



**TWO
RIVERS**
WISCONSIN

BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE - COMMUNITY DEVELOPMENT AUTHORITY MEETING

Tuesday, April 22, 2025 at 5:15 PM

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

AGENDA

1. Call to Order

2. Roll Call

BIDC Members: Thomas Christensen, Gregory Coenen, Elizabeth Bittner, Keith Lyons, Daniel Wettstein, David Kalista, Tracey Koach, Shannon Derby, Scott Stechmesser

CDA Members: Elizabeth Bittner, Gregory Coenen, Tracey Koach, David Kalista, Keith Lyons, Shannon Derby, Scott Stechmesser

3. Approval of Meeting Minutes

A. Business and Industrial Development Committee and Community Development Authority, March 25, 2025

4. Business and Industrial Development Committee - Community Development Authority Member Terms Expiring May 1, 2025; Members Eligible for re-Appointment

5. Updates on Current Economic Development Projects

1. Violet Inn
2. Pop-Start Pizza
3. Taco Bell
4. Sandy Bay Highlands
5. Other

6. Adjournment of the Business and Industrial Development Committee Meeting

7. Closed Executive Session of the Community Development Authority

The Community Development Authority reserves the right to enter into closed session per Wisc. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

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

8. Community Development Authority Reconvene in Open Session

Consideration of Actions in Follow-up to Closed Session Discussion Regarding Realtor Selection and Agreement

9. Next Regularly Scheduled Meeting

1. Business and Industrial Development Committee and
Community Development Authority Meeting, Tuesday, May 27, 2025
(Discuss possible 4:30PM start time)

10. Adjournment of the Community Development Authority

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

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

**CITY OF TWO RIVERS
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE
AND
COMMUNITY DEVELOPMENT AUTHORITY
REGULAR MEETING
Tuesday, March 25, 2025, 5:15 PM
Webster Room, Lester Public Library**

1. Call to Order

The meeting was called to order by BIDC and CDA Chair Greg Coenen at 5:15 PM.

2. Roll Call

BIDC members present were Betty Bittner, Tom Christensen, Greg Coenen, Dave Kalista, Tracey Koach, Keith Lyons, Shannon Derby, Scott Stechmesser and Dan Wettstein. Absent and excused: none.

CDA members present were Betty Bittner, Greg Coenen, Shannon Derby, Dave Kalista, Tracey Koach, Keith Lyons, Scott Stechmesser. Absent and excused: none.

Others present were Ty Hove and John Robinson of Rush Logistics, Gregory Buckley, City Manager. Realtors from three area offices were present during their firms' presentations to the CDA, as noted later in these minutes.

3. Approval of Meeting Minutes

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

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

4. BIDC and CDA Business: Review and Action on Site and Architectural Plans for Proposed Building by Driver Solutions, LLC, D/B/A Rush Logistics, on Brown's Drive in the Woodland Industrial Park

Mr. Buckley noted the site and architectural plans were approved by the Plan Commission at its meeting on March 10. He stated that the Plan Commission's approval required that driveway and parking lot paving be completed from Brown's Drive to as far east as the loading dock on the south side of the building in 2025, with the balance of the parking lot and vehicle maneuvering areas to be paved by the end of 2026.

Per the protective covenants for the Woodland Industrial Park, site and architectural plans for developments at the industrial park must also be approved by the BIDC and CDA. The City Manager also noted that those bodies had previously, at the time they authorized the sale of this site to Rush Logistics, approved a variance from the covenant that requires 2,500 SF of building per acre of land. Rush will be constructing a 6,000 SF building on 2.5 acres; the covenants would otherwise require 6,250 SF of building.

Following review of the plans with the Rush Logistics representatives:

For the BIDC, Koach moved, supported by Lyons, to approve the site and architectural plans as submitted, concurring with the paving schedule approved by the Plan Commission and with the waiver of the protective covenant on minimum building size, as previously approved by the BIDC and CDA. The motion was approved by voice vote, without dissent.

For the CDA, Koach moved, supported by Lyons, to approve the site and architectural plans with the same conditions stated in the BIDC's action. The motion was approved by voice vote, without dissent.

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5. CDA Business: Consideration of Proposals Received for Realtor Listing Agreement for Lots in the Sandy Bay Highlands Subdivision

Mr. Buckley noted that he had asked representatives of the three realtors who submitted proposals to be at the meeting at 6:00 PM. It being only 5:23 PM at this point in the meeting, Mr. Coenen stated that, barring objections, he would skip over this agenda item and return to it at 6:00 PM or when all realtors had arrived; there were no objections from either body.

6. Status Report on Pop-Start Pizza Project

Mr. Buckley reported that he had met the prior week with Justin Ulness of Pop-Start Restaurant Group, LLC and the banker for this project, Daniel Hassemmer of Nicolet Bank. The project is progressing well, but the developers do anticipate opening for business later than had originally been planned—the original opening date was to be by the end of March, and they are now planning on a May opening. The developers have not yet taken any draws on the \$63,000 City loan, Buckley reported.

The City Manager also reported that there had been discussion of possible additional City and bank financing for this project; he stated that he would address that matter in the closed session listed later on the agenda.

7. Status Reports on Various Community Projects

Mr. Buckley briefly reported on projects underway at Sauve's Automotive, Violet Inn and the Sandy Bay Highlands subdivision.

8. Closed Executive Session of the BIDC, for Discussion of Terms of a Previously-Approved Loan

Mr. Lyons moved, supported by Ms. Koach, to enter into closed session at 5:29 PM per Wisc. Stats. 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Mr. Buckley noted that the purpose of the closed session was for discussion of the BIDC loan to Pop-Start Restaurant Group, LLC.

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

9. Reconvene in Open Session for Action in Follow-Up to Closed Session Discussion

Mr. Lyons moved, supported by Ms. Koach, to adjourn the closed session and return to open session at 5:37 PM. The motion was approved by voice vote, without dissent.

Bittner moved, supported by Lyons, to authorize an increase in the amount of up to \$20,000 to the loan to Pop-Start Pizza, bringing the total loan amount to a sum not to exceed \$83,000; with such additional loan conditioned upon:

--Documentation of project costs for the restaurant project at 1033 22nd Street associated with any draws against the loan—all City loan funds are to be used for capital costs as authorized the original loan: building and site improvements, equipment, furnishings, signage, etc.

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--Loan terms and security to be the same as the original loan; only the maximum loan amount is being changed.

--The lending of an additional \$20,000 by Nicolet Bank, such funds to be designated for working capital; this would bring the total amount of the bank loan up to \$335,000.

--Review and approval of documents amending the City loan documents, and of documents related to the bank's additional loan commitment, by an ad hoc BIDC subcommittee consisting of BIDC members Bittner, Coenen and Lyons.

The motion was approved by voice vote of the BIDC, without dissent.

The CDA then returned to Agenda Item 5, "Consideration of Proposals for Realtor Listing Agreement for Lots in the Sandy Bay Highlands Subdivision"

1. Amy MacMillin and Jenny Gospodarek, First Anderson Real Estate, discussed their proposal and took questions from the CDA members.
2. Joel Moose, JoAnne Kouba and Jody Behringer of Weichert Cornerstone Real Estate discussed their proposal and took questions from the CDA members.
3. Amy Townsend, Berkshire Hathaway/Starck Real Estate, discussed her proposal and took questions from CDA members.

Following presentations/discussions with each of the realtors, the realtors left the meeting and the CDA members discussed each of the firms and its proposal. There was a consensus that additional time was needed to consider this matter, and that it would first be reviewed by the ad hoc committee of CDA members Bittner, Coenen and Lyons plus Mr. Buckley, who had developed the realtor RFP. There was also consensus that all three realtors who responded to the RFP would remain under consideration and followup interviews with some or all of the firms might occur at the CDA's April 22, 2025 meeting.

Lyons then moved, supported by Koach, to authorize the City Manager to execute a one-month extension of the current listing agreement with Amy Townsend of Berkshire Hathaway/Starck Real Estate, to April 30, 2025, while this matter is given further consideration. That motion was approved by voice vote, without dissent.

10. Next Regular Meeting.

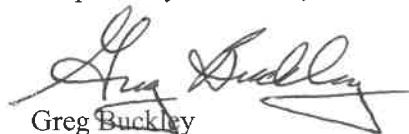
Chairman Coenen noted that the next regular meeting of the BIDC and CDA is on April 22 at 5:15 PM.

11. Adjournment

Koach moved, supported by Lyons, to adjourn the BIDC meeting at 7:27 PM. The motion was approved by voice vote, without dissent.

Koach moved, supported by Lyons, to adjourn the CDA meeting at 7:27 PM. The motion was approved by voice vote, without dissent.

Respectfully submitted,



Greg Buckley
City Manager