED, that copies of this resolution be provided to our area legislators, State Representative Paul Tittl and State Senator Devin Lemahieu, to Governor Tony Evers, the Wisconsin Department of Tourism and state tourism organizations, urging their support for such a common sense change in State law.

Adopted this 20th day of January, 2025.

Council Member

Gregory E. Buckley
City Manager