



# CITY COUNCIL MEETING

Monday, March 06, 2023 at 6:00 PM

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

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## AGENDA

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

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL BY CITY CLERK**  
Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Jason Ring, Bonnie Shimulunna, Scott Stechmesser, Adam Wachowski
4. **CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
5. **PUBLIC HEARING**
6. **INPUT FROM THE PUBLIC**
7. **COUNCIL COMMUNICATIONS**  
Letters and other communications from citizens
8. **COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**
9. **CITY MANAGER'S REPORT**
  - A. Invited Guests
    1. Introduction of New Public Works/Engineering Administrative Assistant, Susan Reilly
  - B. Status Update/Reports
    1. Staffing Updates
    2. City Invites any local elementary or pre-school students to lead the Pledge of Allegiance at City Council Meetings
    3. Upcoming Candidate Forums: League of Women Voters, Thursday, March 9, 2023, 7:00 PM, Council Chambers; Two Rivers Business Association, Tuesday, March 14, 6:30 PM, Council Chambers
    4. Absentee Ballots for April 4, 2023 Spring Election can be requested on-line at [myvote.wi.gov](http://myvote.wi.gov), City Clerk's Office or by mail with an acceptable photo ID
    5. Central Park West 365 Update
    6. Sandy Bay Highlands Home Construction
    7. Upcoming Events:
      - a. Two Rivers Environmental Advisory Board Presents Storm Water Runoff & Pond, Thursday, March 9, 2023, 6:00 PM, Lester Public Library
      - b. The Great TRivia Contest, Main Street, Friday, March 10, 2023, 6:00 PM, Community House Gym

c. City-to-City Leprechaun Hunt, Two Rivers and Manitowoc Parks, Wednesday, March 15-22, 2023

8. Other

**C. Legislative/Intergovernmental Update**

a. Governor's Proposed Budget - Implications for Cities

b. City Manager and Electric Utility Director Attendance at APPA Legislative Rally in Washington D.C.

c. Other

**10. CONSENT AGENDA**

**A.** Minutes of Meetings

1. Police and Fire Commission, February 9, 2023

2. Environmental Advisory Board, February 21, 2023

3. Public Works, March 1, 2023

Recommended Action:

Motion to receive and file

**B.** Applications and Petitions

1. Application for Temporary Class "B"/"Class B" Retailer's License Application for the period of March 10, 2023, Two Rivers Main Street for The Great TRivia Contest, 1710 West Park Street

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.** Resolution Amending 2023 Capital Budgets to Re-Allocate Funds Budgeted for Capital Projects

Recommended Action:

Motion to waive reading and adopt the resolution

**B.** Resolution Authorizing Loan from State Trust Fund Loan Program to Fund TID 17 Developer Grant to The Confluence, LLC--Loan Term of 20 Years at 5.25 Percent Annual Interest Rate, Constituting General Obligation Borrowing of the City

Recommended Action:

Motion to waive reading and adopt the resolution

**C.** City Attorney's Report on City Council Options for Filling the Vacancy Created by the February 24, 2023 Resignation of Councilmember Jason Ring

Recommended Action:

Discussion Only; will be included as an action item on March 20, 2023 Agenda

**12. FOR INFORMATION ONLY**

A. City Council Regular Meeting, Monday, March 20, 2023, 6:00 PM

B. City Council work Session Meeting, Monday, March 27, 2023, 6:00 PM - Guest will be Lt. Dave Remiker, Manitowoc County Metro Drug Unit Commander

**13. ADJOURNMENT**

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

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

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



**TWO RIVERS**  
WISCONSIN

# POLICE AND FIRE COMMISSION MEETING

Thursday, February 09, 2023 at 4:00 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 Chairman Brad Yaggie at 4:03 PM.

**2. ROLL CALL**

Commission Members Present: Mike Canty, Kris LaFond, Sandy Rohrick, Brad Yaggie. Absent and Excused: Jack Gadzala

Also Present: Ben Meinnert, Police Chief; and Greg Buckley, City Manager

**3. UPDATE FROM CITY MANAGER ON FIRE CHIEF RECRUITMENT**

Mr. Buckley updated the Commission of the two applications that were received and recommended reposting the job at a higher pay range depending on the candidates' qualifications. The Commission agreed that they would like to see other candidate applications.

Commissioner Rohrick suggested a higher pay scale range and would like a citizen group to look at the pay rates. She also suggested a hiring bonus.

Commissioner Yaggie suggested polling other employees in the department to consider mentoring for the position. He would like to see a five-year succession plan put in place.

**4. CLOSED SESSION**

Motion to enter into closed session at 4:20 PM per Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Interview and Selection of Assistant Police Chief.

Motion by Canty, seconded by LaFond. Motion carried upon a roll call vote.

**5. RECONVENE IN OPEN SESSION PURSUANT TO WIS. STATS. 19.85(2)**

Motion to reconvene in open session at 5:15 PM. Motion by LaFond, seconded by Canty. Motion carried upon a voice vote.

**6. ANY ACTION AS A RESULT OF CLOSED SESSION**

-- Possible action on appointment of next Assistant Chief of Police

Motion by Canty, seconded by LaFond, to appoint Melissa Weisner to the position of Assistant Chief of Police effective February 10, 2023.

Motion carried upon a roll call vote.

Asst. Chief Wiesner thanked the Commission for their support and the opportunity to continue serving the City of Two Rivers in the position of Asst. Chief of Police.

Chief Meinnert indicated that he plans to inform members of the Two Rivers Police Department of Deputy Weisner's appointment to the position via email following the meeting and will do an official press release Thursday, February 9, 2023.

**7. ADJOURNMENT**

Motion to adjourn the meeting at 5:38 PM. Motion by Rohrick, seconded by LaFond. Motion carried upon a voice vote.

Respectfully submitted,

Lisa Kuehn, Deputy City Clerk



**TWO RIVERS**  
WISCONSIN

# ENVIRONMENTAL ADVISORY BOARD MEETING

Tuesday, February 21, 2023 at 5:30 PM

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

## MINUTES

1. **CALL TO ORDER:** 5:42 pm

2. **ROLL CALL AND CHECK ON REMOTE PARTICIPANTS**

**Board Members Present:** Donald DeBruyn, Darla LeClair (Virtual), Ben Meinnert,, Tracey Koach  
**Absent/Excused:** Douglas Brandt (Absent), Jay Orvis (Excused)

**Staff present:** Matthew Heckenlaible, Scott Ahl and Jake Glaser

3. **REVIEW LAST MINUTES - APPROVE OR CORRECT**

Motion made by Tracey Koach and seconded by Ben Meinnert to approve the January 17, 2023 minutes. Passed

4. **PUBLIC INPUT** - None

5. **GUEST SPEAKER** - None

6. **CURRENT ITEMS FOR DISCUSSION AND ACTION**

- **Resignation of Kate Gadd & Katherine Dahlke** – Darla LeClair informed the Board of the two resignations.
- **New Member Douglas Brandt, possibly Jake Glaser/TRPD to replace Chief Benjamin Meinnert** – Darla LeClair provided a brief background of Douglas Brandt and asked Jake Glaser to introduce himself. Jake stated that he has an interest in the environment and loved working with kids to help get them interested in the environment as well. He was promoted in the Two Rivers Police Department and his interaction with the kids was limited. He would like to re-engage with an environmentally friendly group and promote green initiatives.
- **Front Yard Vegetable Garden proposal** – Darla LeClair informed the Board that ordinance revisions were passed at the February 22, 2022, City Council meeting to allow for a Front Yard Vegetable Garden Pilot Program in 2023. Darla LeClair also informed the Board that the Guidelines are almost complete and that once she has them completed will get them out to the Board for review. She is hoping to present them at the March 6, 2023 City Council Meeting.
- **Winter Educational Series**
  - **Titus Seilheimer 2/7/23 presentation on the health of rivers & lake, algae bloom, Forget-Me-Not Creek.** Tracey Koach provided a brief overview of the presentation which was moderately attended at the Lester Library. Titus Seilheimer provided a good explanation of what a watershed was along with history of restoration efforts of Forget-Me-Not Creek.

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 02/22/2023

Town  Village  City of Two Rivers ~~Manitowoc~~

County of Manitowoc

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 03/10/2023 and ending 03/10/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
  - Church
  - Lodge/Society
  - Veteran's Organization
  - Fair Association or Agricultural Society
  - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Two Rivers Main Street

(b) Address 1608 Washington Street  
(Street)  Town  Village  City

(c) Date organized 01/10/1996

(d) If corporation, give date of incorporation 01/15/1997

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President None

Vice President Steve Kanter, 816 Manistee Ct, Manitowoc, WI 54220

Secretary Gina Krahn, 3721 Adams Street, Two Rivers, WI 54241

Treasurer Ryan Kauth, 10631 Carstens Lake Road, Manitowoc, WI 54220

(g) Name and address of manager or person in charge of affair: Jason Ring, 1608 Washnigton Street, Two Rivers, WI 54241

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 1710 W Park St, Two Rivers, WI 54241

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Gymnasium in refrigerated coolers, and extra beer stored in prep kitchen downstairs.

## 3. Name of Event

(a) List name of the event The Great TRivia Contest

(b) Dates of event 03/10/2023

## DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature] 2/22/2023 Two Rivers Main Street  
(Signature / Date) (Name of Organization)

Date Filed with Clerk 02/23/2023 Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_ License No. \_\_\_\_\_



**RESOLUTION**  
**Amending 2023 Budgets for Certain Capital Projects Funds**  
**To Transfer Previously-Borrowed Funds**  
**From Fund 403, Harbor Master Plan Implementation**  
**To Fund 451, Street Construction and Fund 457. Public Works Equipment**

**WHEREAS**, the City’s 2023 Capital Projects Funds budget, as adopted, identifies the need for a total of \$1,815,000 in borrowing, in the form of 10-year general obligation notes, to fund projects; and

**WHEREAS**, in the course of further reviewing the financing plan for 2023 capital projects, the City Manager and Finance Director recommended that the amount of new borrowing be reduced by \$650,000 and that such a reduction be accomplished by transferring \$650,000 in funds from Fund 403, Harbor Master Plan Implementation; such funds were borrowed in the form of 10-year general obligation notes in 2019, for the purchase of the former Hamilton downtown plant site, a purchase that has been delayed due to factors beyond the City’s control; and

**WHEREAS**, the City Council expressed concurrence with this staff recommendation at its February 20, 2023 meeting, when it amended the Parameters Resolution presented relative to City borrowing for 2023 capital projects, reducing the principal amount to be borrowed for such projects from \$1,815,000 to \$1,165,000, or \$650,000 and then adopted said amended resolution; and

**WHEREAS**, acquiring the former Hamilton property remains a priority for the City, and the Council acknowledges that additional future borrowing will be necessary in order to do so;

**NOW, THEREFORE, BE IT RESOLVED** that the Council authorizes, consistent with its action on February 20, 2023 cited above, to amend the 2023 Budget as follows:

	<b>2023 Current</b>	<b>2023 Amended</b>	<b>Net Change from</b>
<b>Fund/Account</b>	<b>Budget</b>	<b>Budget</b>	<b>Amendment</b>
<b>Fund 451, Street Construction</b>			
Revenues			
451-49110 Proceeds from Debt	\$ 335,000	\$ 10,000	\$ (325,000)
451-49223 Transfer from Other Funds	\$ 0	\$ 300,000	\$ 300,000
<b>Fund 457, Public Works Equipment</b>			
457-49110 Proceeds from Debt	\$ 325,000	\$ 0	\$ (325,000)
457-49223 Transfer from Other Funds	\$ 0	\$ 325,000	\$ 325,000
<b>Fund 403 Harbor Master Plan Implementation</b>			
403-53540-5950 Transfer to Capital Projects Funds	\$ 0	\$ 650,000	\$ 650,000

Approved this 6<sup>th</sup> day of March, 2023.

\_\_\_\_\_  
 Council Member

\_\_\_\_\_  
 Gregory E. Buckley, City Manager





Douglas La Follette, *Secretary of State*  
Sarah Godlewski, *State Treasurer*  
Joshua L. Kaul, *Attorney General*

101 E. Wilson Street  
2nd Floor  
PO Box 8943  
Madison, WI 53708-8943

608 266-1370 INFORMATION  
608 266-0034 LOANS  
608 267-2787 FAX  
bcpl.wisconsin.gov

Thomas P. German, *Executive Secretary*

January 11, 2023

Ms. Jamie Jackson  
City of Two Rivers  
P O Box 87  
Two Rivers, WI 54241

ID# 05605734

Dear Ms. Jackson:

Thank you for requesting a loan application from the BCPL State Trust Fund Loan Program. Your application is attached, along with associated forms and directions. Please look through these documents and call us with any questions.

Please check your application to confirm the correct amount, rate, term, and purpose of the loan. The application interest rate should correspond to the current interest rates for BCPL General Obligation Trust Fund loans:

**General Obligation Loan Rates:**

2 Years	5.25%
3 – 5 Years	5.25%
6 – 10 Years	5.25%
11 – 20 Years	5.25%

Your interest rate is now locked at the above level for 60 days. To maintain that interest rate lock and prevent the possibility of needing to re-start the loan process from the beginning, BCPL needs to receive a properly completed loan application within 60 days from the date of this letter.

Following approval of the Application and Borrowing Resolution by your Board, the application must be completed and returned to BCPL along with the meeting minutes and the Anticipated Schedule of Disbursements. To provide enough time for internal reviews, loan processing, and assembling of our Board agenda materials, completed documents must be received a minimum of eight (8) calendar days before the next BCPL board meeting. The BCPL Board meets the first and third Tuesdays of each month.

BCPL requests that all Borrowers provide digital photographs of the projects that we finance (if applicable). We use these photos for promotional materials regarding the BCPL State Trust Fund Loan Program. Please remember to email a few high-resolution digital photographs, and be sure to include photographer credit information. We thank you in advance.

If you have questions regarding any of the documentation required by BCPL, the application process or the status of your application, please call me at 608-266-0034 or email me at [richard.sneider@wisconsin.gov](mailto:richard.sneider@wisconsin.gov).

Sincerely,

Richard Sneider, CFA, CIPM  
Chief Investment Officer

- Enclosures:
- 1) Application Form – City 20 Year Maximum
  - 2) Checklist for Application Review
  - 3) Anticipated Schedule of Disbursements

122.doc



**BCPL State Trust Fund Loan Program  
Application Checklist**

**The application must be completed and submitted on the original paper supplied by BCPL.  
No copies will be accepted and any alterations will void the application.**

Please check the following items prior to submitting your application:

- Confirm that each blank is filled in. Please check every page carefully.
  - Confirm that all required signatures are present. Original signatures are essential as signature stamps will void the application.
  - Confirm that all voting members of your Board or Council are listed and that each vote is properly recorded. If a voting member is absent from the meeting, please write or type "Absent" in the vote area.
  - Confirm that meeting dates are accurate. If you are unsure which meeting the application is referring to, please contact us.
  - Confirm that the Total Equalized Valuation you are providing is from the most recent year available. This information is generally available on the Wisconsin Department of Revenue website. If you have any Tax Incremental Districts, please use **TID IN** valuation.
  - Confirm that each General Obligation debt has been listed with the principal balance as of the certification date. If your municipality has no outstanding debt, list "None" under name of creditor and enter -0- as the total indebtedness.
- ***If you require additional space to list individual debts or wish to submit the current debt schedule in a different format, you may include an attachment to the debt page. DO NOT COMPLETE THE SAMPLE FORM BELOW! Type the following certification language on the attachment and return it with your application:***

**1. Type the following phrase as the page header:**

"Attachment to Page \_\_\_\_ of BCPL State Trust Fund Loan Application ID# 05605734"

**2. Below the loan schedule, type and complete the following:**

I hereby certify that all general obligation debts of the \_\_\_\_\_ of \_\_\_\_\_, in the County of \_\_\_\_\_, State of Wisconsin, are included in the above schedule, and that this schedule is true and correct as of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk (signature)

\_\_\_\_\_  
Clerk (print or type name)

\_\_\_\_\_, 20\_\_  
Date

**BCPL State Trust Fund Loan Program  
Application Checklist**

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- A copy of the minutes from the meeting at which the Resolution to Borrow Funds and Levy Tax was presented and approved is required to process the application. This meeting must take place following your receipt of the application. Please make certain that the resolution approved by your board or council is the exact resolution contained in the application. The minutes from this meeting should also contain this language.
- Mail the completed application and meeting minutes to the address below:  
**Board of Commissioners of Public Lands  
P.O. Box 8943  
Madison, WI 53708-8943**
- For overnight (non-USPS) delivery, please note that our street address has a different zip code:  
**Board of Commissioners of Public Lands  
101 E. Wilson Street, 2<sup>nd</sup> Floor  
Madison, WI 53703**

Upon receipt, BCPL staff will review your application and contact you if any additional information or corrections to the application are required.

To allow time for internal reviews, BCPL needs to receive your completed application a minimum of 8 days in advance of our Board's next scheduled board meeting. The BCPL Board meets the first and third Tuesday of each month. Following approval by the BCPL loan committee and a legal review by the office of the Attorney General, the application will be placed on the agenda for the next available board meeting.

Following board approval, there are a few additional steps and your loan may be funded in 5-10 days. All draws must be made within four months of the board approval date.

BCPL appreciates having photographs of the projects that we help finance. We use these photos both internally and for publishing of promotional materials regarding the BCPL State Trust Fund Loan Program. If possible, please forward high-resolution, digital photographs of the project being financed. Be sure to include information on who should be given credit for the photos. We thank you in advance.

Please contact us at (608) 266-0034 or [richard.sneider@wisconsin.gov](mailto:richard.sneider@wisconsin.gov) if you have any questions.



**BCPL State Trust Fund Loan Program  
Anticipated Schedule of Disbursements**

**City of Two Rivers**  
**Worksheet # 05605734**  
**Finance TID #16 Development Grant**  
**\$900,000.00**

Please tell us when you anticipate the need for loan funds:

Disbursement Date	Disbursement Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** Fill out this form using your best estimates as of the loan application date. *This is not an actual disbursement form.* We request this information to help us better manage the investment of State of Wisconsin Trust Funds. After your loan has been approved, you will receive a "Request for Loan Disbursement" form to request the actual distribution of funds.

Please return form to:

**Board of Commissioners of Public Lands**  
**PO Box 8943**  
**Madison, WI 53708-8943**

fax 608.267.2787  
[richard.sneider@wisconsin.gov](mailto:richard.sneider@wisconsin.gov)

RAS



Rev. 04/2012

**STATE OF WISCONSIN  
BOARD OF COMMISSIONERS OF PUBLIC LANDS  
101 EAST WILSON STREET, 2<sup>ND</sup> FLOOR  
POST OFFICE BOX 8943  
MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN  
CITY - 20 YEAR MAXIMUM**

**Chapter 24 Wisconsin Statutes**

**CITY OF TWO RIVERS**

**Date sent: January 11, 2023**

**Received and filed in Madison, Wisconsin:**

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**ID # 05605734**

**RAS**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned **City Manager** and clerk of the City of **Two Rivers**, in the County(ies) of **Manitowoc**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Nine Hundred Thousand And 00/100 Dollars (\$900,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing TID #16 developer grant per agreement approved by City Council on November 7, 2022.**

The loan is to be continued for a term of **20** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **5.25** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **Two Rivers**, in the County(ies) of **Manitowoc**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Nine Hundred Thousand And 00/100 Dollars (\$900,000.00)** from the Trust Funds of the State of Wisconsin to the City of **Two Rivers** in the County(ies) of **Manitowoc**, Wisconsin, for the purpose of **financing TID #16 developer grant per agreement approved by City Council on November 7, 2022.** That at the same time and place, the common council of the City of **Two Rivers** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **Two Rivers**, certified to by the **City Manager** and clerk, accompanies this application.

Given under our hands in the City of **Two Rivers** in the County(ies) of **Manitowoc**, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**City Manager, City of Two Rivers**

\_\_\_\_\_  
**Clerk, City of Two Rivers**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

FORM OF RECORD

The following preamble and resolutions were presented by Alderman \_\_\_\_\_ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Two Rivers**, in the County(ies) of **Manitowoc**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Nine Hundred Thousand And 00/100 Dollars (\$900,000.00)** for the purpose of **financing TID #16 developer grant per agreement approved by City Council on November 7, 2022** and for no other purpose.

The loan is to be payable within **20** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **5.25** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Two Rivers**, in the County(ies) of **Manitowoc**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Two Rivers** by such loan from the state be applied or paid out for any purpose except **financing TID #16 developer grant per agreement approved by City Council on November 7, 2022** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **City Manager** and clerk of the City of **Two Rivers**, in the County(ies) of **Manitowoc**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **City Manager** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**



Alderman \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- 1. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 2. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 3. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 4. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 5. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 6. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 7. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 8. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 9. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 10. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 11. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 12. Alderman \_\_\_\_\_ voted \_\_\_\_\_

A majority of the members of the common council of the City of **Two Rivers**, in the County(ies) of **Manitowoc**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN

County(ies) of **Manitowoc**

I, \_\_\_\_\_, Clerk of the City of **Two Rivers**, in the County(ies) of **Manitowoc**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Two Rivers** at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Two Rivers**, County(ies) of **Manitowoc**, is constituted by law to have \_\_\_\_\_ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Two Rivers** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

**City of Two Rivers**

**County(ies) of Manitowoc**

**State of Wisconsin**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN  
COUNTY(IES) OF **MANITOWOC**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, \_\_\_\_\_, Clerk of the City of **Two Rivers**, County(ies) of **Manitowoc**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Two Rivers** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20\_\_\_\_ \* \$ \_\_\_\_\_  
\* Latest year available

I further certify that the whole existing indebtedness of the City of **Two Rivers**, County(ies) of **Manitowoc**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

City of **Two Rivers**

County(ies) of **Manitowoc**,

State of Wisconsin

\_\_\_\_\_, 20\_\_\_\_  
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

# JASON RING

615 BUCHHOLZ ST • TWO RIVERS, WI 54241  
PHONE: 920-901-9743 • RINGJASON@HOTMAIL.COM

Section 11, Item C.

February 23, 2023

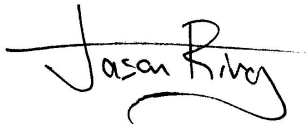
City of Two Rivers  
Attn: City Clerk  
Post Office Box 87  
Two Rivers, WI 54241-0087

Dear Two Rivers Common Council,

This letter is to advise you of my resignation of my position as City Council Representative. I have been advised by City Attorney Bruce that in order to apply for the City of Two Rivers Director of Tourism position, I must first resign from council so as to not be construed as using my position for personal gain.

It has been a pleasure working with all of you, and learning from you all. If not for this opportunity to serve the community I would not be resigning. If the opportunity presents itself in the future, I will probably look to serving on city council again. I wish you all the best as you continue being great leaders for our community.

Sincerely,

A handwritten signature in black ink that reads "Jason Ring". The signature is written in a cursive style with a long horizontal stroke extending to the left.

Jason Ring



## MEMORANDUM

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

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

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

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

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

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

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

Other details are set forth in the statute.

Let me know if there are any questions.

