



# CITY COUNCIL MEETING

Monday, April 20, 2026 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: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunias, Scott Stechmesser, Adam Wachowski

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

**5. INTRODUCTION OF INVITED GUESTS**

A. Oath of Office for Firefighter/Paramedic Nolan Zarn

**6. INPUT FROM THE PUBLIC**

Limited to 3 minutes per person - Resident addresses are requested but are not required to be given

**7. COUNCIL COMMUNICATIONS**

Letters and other communications from residents

**8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

**9. CONSENT AGENDA**

These titles will be read by the Council President and approved by a single Voice Vote. Any item may be pulled from the Consent Agenda for discussion and separate vote by any City Council member.

**A. 26-061 Presentation of Minutes**

1. City Council Regular Meeting, March 17, 2026
2. City Council Regular Meeting, April 6, 2026

**B. 26-062 Minutes of Meetings**

1. Library Board, March 10, 2026
2. Explore Two Rivers Board of Directors, March 10, 2026
3. Room Tax Commission, March 24, 2026
4. Architectural Control Committee, March 27, 2026
5. Public Works Commission, April 1, 2026
6. Public Utilities Commission, April 6, 2026
7. Committee On Aging, April 6, 2026
8. Board of Municipal Canvassers, April 8, 2026

- 9. Plan Commission, April 13, 2026
- 10. Advisory Recreation Board Meeting, April 15, 2026

**C. 26-063 Proclamation for Line Worker Appreciation Day, April 18, 2026**

**D. 26-064 Proclamation of Arbor Day, April 25, 2026**

**E. 26-065 Authorization to Waive Ordinance, Section 7-1-5 "Parking in parks" and Section 7-1-6 "Park closing hours," to Allow the Parks and Recreation Event, "Great Neshotah Beach Campout" for One Night, August 29-30, 2026**

**F. 26-066 Resolution Authorizing 2026/27 DNR Stewardship Grant Application in Support of Riverside Park Phase 2**

**Summary:** This resolution authorizes the City to apply for and administer DNR outdoor recreation grant funding that will support Phase 2 of Riverside Park improvements, as identified in the Riverside Park Master Plan approved by City Council on July 1, 2024.

**G. 26-067 Resolution Authorizing 2026/27 DNR Non-Point Source and Storm Grant Application**

**Summary:** This resolution authorizes the City to apply for and manage DNR grant funding for stormwater and pollution control projects, including executing all required agreements and compliance activities. If funding is awarded, it would be directed towards continuing the storm water management improvements that have been planned with Stantec along Mariners Trail.

**H. 26-068 Service Release Agreement with Wisconsin Public Service for Van der Brohe Arboretum Electric Well Service at 3800 Lincoln Avenue**

**Summary:** A service release agreement with Wisconsin Public Service that allows City Utilities to provide electric service to the well located at the Van der Brohe Arboretum. The agreement helps avoid duplication of infrastructure while maintaining WPS's ability to serve the area in the future.

**I. 26-069 City Manager Recommended Appointments and Re-Appointments to City Advisory Boards, Commissions, and Committees**

**Summary:** Submitted for Council approval is the City Manager's list of recommendations for appointments and reappointments to various City advisory boards, commissions, and committees. These include both new members and current members proposed for continued service.

**RECOMMENDED ACTION FOR CONSENT AGENDA**  
**Motion to approve the Consent Agenda as presented**

**10. CITY COUNCIL - FORMAL ITEMS**

**A. 26-070 Ordinance to Amend Chapter 4-1-4 of the City of Two Rivers Municipal Code Regulating the Construction and Repair of Sidewalks**

**Summary:** The proposed ordinance amends the City's authority to complete sidewalk repair and replacement when property owners do not, with costs assessed back to the property owner in accordance with State law. It also allows the City to perform this work directly with City crews or through competitive bidding to improve efficiency and consistency. This proposal supports a more coordinated, practical approach to sidewalk maintenance that can enhance results and is expected to reduce overall costs.

**Recommended Action:**

Motion to waive reading and adopt the ordinance based on the recommendation of the City Manager

**B. 26-071 Ordinance to Amend Sections 6-11-1 and 6-11-3 of the Municipal Code of the City of Two Rivers regarding Room Taxes**

**Summary:** The proposed ordinance applies the City's 8% room tax to short-term RV and camper stays, consistent with existing authority under State law. It also establishes separate reporting requirements for RV/camper revenue to improve the tracking of tourism revenue activity. This update is intended to ensure fair and consistent application of the room tax across lodging types and help stabilize tourism-related revenues moving forward.

**Recommended Action:**

Motion to waive reading and adopt the ordinance based on the recommendation of the City Manager

**C. 26-072 Application for Landscaping / Tree Removal License for Stangel's Tree Service at 1216 Washington Street, Manitowoc**

**Summary:** The City has received an application for a landscaping-tree removal license from Stangel's Tree Service, along with a written commitment to comply with City ordinances related to the parking and storage of commercial vehicles and equipment. The applicant indicates that all business equipment will be stored in Manitowoc, including all RV's, trailers, and trucks.

**Recommended Action:**

Motion to approve the license based on the recommendation of the City Manager

**D. 26-073 Lease Agreement between the City of Two Rivers and Kevin Last for Parking Lot Rental at 1308 19th Street**

**Summary:** The proposed lease authorizes the City to lease to Mr. Kevin Last the City-owned parking lot at 1308 19th Street. The agreement provides for a one-year initial term beginning May 1, 2026, at a monthly rate of \$350, with options for two additional one-year renewals.

**Recommended Action:**

Motion to approve the lease agreement based on the recommendation of the City Manager

**11. CITY MANAGER'S REPORT**

**12. FOR INFORMATION ONLY**

- City Council Reorganizational Meeting, Tuesday, April 21, 2026, 5:30 PM
- City Council Work Session, Monday, April 27, 2026, 6:00 PM
- City Council Regular Meeting, including a public hearing regarding amendment to the general development plan for 3000 Forest Avenue planned unit development, Monday, May 4, 2026, 6:00 PM

**13. 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](mailto: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 COUNCIL MEETING

Tuesday, March 17, 2026 at 6:00 PM

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

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## 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, Scott Stechmesser

Absent: Tim Petri, Bonnie Shimulunas (arrived at 6:26 PM) and Adam Wachowski

**ALSO PRESENT**

Jeff Sachse, Community Economic Development Director; Ben Meinnert, Police Chief; Dave Dassy, IT Administrator; Kassie Paider, Finance Director; Sean Griffin (via phone), City Attorney; and Kyle Kordell, City Manager

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

None

**5. INPUT FROM THE PUBLIC**

Limited to 3 minutes per person - Resident addresses are requested but are not required to be given

None.

**6. COUNCIL COMMUNICATIONS**

Letters and other communications from residents

Council President Stechmesser received positive comments about snow removal from the recent storm. He thanked all departments for a job well done.

Councilmember Bittner thanked neighbors that helped out each other throughout the community, he received concerns about harbor dredging and explained the Council submitted a letter to the Army Corp of Engineers.

Councilmember B. LeClair received a complaint about garbage blowing around. He encouraged citizens to put any overflowing garbage in a bag next to the bin or put something on top to weigh it down.

**7. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

Councilmember Derby reported on the Library Board stating new people were appointed to the Board and positions have been changed.

**8. CONSENT AGENDA**

These titles will be read by the Council President and approved by a single Voice Vote. Any item may be pulled from the Consent Agenda for discussion and separate vote by any City Council member.

**A. 26-035 Presentation of Minutes**

- 1. City Council Regular Meeting, March 2, 2026

**B. 26-036 Minutes of Meetings**

- 1. Explore Two Rivers Meeting of the Board of Directors, February 10, 2026
- 2. Library Board, February 10, 2026
- 3. Committee on Aging, March 2, 2026
- 4. Public Utilities Committee, March 2, 2026
- 5. Public Works Committee, March 4, 2026

**C. 26-037 Applications and Petitions**

- 1. Application for new Landscaping/Tree Removal License for A&E Lawn, Snow, and Tree LLC for a period ending June 30, 2026

**D. 26-038 Summary of Verified Bills for February 2026 of \$4,000,827.23**

**E. 26-039 2025 Annual WDNR MS4 Stormwater Report**

**Summary:** Review and acknowledge the City’s 2025 Municipal Separate Storm Sewer System (MS4) Report submitted to the Wisconsin Department of Natural Resources (WDNR). The report summarizes the City’s compliance efforts under its MS4 permit, including public education and outreach, illicit discharge detection and elimination, construction site erosion control, post-construction stormwater management, pollution prevention activities, and stormwater system maintenance. Submission of the annual report is required under the City’s WPDES MS4 permit and documents the community’s continued commitment to protecting local waterways and maintaining compliance with state and federal stormwater regulations.

**F. 26-040 Appointment of Lisa Steinhauer to a three year term on the Library Board beginning April 30, 2026 and expiring May 1, 2029**

**G. 26-041 Appointment of Laura Waalkens to a three year term on the Library Board beginning April 30, 2026 and expiring May 1, 2029**

**RECOMMENDED ACTION FOR CONSENT AGENDA**  
**Motion to approve the Consent Agenda as presented**

Motion carried with a voice vote.

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

**9. CITY COUNCIL - FORMAL ITEMS**

**A. 26-042 Application for Facade Improvement Assistance by Cool City Motel, 3009 Lincoln Avenue**

**Summary:** Brian Conjurski, applicant for the Cool City Motel requests a Facade Improvement Grant not to exceed \$13,272 for replacing 28 exterior doors on the property. The Conjurskis acquired the property in 2025 and are making considerable improvements to guest rooms and common areas in anticipation of the 2026 summer season. Funds for this grant will come from

TID #11 (St. Peter the Fisherman/Vinton Construction Redevelopment) because the p within a half-mile of the boundaries, as state statute allows.

**Recommended Action:**

Motion to approve the application and award the grant as recommended by City Staff

No action was taken on this item.

**B. 26-043 Resolution Terminating Tax Incremental District 13 in the City of Two Rivers**

**Summary:** The City currently operates 12 Tax Increment Financing districts. While many have exceeded the development and financial expectations originally established, several districts have not experienced the level of growth that was anticipated at the time of their creation. Following a financial review of TID performance, City Hall recommends the early termination of TID No. 13.

Upon approval of the proposed resolution, the City will submit the required notice to the Wisconsin Department of Revenue by April 15. Terminating this district will return the increment value within the district back to the regular tax rolls, allowing the associated property tax revenues to flow to the City’s General Fund beginning January 1, 2027. In addition to the City, other taxing jurisdictions, including Manitowoc County, the Two Rivers Public School District, and Lakeshore Technical College, will also begin receiving their proportional share of property tax revenues from these properties in 2027. Staff will continue monitoring the performance of other City TIF districts and additional districts may be recommended for early termination in the future if anticipated development progress does not occur.

**Recommended Action:**

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

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

**C. 26-044 Resolution Terminating Tax Incremental District 16 in the City of Two Rivers**

**Summary:** Similar to the Resolution in agenda item 9B, this proposed Resolution will authorize the early termination of TID No. 16, allowing the increment value to return to the regular property tax roles starting in January 1, 2027. Doing so will result in an increase in revenue for not just the City, but also Manitowoc County, the Two Rivers School District, and Lakeshore Technical College.

**Recommended Action:**

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote

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

*\*\*Clerk Note: Councilmember Shimulunas arrived at 6:26 PM*

**10. CITY MANAGER’S REPORT**

**11. FOR INFORMATION ONLY**

- **Two Rivers Brand Review Meeting**, March 18, 2026, 6:00 PM in Council Chambers
- **Candidates Forum**, Thursday, March 19, 2026, 6:30 PM in Council Chambers
- **Hamilton Community Visioning Phase 3 Meeting**, Thursday, March 26, 2026, 5:30 PM at Two Rivers High School, Cafetorium
- **City Council Work Session**, Monday March 30, 2026, 6:00PM

**12. CLOSED SESSION**

The City Council reserves the right to enter into Closed Session, pursuant to Wisc. Stats 19.85(1)(c). Considering employment, promotion, compensation or performance evaluation data of a management level employee over which the Council has jurisdiction or exercises responsibility.

Motion carried with a roll call vote.

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

**13. RECONVENE IN OPEN SESSION**

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

Motion carried with a voice vote.

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

**14. ADJOURNMENT**

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:04 PM.

Motion carried with a voice vote.

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

Respectfully submitted,  
Amanda Baryenbruch, City Clerk



**TWO RIVERS**  
WISCONSIN

# CITY COUNCIL MEETING

Monday, April 06, 2026 at 6:00 PM

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

## MINUTES

**1. CALL TO ORDER**

President Stechmesser called the meeting to order at 6:00 PM.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL BY DEPUTY CITY CLERK**

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

Also Present: Police Chief Ben Meinnert, Community Development Director Jeff Sachse, Public Works Director Matt Heckenlaible, Fire Chief Dave Murack, Electric Utility Director Brian Dellemann, Tech Manager Dave Dassey, Tourism Director Joe Metzen, Incoming Tourism Director Caitlyn Meola, City Manager Kyle Kordell, City Attorney Sean Griffin (via telephone)

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

None.

**5. INTRODUCTION OF INVITED GUESTS**

**A. 26-046 Proclamation Honoring the Legacy of Kay Koach for an Extraordinary Lifetime of Service to the City of Two Rivers**

City Manager Kyle Kordell and City Council formally honored long-time public servant Kay Coach with a proclamation and "Key to the City" plaque for her decades of leadership and community involvement.

**B. Room Tax Commissioner Curt Andrews**

Room Tax Commissioner Curt Andrews, representing the Room Tax Committee and the Explore Two Rivers Board, provided an update on the economic impact of tourism in the community. Highlighting results from a survey of 49 local businesses, Andrews noted that 100% believe tourism contributes to the area's economic health, with over 61% stating they could not remain open without visitor revenue. Between 2022 and 2025, over **\$1.25 million** was collected in room tax, with 30% (\$370,790) going directly to the city's general fund and an additional \$236,000 allocated to local tourism projects and marketing. Andrews concluded by encouraging residents to act as "Two Rivers Ambassadors" to promote a positive city brand and foster further economic growth.

**6. PUBLIC HEARING**

**A. 26-047 Public Hearing on an Ordinance to Amend Section 10-4-13-A(1) of the City of Two Rivers Municipal Code Entitled "Signs not requiring a permit" to Regulate the Use of Construction and Alteration Signs**

**Summary:** The City Council will hold a public hearing on a proposed amendment to Section 10-4-13, "Signs Not Requiring a Permit," to better regulate contractor construction signs. The Plan Commission reviewed this item and unanimously recommended approval at its March 9, 2026 meeting, following prior discussion and consensus to establish a more limited display timeframe. The amendment revises existing code, which currently allows contractor signs for up to 60 days annually, to instead require removal within 30 days after construction is completed or prior to occupancy, whichever occurs first. This change provides clearer enforcement standards and helps maintain neighborhood appearance while still allowing signs during active construction.

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

**Recommended Action:**

Motion to waive reading and adopt the ordinance

Motion made by B. LeClair, seconded by Derby

Motion carried with a roll call vote.

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

**7. INPUT FROM THE PUBLIC**

Limited to 3 minutes per person - Resident addresses are requested but are not required to be given

None.

**8. COUNCIL COMMUNICATIONS**

Letters and other communications from residents

Council members addressed several community concerns and recognitions. Discussion included a resident's inquiry regarding tree stump removal at Neshotah Park and praise for the city's election organization, noting that City Clerk Amanda Baryenbruch and Police Chief Benjamin Meinnert were recently featured in a statewide magazine for their expertise in election security. Additionally, the council touched on a resident's letter regarding sidewalks, with councilmembers requesting future clarification on the new sidewalk pilot program and the specific costs to private citizens under the new repair model.

**9. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

Councilmembers shared reports from various committees, highlighting a successful "Bunny Breakfast" at the senior center that hosted approximately 300 attendees. The council recognized the retirement of Dave Casebeer from wastewater management after over 28 years of service, noting that Shawn Taddy will succeed him. Additionally, it was announced that the Environmental Protection Agency will visit later this month to conduct workshops with local businesses on leveraging the city's growth as a national recreational attraction.

**10. CONSENT AGENDA**

These titles will be read by the Council President and approved by a single Voice Vote. Any item may be pulled from the Consent Agenda for discussion and separate vote by any City Council member.

**A. 26-048 Presentation of Minutes**

- 1. City Council Work Session, March 30, 2026

**B. 26-049 Minutes of Meetings**

- 1. Room Tax Commission, December 10, 2025
- 2. Plan Commission, March 9, 2026

**C. 26-050 Applications and Petitions**

- 1. Temporary Class "B" Beer License for Two Rivers Fish Derby, Inc, for Two Rivers Fish Derby and Festival, Friday, July 17, Saturday, July 18, and Sunday, July 19, 2026 at Walsh Field, 2201 Polk Street
- 2. Temporary Class "B" Beer and Class "B" Wine License for Heart-A-Rama for the Heart-A-Rama event on Thursday, April 23, Friday, April 24, Saturday, April 25, Thursday, April 30, Friday, May 1, and Saturday May 2, 2026 at the Community House, 1710 W Park Street

**D. 26-051 Appointment of Tracey Koach to a three-year term on the Plan Commission beginning April 30, 2026 and expiring May 1, 2029**

**E. 26-052 Resolution Authorizing Borrowing \$496,676 from WPPI Energy at 0% Interest for Critical Utility Infrastructure Projects\***

**Summary:** This Resolution authorizes the City to borrow \$496,676 from WPPI Energy at 0% interest to fund priority utility infrastructure and equipment projects, including electric meters, security upgrades, and generator repairs at the Water Filtration Plant. These investments are intended to enhance system reliability, improve facility security, and ensure critical backup power capabilities for essential water treatment operations.

\*This item was pulled from the Consent Agenda for formal review.

Motion made by Derby, seconded by B. LeClair to waive reading and approve the resolution.

Motion carried with a roll call vote.

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

**F. 26-053 Official Newspaper Declaration and Bid**

**Summary:** On March 23, 2026 city staff received a rate schedule from the Herald Times Reporter (HTR Media/Gannett) outlining legal advertising costs for publishing council proceedings and official notices, including pricing based on column inches, insertion rates, and affidavit fees. Staff requests the City Council approve the designation of the Herald Times Reporter as the City's official newspaper for the publication of required legal notices and proceedings.

**RECOMMENDED ACTION FOR CONSENT AGENDA**  
**Motion to approve the Consent Agenda as presented**

Motion Made by Wachowski, seconded by D. LeClair to remove Item E for formal review and approve the rest of the Consent Agenda.

Motion carried with a voice vote. All in favor.

**11. CITY COUNCIL - FORMAL ITEMS**

**A. 26-042 Application for Facade Improvement Assistance by Cool City Motel, 3009 Lincoln Avenue**

**Summary:** Brian Conjurski, applicant for the Cool City Motel, requests a facade improvement grant not-to-exceed \$17,536 for replacing 28 exterior doors and locking systems on the property. The Conjurskis acquired the property in 2025 and are making considerable improvements to guest rooms and common areas in anticipation of the 2026 summer season. Reimbursement funds for this grant will come from TID #11 (St. Peter the Fisherman / Vinton Construction TID).

**Recommended Action:**

Motion to approve the application and award the grant as recommended by City Staff

Motion made by Wachowski, seconded by Brandt

Motion carried with a roll call vote.

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

**B. 26-054 Application for Facade Improvement Assistance by Lighthouse Inn, 1515 Memorial Drive**

**Summary:** Jim Van Lanen Jr., applicant for the Lighthouse Inn, requests a facade improvement grant not-to-exceed \$10,000 for upgrading exterior lighting and signage on the property in preparation for the summer season. Reimbursement funds for this grant will come from TID #12 (Cobblestone Hotel / Sauve's Auto Service TID).

**Recommended Action:**

Motion to approve the application and award the grant as recommended by City Staff

Motion made by Wachowski, seconded by Derby

Motion carried with a roll call vote.

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

**C. 26-055 New Combination Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Uncorked Book Lounge LLC at 1610 Washington Street for Agent Carrie Paczkowski for a period ending June 30, 2026**

**Summary:** The Uncorked Book Lounge will be a unique and welcome addition to downtown Two Rivers, offering a refined space that blends a love of literature with a vibrant social experience. This liquor license will allow Uncorked Book Lounge LLC to serve fermented malt beverages, liquor, and wine in their establishment.

**Recommended Action:**

Motion to authorize the City Clerk to issue the license pending approval of inspections and background check

Motion made by D. LeClair, seconded by B. LeClair

Motion carried with a voice vote. All in favor.

**D. 26-056 Competitive Bid Award for Contract 1-2026 for Water Main Improvements on State Highway 42/Lincoln Avenue in the Base Bid Amount of \$349,985, Plus a 10% Contingency, in the Total Amount Not-to-Exceed \$384,983.50**

**Summary:** A competitive bid opening on March 26, 2026 resulted in Vinton Construction Company being identified as the lowest responsible bidder for this community investment project at a cost of \$349,985. This water infrastructure project includes replacement of approximately 2,200 feet of main along STH 42/Lincoln Avenue. Funding will primarily be supported through the WDNR Safe Drinking Water Loan Program to maintain and improve critical water infrastructure.

**Recommended Action:**

Motion to award the contract to Vinton Construction Company of Manitowoc, based on its lowest qualified bid, in the amount of \$349,985.00

Motion made by Brandt, seconded by Bittner

Motion carried with a roll call vote.

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

**E. 26-057 Ordinance to amend Section 3-1-15 and Section 1-2-1 of the Municipal Code of the City of Two Rivers regarding Fire Department Third-Party ALS Lift Assist Fees**

**Summary:** The proposed ordinance formalized current procedures regarding a lift assist fee to address the growing number of non-injury EMS calls, including over 330 fall-related responses in 2025 and continued activity so far in 2026. A portion of these calls, particularly from licensed healthcare facilities, require no medical treatment or transport but still utilize City fire department personnel and equipment. This has a real impact on emergency readiness and generating non-reimbursable costs. The proposed ordinance would codify the current practice of billing third-party facilities \$250 per lift assist when no injury or medical necessity exists. This will place responsibility on organizations with trained staff and equipment on-site, instead of relying on the property taxpayer to lift patients that are under their care. This approach aligns with practices in other communities and supports cost recovery efforts while also maintaining response to true emergencies.

**Recommended Action:**

Motion to waive reading and adopt the ordinance

Motion made by Derby, seconded by Wachowski

Motion carried with a roll call vote.

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

**F. 26-058 Ordinance to amend Title 2, Chapter 2-4 of the Municipal Code of the City of Two Rivers regulating Municipal Judges and Title 1, Chapter 1-2 of the Municipal Code Regarding Municipal Court Fees**

**Summary:** This ordinance authorizes an adjustment from \$38 to \$48 for municipal court fees, as authorized by Wisconsin law, to help recover the cost of operating the City’s court system. By ensuring that a greater share of court-related expenses are covered by users of the system rather than the General Fund, this reduces reliance on property tax dollars. In doing so, it supports the City’s strategic goal of maintaining services while minimizing the financial burden on local taxpayers.

**Recommended Action:**

Motion to waive reading and adopt the ordinance

Motion made by Bittner, seconded by Derby

Motion carried with a roll call vote.

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

**G. 26-059 Code of Conduct for City of Two Rivers Elected Officials**

**Summary:** At its Work Session on March 30, 2026, the City Council reached consensus on a revised Code of Conduct for City elected officials that establishes clear expectations for ethical behavior, professional conduct, and interactions with City staff, the public, and fellow Council members. This updated version has been streamlined for clarity and usability, reducing the document from 14 pages to 4, which is more consistent with common practice among peer communities. While the previous version was thorough, it was overly detailed and included requirements such as sworn complaints, notarization, affidavits, and quasi-judicial hearing procedures that created unnecessary barriers and complexity. This new version returns to the basics. Nothing is weakened, but expectations are clarified by consolidating the policy into a format that is easier to understand, apply, and enforce.

**Recommended Action:**

Motion to waive reading and adopt the 2026 Code of Conduct

Motion made by Wachowski, seconded by Derby, to waive the reading and adopt the 2026 Code of Conduct, with the removal of the line under Section 6.A.1: “but Council Members should not use their devices during meetings for things not related to City business.”

Motion carried with a roll call vote.

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

**H. 26-060 Professional Services Agreement with SafeStep LLC for Sidewalk Safety Services in the Amount Not-to-Exceed \$40,000**

**Summary:** This is a proposed pilot program for a new way for the City to manage its sidewalk replacement program. A proposed Professional Services Agreement with SafeStep LLC for sidewalk safety services in an amount not-to-exceed \$40,000. This program utilizes a cost-effective saw-cutting method to correct minor sidewalk trip hazards, allowing the City to address significantly more locations than traditional full replacement. The approach is expected to

improve ADA accessibility, reduce liability risk, and extend the life of existing infrastructure, while maximizing the impact of limited capital dollars.

**Recommended Action:**

Motion to waive reading and adopt the Safe Step Sidewalk agreement in the amount not-to-exceed \$40,000

Motion made by Derby, seconded by Petri

Motion carried with a roll call vote.

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

**12. CITY MANAGER’S REPORT**

City Manager Kordell reported ongoing efforts to improve operational efficiency and increase revenue. He addressed a resident's inquiry regarding tree grinding at Neshotah Park, confirming that the work would be completed in a single session for better efficiency. Additionally, he issued a reminder for the upcoming election day, providing polling locations and hours for residents. Finally, he warned that the state moratorium on winter utility disconnections ends on April 15, urging any residents behind on their bills to contact City Hall immediately to explore flexible payment plans and support programs.

**13. FOR INFORMATION ONLY**

- City Council Regular Meeting, Monday, April 20, 2026, 6:00 PM
- City Council Reorganizational Meeting, Tuesday, April 21, 2026, 5:30 PM
- City Council Work Session, Monday, April 27, 2026, 6:00 PM

**14. CLOSED SESSION**

The City Council reserves the right to enter into Closed Session, pursuant to Wisc. Stats 19.85(1)(c). Considering employment, promotion, compensation or performance evaluation data of a management level employee over which the Council has jurisdiction or exercises responsibility.

Motion made by B. Leclair, seconded by Derby to enter closed session at 7:34 PM.

Motion carried with a roll call vote.

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

**15. RECONVENE IN OPEN SESSION**

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

Motion carried with a voice vote to reconvene at 8:32 PM. All in favor.

Motion made by Bittner, seconded by Brandt to authorize a 3% raise to the City Manager effective April 1, 2026.

Motion carried with a roll call vote.

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

**16. ADJOURNMENT**

Motion carried with a voice vote to adjourn the meeting at 8:36 PM. All in favor.

Respectfully submitted,



Valerie L. Vanderlinden  
Deputy City Clerk



**TWO  
RIVERS**  
WISCONSIN

# LIBRARY BOARD MEETING

Tuesday, March 10, 2026 at 6:00 PM

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

## MINUTES

1. **CALL TO ORDER** – President Sleger called the meeting to order at 6:01PM.
2. **ROLL CALL**  
Board Members Present: Don Weiss, Stanley Palmer, Jack Powalisz, Mary Glaser, Katie Stone, Bonnie Shimulunas, Kathryn Gadd, and Sharon Sleger. Absent and excused – Shannon Derby and Ned Guyette. Also present: Terry Ehle, Youth Services Coordinator and Jeff Dawson, Director.
3. **PUBLIC COMMENT** – None
4. **APPROVAL OF BOARD MEETING MINUTES**  
Motion to approve the amended minutes from the February 10, 2026, meeting, made by Weiss, second made by Powalisz. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**  
Motion to receive and file the expenditure and financial reports from February 2026, made by Powalisz, second made by Gadd. Voice vote carried unanimously
6. **BOARD MEMBER COMMENT** – Sleger commended Chris Hamburg, Adult Services Coordinator, on purchasing a wide range of materials for the adult collection. Stone agreed and commended Terry Ehle, Youth Services Coordinator, on purchasing a wide range of materials for the youth collection.
7. **DIRECTOR'S REPORT**  
Dawson fielded questions and comments concerning his report.
8. **COMMUNICATIONS**  
A. Library Newsletter – March 2026
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE** – No Report
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE**  
Spring Break is next week. ACT testing begins in April. Discussions continue on the elementary school mergers and open enrollment was discussed.
11. **REPORT FROM COUNTY REPRESENTATIVES**  
Finance committee is working on a schedule for budget presentation to the board. Seven open positions in Human Services, two have been filled. A resolution reallocating two positions in Human Services. Data center issues are being discussed. Court Commissioner Patricia Koppa retired and a new commissioner has been hired.
12. **UNFINISHED BUSINESS**  
A. Final Annual Report, as presented to the State, was included in the packet.

- B. Sleger reported the slate of officers to be presented and voted on at the April meeting. Kate Gadd, President and Jack Powalisz, Vice President.

**13. NEW BUSINESS**

- A. Motion to approve the review of the Bloodborne Pathogens policy with no changes made by Glaser, second made by Palmer. Voice vote carried unanimously.

**14. BOARD EDUCATION – None**

**15. CLOSED EXECUTIVE SESSION**

President Sleger read Wisconsin Statutes s.19.85(1)(c) which allows closed sessions when the employment, promotion, compensation, or performance evaluation data of any public employee under the jurisdiction of the particular government body is being considered. Ms. Sleger then stated the reason for the Closed Session is in regards to the Library Director evaluation. She then opened the floor for a motion to enter into Closed Session. Motion made by Weiss to enter into Closed Session, second made by Gadd. Roll Call Vote: Sharon Sleger – Aye; Don Weiss – Aye; Jack Powalisz – Aye; Kate Gadd – Aye; Stanley Palmer – Aye; Mary Glaser – Aye; Bonnie Shimulunas – Aye; Katie Stone - Aye. Motion carried. The Board of Trustees entered into Closed Session at 6:24 PM.

At 6:38 PM a motion to reconvene in open session was made by Powalisz, second made by Glaser. Voice vote carried unanimously.

**16. ADJOURNMENT**

Motion to adjourn made by Palmer, second made by Gadd. Voice vote carried unanimously. Meeting adjourned at 6:38 PM.

Respectfully submitted by Jeff Dawson, Director



# EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 10th, 2026, at 8:00 a.m.

3rd floor Two Rivers City Hall  
1717 E. Park Street  
Two Rivers, WI 54241

## MINUTES

**1. CALL TO ORDER**

Meeting was called to order at 8:02am

**2. ROLL CALL**

Present: Amanda LaTour, Michael Ditmer, Mike Mathis Lyssa Schmidt (remotely), Caitlyn Meola, Erin Dembski, Curt Andrews, Joe Metzen

Absent: Todd Nilson, Cherry Barbier, and Melissa Nyssen

Guest: Kyle Kordell

**3. WELCOME NEW TOURISM DIRECTOR**

The board welcomed Caitlyn Meola, the new Tourism Director.

**4. DISCUSS FUTURE MEETING TIMES**

The regular meeting time was moved to the second Thursday of the month at 9:00 AM due to scheduling conflicts. Tourism Director Joe Metzen will send out an updated meeting invite that will have a virtual option and go to the end of 2026.

**5. APPROVAL OF BOARD MEETING MINUTES (February 2026)**

**(Action Item)**

Approved Minutes from the February 2026 Board meeting. Motion to approve made by Michael Ditmer, seconded by Erin Dembski Motion carried.

**6. TREASURER REPORT**

Revenue finished nearly 11% below the 2025 growth target due to unforeseen geopolitical impacts and cancellations of events like Wayzgoose, including the expected NFL Draft bump not materializing. Despite an unbudgeted \$20,000 expense, the general reserve landed at \$70,000, which was deemed a good outcome.

Tourism Director Joe Metzen presented a full budget to actual year-end report, total room tax revenue received and cash flow dashboard for 2025 that compared revenue and operational expenses monthly. It was noted that the organization's most expensive months are opposite the months in which it receives the most revenue.

**7. OLD BUSINESS**

**a. Create the agenda for National Travel and Tourism Celebration on May 7<sup>th</sup> at Sepia Chapel**

**i. Keynote speaker – Ryan Short from Civic Brand**

Tourism Director Joe Metzen informed the board the Ryan Short from Civic Brand would be our guest speaker. Ryan will also be providing three community workshops on how to become a community brand ambassador.

**ii. Taste of TR**

To date we have four committed food providers. Riverside Foods, Washington House, Linda Loves Cheesecake and Susie Q Fish Company. Invitation letters went out to restaurants in the 3<sup>rd</sup> week in March.

**iii. Attendees**

Invitation will start to be distributed in the week of March 16, 2026. This is an invitation only event.

**iv. Community Advocacy Awaras nominee**

The Explore Board discussed possible recipients and finalized their selection. This individual will receive the award on May 7, 2026, at the event and the award will be presented by Greg Buckley for whom the award is named after.

**8. I LOVE TR ASSETS REVIEW**

**a. Update on February 18, 2026, meeting**

**i. Brand Ambassadors**

Curt Andrews, Jeff Sachse, Michael Ditmer and Joe Metzen have been meeting with Ryan Short from Civic Brand to finalize a site visit from Ryan to conduct community workshops to encourage community members to become brand ambassadors and to give them the tools to do so. Details are being finalized, but at this point Ryan is scheduled for May 7<sup>th</sup> and 8<sup>th</sup>, 2026.

**ii. Brand Partners**

Jeff Sachse is taking the lead on developing a Brand Partners program to promote “Made in Two Rivers” with local business partners.

**iii. Next Meeting Open to the Public March 18, 2026 at 6pm in Council Chambers**

The Board approved the purchase of 200 I LOVE TR yard signs to be ready for distribution at the National Travel and Tourism event on May 7<sup>th</sup>. Additional items like stickers, mugs and buttons have already arrived and are available for purchase. The purchase of these promotional materials is done through room tax revenue only.

**b. I Love TR Challenge**

Melissa was absent, so she could not present her idea.

**c. Next meeting March 18, 2026, at 6pm at City Hall 3<sup>rd</sup> Floor**

**9. PUBLIC INPUT**

**10. ADJOURNMENT**

Motion to adjourn was made by Curt Andrews, seconded by Amanda LaTour. Motion Carried.

*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](mailto: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

# ROOM TAX COMMISSION MEETING

Tuesday, March 24, 2026, at 4pm

3<sup>rd</sup> floor Committee Meeting Room  
Two Rivers City Hall  
1717 East Park Street  
Two Rivers, WI 54241

## MINUTES

1. **CALL TO ORDER**

2. **ROLL CALL** In attendance: Bill LeClair, Rick Carey, Mark Bittner, Curt Andrews, & Kyle Kordell. Guests: Michael Ditmer & Betty Bittner Staff: Jeff Sachse, Mike Mathis, Caitlyn Meola, & Joe Metzen.

3. **INTRODUCE NEW TOURISM DIRECTOR**

Joe Metzen introduced new Tourism Director, Caitlyn Meola. Caitlyn thanked Room Tax Commission for the opportunity to serve in this role and indicated she is very excited to represent the community of Two Rivers.

4. **APPROVE MINUTES FROM DECEMBER 2025 MEETING (Action Item)**

Motion to approve minutes as made by Bill LeClair, seconded by Rick Carey, Motion carried.

5. **BUDGET REVIEW**

a. **2025 End of Year Budget to Actual showing reserve fund balance**

A review of the 2025 Budget to Actual and the first 2 months of 2026 prompted RTC to do a line-item review of budget expenses for 2026. It was agreed that a financial course correction would be prudent at this time with the slow start to the room tax revenue in the first two months of the year. The RTC set a goal of reaching a total operations budget of \$315,000 as a temporary spending cap until they have more data later in the year. New spending limits were established for expense lines that included Opportunity grants, Print Media, Billboard and Signage, Tavel, Ongoing Education, Membership and Dues, TR Logo Wear, and Professional Services. This modification to the 2026 budget will be presented to the Explore Two Rivers Board on April 9, 2026. Joe Metzen will modify the 2026 budget to reflect these new levels spending and add a note next to each line item indicating it's priority for returning the original 2026 expense budget as revenue goals are met as budgeted for 2026.

b. **2025 ETR operations cash flow revenue vs. expense breakdown by month**

A review of this document showed that expenses are higher for the tourism department during periods of lower revenue. This will be helpful for managing cash flow and the reserve fund in future years as the RTC will have a clearer picture of the timing of expenses and revenue.

c. **2026 YTD Budget to Actual**

Proposal to Include Transient Recreational Sites in Room Tax Ordinance: Rick Crey initiated a discussion about adding transient recreational sites, such as RV spots the existing room tax ordinance, estimating that this could increase the number of taxable rooms by 40%. They asserted that the transient nature of RV tourists creates the same community infrastructure costs as hotel guests, justifying the room tax, which currently stands at a maximum of 8%. Joe Metzen found seven other communities in Wisconsin already implementing this policy and projected that the change could generate an additional \$25,000 to \$30,000 per year.

Legal and Implementation Considerations for Room Tax Expansion: The group acknowledged that the room tax would be charged nightly, weekly, or monthly, but tax collection ceases after 30 days because the stay is no longer considered transient under current law. They agreed that the city's legal department needed to review potential overstepping on federal issues, particularly concerning waterways, which are typically federally controlled.

Motion to Amend the Room Tax Ordinance: A motion was proposed for the Room Tax Commission to formally ask the City of Two Rivers City Council to amend the room tax ordinance to include transient recreational sites by Rick Carey. This would cover RVs, tents, and potentially docks, which would then be subject to the room. The motion was seconded Curt Andrews, and after a roll call vote, it was approved by the commission.

**6. FUNDING REQUEST FOR CIVIC BRAND SITE VISIT (Action Item)**

**a. Review scope of work**

Civic Brands scope of work was outlined by Joe Metzen. The visit by Ryan Short would include being the keynote speaker at the National Travel and Tourism event on May 7<sup>th</sup>. Ryan will conduct three community workshops on brand, advocacy and finding your story on May 7<sup>th</sup> and 8<sup>th</sup>, 2026.

**b. Cost sharing with Two Rivers Business Development Dept.**

Jeff Sachse indicated the Community Development Department has \$4,000 for a WIDD Grant to apply toward the cost of Ryan Short's visit. Rick Cary made a motion that with the \$4,000 provided by the Community Development Department the RTC would provide an additional \$750 to cover the scope of work as outlined in Civic Brands proposal. Motion was seconded by Bill LeClair and after discussion the motion carried.

**7. RTC CONFLICT OF INTEREST POLICY**

After reviewing this draft a few more modifications needed to be made before it could be voted on. Rick Carey, Caitlyn Meola and Joe Metzen will work on this draft and have a new one ready for the Q2 meeting of the RTC in June 2026.

**8. CONCESSION STAND FUNDING UPDATE (Mike Mathis)**

Two Rivers Parks and Recreation Director Mike Mathis presented the current funding model for the renovations to the Neshotah Beach concession stand. He indicated that funding is going well, but that several grants needed to be secured to have a clear picture of how the project would be paid for. In addition, the community surveys are going well. Both Mike and City Manager Kyle Kordell are happy with the number of responses and will have data to share with the community in April.

**9. NATIONAL TRAVEL & TOURISM WEEK**

**a. Community event by invitation Thursday May 7, 2026, at 5:30pm**

**b. Theme: I LOVE TR**

**c. Featuring Taste of Two Rivers and TR Brand Ambassador Program**

**10. TWO RIVERS WAY FINDING UPDATE (Mike Mathis)**

**11. SUMMER CONCERT SERIES UPDATES**

**12. COMMUNITY INPUT**

**13. ADJOURNMENT**

Wisconsin's Room Tax Commission Charter (under Wis. Stats. 66.0615 and Chapter 66.0615, Wisconsin.Gov Home, Wisconsin Legislature) establishes local bodies to manage hotel room taxes, primarily for funding tourism promotion and development, requiring at least 70% of revenue for these efforts, with commissions created by joint agreements for multi-municipality "Tourism Zones" or by single municipalities, governed by appointed members and overseen by the WI Dept of Revenue for reporting compliance.

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**ARCHITECTURAL CONTROL COMMITTEE**  
**Proceedings**  
**Friday, March 27, 2026**  
**Committee Room 9:00am**

1. **CALL TO ORDER** Meeting was called to order at 9:00 am.

2. **Roll Call**

These members were present: Matt Heckenlaible Director of Public Works, Kay Koach Plan Commission Member, and Adam Taylor, Zoning Administrator.

Absent: BIDC-CDA Representative

3. **ACTION ITEMS**

- a. **Review updated plans for the construction of a single-family dwelling on Lot 1, Block 2, Sandy Bay Highlands, Subdivision No. 1, Submitted by New Custom Homes, LLC.**

A motion was made by Kay Koach and seconded by Matt Heckenlaible to approve the plans for Lot 1, Block 2 with the conditions listed below. The motion carried on a voice vote.

Sump Pump

The sump pump must connect to the public storm sewer.

4. **Adjournment**

Matt Heckenlaible made a motion to adjourn at 9:25 am seconded by Kay Koach. Motion carried on a voice vote.





Wednesday, April 01, 2026 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: Doug Brandt, Scott Stechmesser; Absent: Bill LeClair  
Staff and Others: Matthew Heckenlaible, Scott Ahl, Kyle Kordell

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the March 4, 2026, Public Works Committee meeting

Scott Stechmesser made a motion to approve the March 4, 2026, Public Works Committee meeting minutes, seconded by Doug Brandt. Motion carried.

4. **PUBLIC INPUT – N/A**

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

**A. Sidewalk Replacement Program**

The City has 94.15 miles of sidewalk and is working to reestablish its sidewalk replacement program. The 2026 Capital Budget has \$60,000 budgeted which includes \$40,000 for grinding and replacement of sidewalk and \$20,000 for replacement of sidewalk impacted by terrace trees.

As previously discussed, the City is proposing to partner with Safe Step LLC to assist with the 2026 sidewalk program on a pilot program basis by providing the following services:

- Evaluate approximately 8.65 miles of sidewalks as funding estimates allow, primarily in the northeast portion of the City, to identify non-conforming sections.
- Determine which sections require full replacement versus alternative repair methods.
- Maintain sidewalk condition data in a database for City use.
- Perform alternative repairs, such as cutting or grinding concrete lips or offsets, after the City’s public notification process.

Using grinding or saw-cutting as an alternative to full panel replacement extends the City’s funding (\$50–\$100 per repair vs. \$375 per panel). Examples from other municipalities:

- Beaver Dam (2025): 163 additional unsafe panels addressed, estimated \$61,125 savings.
- De Forest (2025): 104 additional unsafe panels addressed, estimated \$39,000 savings.

Scott Stechmesser made a motion to enter into a professional services agreement with Step LLC to expand the City’s sidewalk repair program as a pilot for 2026, seconded by Doug Brandt. Motion carried.

During discussion, it was noted that some communities perform sidewalk replacements in-house rather than contracting the work and then assessing property owners. Upon review of State Statutes and confirmation by legal counsel, amendments to the City’s Municipal Code could allow Two Rivers to do the same.

The Committee verbally concurred that staff should further explore modifications to the Municipal Code to allow Public Works to perform sidewalk replacements and assess costs to adjacent property owners consistent with Wisconsin Statutes 66.0907 and 62.15(1).

- 6. **DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION – N/A**
- 7. **COMMITTEE AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENDA AND ACTION, IF NEEDED – N/A**
- 8. **DISCUSS STAFF RECOMMENDATIONS (TRAFFIC AND PARKING CONTROL) - ACTION, ENDORSEMENT OR MODIFICATIONS, AS NEEDED**

**A. 1500 Jefferson Street – 2 HR Parking Signs**

Streets staff inquired about the necessity of this 2-hour parking zone on Jefferson Street. After the agenda was posted, it was discovered that 2-hour parking zones also exist on 15<sup>th</sup> Street, 16<sup>th</sup> Street and 17<sup>th</sup> Street. Modifying the Jefferson Street parking zone would not be consistent with the side streets. Therefore, no action is required for this agenda item.

**B. Wilson Street mid-block pedestrian crossing**

No additional information provided by the original requestor; therefore, no further action will be taken at this time.

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

**A. Staffing Update**

The new Superintendent continues to grow into the position. While there have been a few minor bumps along the way, overall progress has been positive, and he is embracing the new challenges on a daily basis.

With the internal movement creating staffing vacancies, we have taken a creative approach to ensure work continues to be completed—especially during the record-breaking snow event of March 14–17. We utilized two part-time employees, recalled Ed Gilmer from Wastewater for plowing and hauling, and enlisted Craig Froelich from Building Inspection to assist with snow hauling during the cleanup phase of the storm.

We are currently in the process of interviewing for vacant positions. A single interview process is being used for both the Public Works Maintenance Worker and Equipment Operator roles, with one Operator position and two Maintenance Worker positions to be filled. We are also conducting interviews for the vacant Civil Engineering Technician position.

**B. Snow Storm Update**

As mentioned above, Two Rivers, along with much of Northeastern Wisconsin, received record-breaking snowfall totaling 21.5 inches. Public Works staff put in long, often thankless hours to ensure that most roadways remained at least passable during this historic event, followed by several additional days dedicated to cleanup and restoring normal conditions.

Payroll is currently processing timesheets related to the storm; however, a preliminary review indicates that approximately 80% of the allocated 2026 snow and ice overtime budget was expended during this single event.

Some minor equipment repairs have also been identified as a result of the storm including a computer module and tie rod replacement in the ToolCat snowblower attachment (\$923.82 + \$259.60), a rear differential in one of the haul trucks (\$2,900 plus \$2,000 core charge), and a mirror on old truck #37. Approximately 1,800 gallons of diesel fuel were used during this event.

**C. Sidewalk Shoveling**

1. 3/15-16/26 Event

With Public Works focused on clearing significant snow from roadways and removing large accumulations at intersections, efforts to address private sidewalk complaints did not begin until Tuesday, March 24, 2026—approximately one week after the snowfall ended. This delay created an inconvenience for pedestrians, resulting in a total of 57 complaints received by the Department of Public Works

2. Appeal Request

Public Works received a complaint forwarded to us pertaining to the sidewalks located adjacent to the Shell gas station / Fast Taco property located at 3337 Mishicot Road (34th Street) which failed to clear the snow after the February 5th/6th, 2026, snow event. The complaint was forwarded to Public Works on February 7th and plowed on February 10th, four (4) days after the conclusion of the snow event. Since this is a corner lot, there is a total of 515.34 feet of sidewalk that was cleared for an invoiced cost of \$644.18.

The property representative is requesting a reduction or a waiver of the removal charge stating that it was a miscommunication, not intentional and has not occurred in the past 10 years of them maintaining the property.

The property representative was present and stated that he was on his way to Chicago to drop off his father and tried calling someone to take care of the snow but did not talk to anyone. He forgot to call back to check if it was taken care of. Upon his return, the walk was plowed and then he received the invoice from the City. He is requesting the Committee reduce the amount of the invoice. He also stated that this would never happen again.

The City Manager inquired whether the footage included the driveway openings. Director Heckenlaible stated he believed it was the total frontage of the property and that the driveway openings were not subtracted.

Scott Stechmesser made a motion to reduce the footage by 40 feet for the driveway openings and then reduce the amount by 50 percent, seconded by Doug Brandt. Motion carried.

**D. Plowing Change Request - Mishicot Road**

On March 18, 2026, a Council communication was forwarded to Public Works regarding the possibility of modifying the snow plowing process at the 4300 block of Mishicot Road. The request suggested plowing snow to the center of the roadway, similar to the method used on Forest Avenue, where it is subsequently collected.

Director Heckenlaible responded that Forest Avenue is plowed to the center primarily due to the placement of the sidewalk immediately adjacent to the back of curb. In contrast, the sidewalk along Mishicot Road is offset approximately five feet from the back of curb, allowing sufficient space on the terrace for snow storage with minimal impact to the sidewalk.

After discussion, the Committee concurred that no modifications should be made to the current snow plowing operations on Mishicot Road.

#### **E. DPW Shop - Truck Garage Heater**

There has been discussion regarding the need for funding within the Capital Public Works Equipment Fund for building and grounds maintenance, which is currently budgeted at \$15,000. This allocation is intended to address unforeseen repairs and maintenance needs that may arise throughout the year.

During recent snowstorm cleanup operations, staff identified the truck garage heater was again not operating properly. LeClair Bros. Heating was contacted and completed a service call, replacing a fan control relay at a total cost of \$260.50. However, the paperwork also included a recommendation to replace the unit due to its age and the limited availability of replacement parts. The estimated cost for a new unit is approximately \$5,700.

The Committee suggested that Public Works defer replacement until the unit fails. Director Heckenlaible cautioned that a failure during a cold snap could negatively impact equipment stored in the garage. As a follow up, the Committee recommended reevaluating the situation in the fall to determine whether the budget can accommodate the replacement at that time.

#### **10. SET DATE, TIME, AND LOCATION FOR NEXT COMMITTEE MEETING**

Proposed for Wednesday, May 6, 2026, at 5:15 pm

#### **11. ADJOURNMENT: 6:30 pm**

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

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



**TWO RIVERS**  
WISCONSIN

# PUBLIC UTILITIES COMMITTEE MEETING

Monday, April 06, 2026 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: Shannon Derby, Darla LeClair, Tim Petri

Staff & Others: Matthew Heckenlaible, Scott Ahl, Brian Dellemann, Dave Casebeer, Shawn Taddy, Kyle Kordell

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the March 2, 2026, Public Utilities Committee meeting

Darla LeClair made a motion to approve the March 2, 2026, Public Utilities Committee meeting minutes with item 7A being revised to note the interest rate is zero (0%) percent and not one (1%) percent, seconded as amended by Tim Petri. Motion carried.

4. **PUBLIC INPUT** – N/A

5. **PROJECT STATUS UPDATES**

A. **2025 CIPP**

Visu-Sewer is still in town cleaning and televising the remaining sanitary sewer mains proposed for lining and is approximately 50% complete with the lining work. They did subcontract one spot repair due to a sag in the line on 26th Street between Lincoln Avenue and Jackson Street.

B. **2026 CIPP**

Engineering staff is currently working on plans and specifications to allow this project to be advertised later this month.

C. **2025 LSL Contract**

Essential Sewer & Water continues to replace the remaining lead water services on the east side of the city. Public Works crews have begun preparing pavement for repair in that area.

D. **2026 LSL Contract**

Still waiting for Mammoth Construction to provide an anticipated start date for the near north side LSL program.

**E. 2026 Water System Improvement**

We received and opened bids from four contractors on March 26. The low, responsive bidder was Vinton Construction, with a bid that was \$217,865.00 below the Engineer's Estimate of Probable Costs. Engineering will recommend awarding the contract to Vinton Construction at the April 6, 2026, City Council meeting.

**6. WASTEWATER UTILITY: UPDATES AND ACTION**

**A. Personnel Update**

- 1. Dave Casebeer – This will be Dave Casebeer's last Public Utilities Committee meeting, as his final day at the plant will be at the end of the month. Thank you, Dave, for 10,475 days (over 28 years and 8 months) of dedicated service to the City of Two Rivers. Congratulations on your well-deserved upcoming retirement.
- 2. Edward Gilmer – Ed has taken the WDNR wastewater operator exams. He successfully passed the general operator certification but missed passing a specialty certification by one question. He has been performing well overall. He briefly returned to Public Works a few weeks ago to assist with snow plowing.
- 3. Shawn Taddy – We continue to hold periodic meetings regarding the Superintendent transition, and Shawn appears to be adjusting well to his new upcoming role.

**B. Lift Station Updates**

- 1. Jesse Street

Wastewater staff have observed increased pump hours at the Jesse Street lift station, indicating a potential issue. Upon inspection, it was determined that the check valves are not functioning properly, allowing water to flow back into the lift station and causing the pumps to operate more than normal. A contractor is scheduled to replace the valves this week to restore the pumps to normal operation.

**C. DPW's JetScan Sewer Camera**

Last fall, the sewer camera failed and was sent in for repair at a cost of approximately \$2,000. Within the past week, the camera has failed again. After taking it in for evaluation, the preliminary repair estimate provided was approximately \$8,000.

The existing camera was originally purchased 8–10 years ago at a cost of approximately \$12,000. A comparable replacement unit is currently estimated at around \$20,000. It should also be noted that the current JetScan camera system has limited functionality, particularly that it does not provide distance measurements overlaid on the video. As a result, staff must manually count pipe joints to estimate footage, which reduces efficiency and accuracy during inspections.

Recently, staff received an unsolicited email from a vendor based in Arkansas regarding a portable "tractor/crawler" camera system equipped with a pan-and-tilt camera head. Based on initial review, this type of system would offer enhanced capabilities compared to the existing JetScan unit and may provide improved operational efficiency for the wastewater division.

The quoted sale price for this system is approximately \$24,000. As this is an unfamiliar (off

brand) vendor, staff is conducting additional research to evaluate product reliability, support, and overall value. In addition, staff will need to determine whether funds are available and identify a potential funding source should this be pursued as an emergency or unplanned capital expense.

- D. Plant influent flow readings may be unreliable over the past several weeks due to a suspected partial obstruction in one of the pipes feeding a primary clarifier, which may be causing artificially elevated readings.

Crews have attempted to clear the line using existing jet nozzles with limited success. A larger, more aggressive jet nozzle has been secured and will be used later this week in an additional cleaning attempt.

If these efforts are unsuccessful, it may be necessary to drain the primary clarifier and perform cleaning operations under no-flow conditions within the line and tank.

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

**A. Utility Moratorium April 15th Update**

It has recently been noted that there are 948 utility accounts with past due balances ranging from less than \$100 to several thousand dollars.

On April 14, 24-hour disconnect notices will be issued to properties with outstanding balances. On April 15, electrical service will be physically disconnected at properties that received notice and remain delinquent.

Also on April 15, a second round of 24-hour disconnect notices will be issued to additional properties with past due accounts. On April 16, further electrical service disconnections will occur for those properties that remain unpaid following notification.

**B. Unit #3 Transformer Testing**

Annual testing of the newer unit #3 transformer unit will be conducted and will take approximately one week to complete. Prior to the unit being taken off line, the loads will be transferred to the other two transformer units.

**C. Community Electronic Recycling**

- June 9<sup>th</sup>, 2026, from 7:30 am to 5 pm at the Electric Utility, 1415 Lake Street
- Utilizing a new vendor with a new, more cost-friendly pricing

**D. Project Updates**

- Recently installed underground services in the new phase of Sandy Bay Highlands; conditions were very muddy and sloppy. A new service was installed on Riverview Drive for a residential property.
- Completed electric meter replacements to the newer style that allows for remote disconnection, with over 100 meters swapped out recently.
- Received the initial 2026 order of 864 new meters. With the approved WPPI loan, an additional 864 meters will be ordered for 2026.
- Winter tree trimming has concluded. Dave’s Tree Service from Sturgeon Bay was utilized for larger trees along Columbus Street and Hawthorne Avenue (STH-310).

8. **WATER UTILITY: DIRECTOR UPDATE, DISCUSSION AND ACTION, AS NEEDED – N/A**

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

A. **MS4 Stormwater Master Plan Update**

No new information is available at this time.

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

A. **Recycling Grant Annual Report**

Staff is compiling the necessary information for Engineering to submit the annual report to the Wisconsin Department of Natural Resources by the end of April.

B. **Garbage & Recycling Discussion**

A brief discussion was held regarding recent social media postings about the City’s solid waste collection program, specifically concerning the methods and costs. It was unclear whether any written or verbal authorization had been given to the contractor to begin work prior to the contracted start time.

Residents who wish to obtain carts can purchase them locally, and Manitowoc Disposal may have some available for purchase.

The current contract is believed to be in good standing. The committee is encouraged to develop potential questions to ask the public regarding their future preferences for refuse and recycling collection.

C. **Landfill – WDNR Preparing to support Efforts to address PFAS Contamination**

The Wisconsin Department of Natural Resources (WDNR) provided an email update stating that Tony Evers signed two bills to aid with PFAS contamination. Assembly Bill 131 is now 2025 Wisconsin Act 201, which creates new grant programs to help Wisconsin communities address PFAS contamination in drinking water, wastewater, landfills, and industrial and commercial sites.

Staff will be evaluating how Act 201 may potentially benefit the City in the future. This funding could assist in offsetting costs related to sludge sampling and disposal, expanded sludge testing, and efforts to remove PFAS at the source rather than at the wastewater treatment plant. More information will be provided as it becomes available.

11. **ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION – N/A**

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

Proposed for Monday, May 4, 2026, at 5:00 pm

Section 9, Item B.

**13. ADJOURNMENT: 5:49 pm**

Tim Petri by made a motion to adjourn the meeting, seconded by Darla LeClair. Motion carried.

Respectfully submitted by: Matthew R. Heckenlaible

Public Works Director/City Engineer



**TWO RIVERS**  
WISCONSIN

# COMMITTEE ON AGING

Monday, April 06, 2026 at 8:30 AM  
Senior Center Library - Senior Center 1520  
17th Street, Two Rivers, WI 54241

## MINUTES

### 1. CALL TO ORDER

- a. **Mark Bittner called the meeting to order at 8:31am**

### 2. ROLL CALL

Betty Bittner, Mark Bittner, Kim Graves, Ruth Kadow, Pamela Stephens, Bruce Yungerman, Jo Anne Yungerman

### 3. MINUTES

**Betty made a motion to approve the minutes; Kim seconded the motion. All in favor. Motion carried.**

### 4. INPUT FROM PUBLIC

#### 5. Invited Guests

**Jeff Sachse presented on the Hamilton project, and the reasoning behind the Visioning process and how it pertains to citizens of Two Rivers.**

**Jeff also updated the group on other projects such as the Hansen Floral site, and invited residents to the next Plan Commission Meeting.**

### 5. CORRESPONDENCE AND PRESS

### 6. COMMITTEE REPORTS

- A. Aging and Disability Resource - Wendy Hutterer

- B. City Council - Mark Bittner

Mark spoke about community impact on the future of Neshotah park and explained how Parks and Rec would operate the "Beer Booth" for concerts on the beach.

- C. Recreation Department Programs - Mike Mathis

Mike updated the group on paddler's park boat ramp and new signage. At Neshotah park, also working on new consolidated signage. Riverside Park will work on in the fall.

There will be a concession stand survey open meeting. Project is up for bid. Rec economy for rural communities will provide strategic planning workshops for the community. The first to be in the Midwest. Arbor day celebration at new cemetery tree planting. Rotary will be at Washington Park for cleanup. The Bunny Breakfast had record numbers, July 4<sup>th</sup> we will be opening the time casule-70's themed event. 31 concerts this summer, with Wednesday kid events in the park. Openings for seasonals in Parks and rec.

D. Senior Center - Heather Ihlenfeldt

Heather reported monthly numbers for the senior center 1,408 senior check-ins in the month of March with increases in each category.

Cribbage tournament was well attended. Heather updated on the flower boxes, tech grant education and Friends sponsored lunch on 3/27.

Upcoming events include Murder Mystery Fundraiser in November, Steeping Up Your Nutrition on 4/27, Rummage Sale May 21-22, Prescription Take Back 4/29. Senior Center has now donated over 100 birthday bags to TREP.

E. TRIAD

Drug take back 4/29, Coffee with a Cop on 4/1 was well attend. Next meeting will be at the Fox Den in Violet Inn, Post oping for a community service Officer, New Warrant Service Team has been successful.

F. Two Rivers School District

7. NEW BUSINESS

American Legion Auxiliary-wreaths across America clean up May 2<sup>nd</sup>.

8. CONTINUING BUSINESS

9. ADJOURNMENT

Motion to adjourn made by Ruth, Jo seconded the motion, all in favor. Motion carried.

*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](mailto: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.*

Respectfully Submitted:  \_\_\_\_\_

# Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for

City of Two Rivers  
(insert municipality and county, if county canvass insert county only)

We certify that the attached Tabular Statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the

Municipal Clerk.  
(County, Municipal, School District)

We further determine and certify that the following persons received the greatest and the next to greatest (for primary only) number of votes for the respective office for which each was a

candidate on April 7, 2026.  
(Insert date of primary or election)

**OFFICE**

(Title of Office)

**HIGHEST CANDIDATE**

(Name of Winning Candidate)

~~**SECOND HIGHEST CANDIDATE**~~

~~(For Primary Only)  
(Name of Second Highest Candidate)~~

City Councilmember  
Vote for 3

Adam Wachowski  
Katherine Dahlke  
Darla LeClair

**BOARD OF CANVASSERS**

- (1) Jean Andrees
- (2) Quinn Hare
- (3) Arnold Bayne
- (4) \_\_\_\_\_
- (5) \_\_\_\_\_

April 8, 2026  
(Date)

This document is signed by:

*For Municipal Elections*

- The inspectors when there is only one polling place and one set of election results. s.7.53(1), Stats.
- The municipal board of canvassers when there are 2 or more reporting units. s.7.53(2)(a), Stats.

*For State and County Elections*

- The county board of canvassers. s.7.60(2), Stats.

## Summary Statement of the Board of Canvassers

Spring Election - April 7, 2026

The total number of votes cast for City Councilmember (Vote 3) was 6037  
of which (insert office)

<u>Katherine Dahlke</u> (candidate's name)	received	<u>1,224</u>
<u>Adam Wachowski</u> (candidate's name)	received	<u>1,647</u>
<u>Bonnie Shimulunas</u> (candidate's name)	received	<u>1,028</u>
<u>Shawntel Hoffman</u> (candidate's name)	received	<u>1,032</u>
<u>Darla LeClair</u> (candidate's name)	received	<u>1,082</u>
_____ (candidate's name)	received	_____
Scattering (for county only)	received	<u>24</u>



**MINUTES**

**1. CALL TO ORDER**

Kyle Kordell called the meeting to order at 5:30 PM.

**2. ROLL CALL**

Present: Kyle Kordell, Rick Inman, Kay Koach, Kristin Lee, Matt Heckenlaible, and Pat Klein.

Excused: Adam Wachowski

Also Present: Mark Bittner, Doug Brandt, Curt Andrews, Jason Ring, Dave Murack, Tina Nichols, Todd Gorter, Doug Schwalbe, Chris Harrington, Pete Schmoll, Tracey Koach, Chase Rettler, Jeff Sachse, and Recording Secretary Adam Taylor.

**3. ACTION ITEMS**

**A. Review of Site and Architectural Plan for the construction of a Planned Unit Development (PUD) for a residential development at 3000 Forest Avenue, submitted by Elite Builds, Inc.**

This development follows a very similar footprint to what was previously approved for this site. This amended development will include (2) 3-story, 26-unit apartment buildings. The updated plan removed the landscaping and added in a second driveway on the northern side of the lot. The 2<sup>nd</sup> driveway will have a gated entrance, available only for emergency vehicles. The existing building will be demolished before the start of construction.

The Fire Department recommends that the proposed fire hydrant be moved to the SE corner of building #2 on the plans.

Motion made to recommend approval of the development as amended with the condition that the fire hydrant is moved.

Motion made by Heckenlaible, seconded by Koach.

Roll Call Vote:

Voting Yea: Kordell, Inman, Koach, Lee, Heckenlaible, Klein.

Motion Carried

**B. Review of Site and Architectural Plans for Renee’s Popcorn, located at 2702 - 18th Street, in Industrial District I-2, submitted by Keller, Inc.**

Renee’s Popcorn is proposing to relocate their business from 2716 Memorial Drive, to 2702 – 18<sup>th</sup> Street. A new 6,000 square foot facility allows them to conduct business operations more safely and provides more room. This will include a docking station for truck deliveries. The site also allows for future expansions.

Motion made to approve the plan.

Motion made by Kordell, seconded by Koach.

Roll Call Vote:

Voting Yea: Kordell, Inman, Koach, Lee, Heckenlaible, Klein.

Motion Carried

**C. Review of Site and Architectural Plans for Lakeshore Humane Society located at Columbus Street, Parcel No. 053-211-102-001.09, in the Industrial District (I-2), submitted by ACE Building Service Inc (applicant) and Lakeshore Human Society (owner).**

The Lakeshore Human Society wishes to relocate to Two Rivers to allow for a new facility. A Conditional Use Permit was approved for this project in 2025. The plan includes a 16,524 square foot building, with a dog walking path and storm basin. The walking path may be completed as a separate phase.

Motion to approve the plan.

Motion made by Klein, seconded by Kordell.

Roll Call Vote:

Voting Yea: Kordell, Inman, Koach, Lee, Heckenlaible, Klein.

Motion Carried

**D. Review of Site and Architectural Plans for Vietnam Park Baseball Development, located at 1300 – 35th Street, submitted by Two Rivers Youth Sports.**

Two Rivers Youth Sports wishes to replace the “Blue” baseball diamond. This approval does not include the press box and dugouts; these will be presented to Plan Commission at a later date. The builders are aware of an osprey nest near the development and will take precautions to protect it.

Motion made to approve the plan.

Motion made by Kordell, seconded by Lee.

Roll Call Vote:

Voting Yea: Kordell, Inman, Koach, Lee, Heckenlaible, Klein.

Motion Carried

**E. Ordinance to amend Section 10-1-35.5 Main Street and waterfront corridor overlay district, to define setbacks for buildings.**

The Plan Commission discussed a potential ordinance change to require all B-1 zoned properties in the main street and waterfront business district to have a zero-setback distance in the front and side yard areas. The idea is to encourage more retail businesses, although vision issues may be affected. The proposed language of ordinance is a bit unclear, so the board has decided to bring this back to a future meeting.

Motion to table this item to the May 11<sup>th</sup> meeting.

Motion made by Kordell, seconded by Lee.

All in favor.

**5. PUBLIC INPUT**

No input from the public was heard.

**6. ADJOURNMENT**

Motion to adjourn at 6:25 PM.  
Motion made by Heckenlaible, seconded by Kordell.  
Respectfully submitted, Adam Taylor, Recording Secretary



**TWO RIVERS**  
WISCONSIN

# ADVISORY RECREATION BOARD MEETING

Wednesday, April 15, 2026 at 6:00 PM

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

## MINUTES

1. **ROLL CALL:**

PRESENT: Council Rep Scott Stechmesser, Robert Reed, Erin Lamal, Travis Kadow, Daniel Cortte, Tom Lawler, Jennifer Watry ABSENT: Council Rep Adam Wachowski, Jason Scharping

2. **APPROVAL OF MINUTES**

Motion made by Dan Cortte, Seconded by Jennifer Watry

3. **CORRESPONDENCE - None**

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

**Marilee Hirvela** expressed concerns regarding Item 5d (Cemetery Flowers). She indicated her understanding that arrangements for this year, including the use of geraniums, had already been finalized. While she is not opposed to the use of perennials, she noted potential maintenance challenges, including the need for seasonal cutback and the risk of deer damage.

**Dean Hirvela** requested that the cemetery restrooms be open and that John Tuesburg be present on May 23, 2026, in conjunction with the American Legion flag placement scheduled for the Saturday prior to Memorial Day.

**Kathy Dahlke** also expressed concerns regarding Item 5d (Cemetery Flowers). She recommended implementing a pilot program to evaluate the use of perennials before making any permanent changes to the ordinance. She further suggested that additional data and feedback be gathered and presented to the ARB Board prior to taking formal action.

5. **NEW BUSINESS**

**a. 2026 Great Neshotah Beach Campout** – Action recommended in support of City Council waiving ordinance(s) to allow the campout to take place.

**Action Item – Neshotah Beach Campout:** Following discussion, the 2026 campout will remain the same size, continue to be family-focused, and prohibit alcohol. Registration fees will increase, with all proceeds allocated to Parks & Recreation. Motion made by Dan Cortte, seconded by Travis Kadow. Motion carried by voice vote. **Voting:** All aye.

**b. 2026/27 DNR Non-Point Source & Storm Water Grant** – Action recommended in support of City Council passing a resolution in support of applying for the grant.

**Action Item – 2026/27 DNR Non-Point Source & Storm Water Grant:** Following discussion, a motion was made by Erin Lamal, seconded by Travis Kadow, to support applying for the grant for

Mariners Trail storm water management solutions. Motion carried by voice vote.  
**Voting:** Yea – Cortte, Kadow, Lamal, Reed, Watry, Stechmesser. Nay – Lawler.

**c. 2026/27 DNR Stewardship Grant** – Action recommended in support of City Council passing a resolution in support of applying for the grant.

**Action Item – 2026/27 DNR Stewardship Grant:** Following discussion, a motion was made by Jennifer Watry, seconded by Erin Lamal, to support applying for the grant for Phase 2 of the Riverside Park Improvements project. Motion carried by voice vote. **Voting:** All aye.

**d. Cemetery Flower Planting Ordinance Change** – Action recommended in support of City Council changing the city ordinance to allow city staff to plant perennial flowers in place of annual flowers for the perpetual care program.

**Action Item – Cemetery Flower Ordinance Change:** Clarification was provided regarding public comment. All geraniums have been ordered and will be planted this year as in previous years. Additional work is needed to establish a fund for future flower plantings. Following discussion regarding the ordinance and flower options, a motion was made to table the item pending further clarification. Motion made by Dan Cortte, seconded by Tom Lawler. Motion carried by voice vote. **Voting:** All aye.

**e. Neshotah Park and Beach Signage Project**

**Update:** Staff anticipates a significant reduction in regulatory signage while still meeting required standards and effectively informing visitors. The project is expected to go out for bid prior to installation, with signage likely to be installed in September. The ARB recommended incorporating solar caps on top of the signs for lighting, as well as including additional signage for future replacement needs.

**f. Review of Neshotah Beach Concession Stand Survey Results**

**Update:** A total of 786 responses were received, with 66% supporting a comprehensive renovation, 26% favoring a minimal approach, and 8% indicating no preference. While non-scientific, the survey provides a strong indication of community sentiment. An additional \$50,000 grant has been submitted, potentially reducing the City’s share to approximately \$105,000. A working group met to review results and plan community communication.

**Next Steps:** Await grant confirmations, receive bid results (due April 17, 2026), prepare estimated annual operating costs, and present all information to City Council for a final decision.

6. **OLD BUSINESS** - None

7. **OTHER BUSINESS** - None

8. **DIRECTOR'S REPORTS**

a. Program and Event Updates

**Program Updates:** The dance program concluded with a successful recital attended by over 200 community members, showcasing 80 participants. Registration is now open for a variety of spring and summer programs, including track, swim lessons, baseball, softball, flag football, soccer, as well as new offerings such as Forest Bathing and Kids in Motion. Full program details are available in the new summer activity guide.

**Senior Center Updates:** March activity showed strong participation across all areas, even with multiple weather-related closures. Total check-ins reached 1,408. Fitness programs totaled 588 participants, including 111 in cardio drumming and 282 in senior yoga. The golf simulator had 12 participants, with additional weekly time slots added. Congregate lunches served 151 participants, recreation programming (games, bingo, etc.) totaled 323, TRUST programming reached 268, and 1,355 home-delivered meals were provided. Overall, participation increased in all categories compared to prior periods.

**Special Event Updates:** Seehafer Broadcasting provided a \$20,000 in-kind sponsorship for Bands on the Beach, including approximately 800 radio ads in celebration of WOMT's 100th anniversary. Fox Communities Credit Union contributed \$1,500 as a major sponsor for Cool City Christmas. The Easter Bunny Breakfast was highly successful, drawing nearly 300 participants and generating over \$3,300 in profit. Additionally, Heart-A-Rama will begin use of the Two Rivers Community House this week for their upcoming event. Upcoming events include: 4/18 Beach Cleanup, 4/25 Arbor Day Tree Planting & Earth Day Parks Clean Up as well as Summer Concerts.

**b. Parks and Facilities Updates**

**Staffing Updates:** All maintenance staff are now based at the Cemetery, with no new positions added. Responsibilities and work locations have been adjusted to better align staffing with operational needs. These changes are expected to result in approximately \$14,000 in savings in 2026, provide flexibility for potential budget challenges in 2027, and improve support for Community House operations. The restructuring also shifts staff capacity toward higher-need areas, including park trash collection, restroom closing, and Community House cleaning, particularly during second shift hours.

**Paddlers Park** updates to begin in April including sidewalk, ramps, fishing pads, concrete mattress boat launch, and concrete connection to the street.

**Golf Simulator:** Rentals have been successful and continue to grow each month.

**c. Planning and Grants Updates**

**Special Note:** The Board extended its sincere appreciation to Robert Reed for over 20 years of dedicated service on the Advisory Recreation Board. Congratulations on your retirement and thank you for your commitment to the community.

**9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS**

Continue discussion of 5d Cemetery Flower Planting Ordinance Change

**10. NEXT MEETING - May 20th, 2026**

**11. ADJOURNMENT**

Motion made by Dan Cortte, Seconded by Travis Kadow.

Respectfully Submitted, Laura Hooper, Parks & Recreation Office Manager





## **PROCLAMATION FOR LINE WORKER APPRECIATION DAY**

WHEREAS Electric utilities across the country have designated April 18<sup>th</sup> of each year as National Line Workers Appreciation Day. Line Workers Appreciation Day celebrates those dedicated people who work in challenging conditions to keep the lights on; and

WHEREAS Line Workers leave their families and put their lives on the line every day to keep the power on; and

WHEREAS Line Workers work under dangerous conditions to build, maintain, and repair the electric infrastructure to ensure reliable, affordable, and responsible power supply; and

Whereas Line Workers are the first responders for the electric utility, getting power back on and making things safe for all after storms and accidents; and

WHEREAS Conditions can be dangerous, but line workers power through to ensure reliable service for customers, thanks to a strong training program that emphasizes safety first and foremost; and

WHEREAS These employees are your family, friends, and neighbors within the community we live in; and

NOW, THEREFORE BE IT RESOLVED that the City of Two Rivers hereby expresses its gratitude and appreciation for the dedication and many contributions to the Two Rivers Electric Department, and the community of Two Rivers.

Dated this 20th day of April, 2026

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
City Manager Kyle Kordell



**PROCLAMATION  
OF ARBOR DAY  
APRIL 25, 2026**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource, giving us paper, wood for our homes, fuel for our furnaces and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal;

**WHEREAS**, the City of Two Rivers Parks and Recreation Department invites you to join our Arbor Day celebration on Saturday, April 25, 2026, at 10:00 am at Holy Cross and Forest View Cemetery 3801 Mishicot Road, Two Rivers, Wisconsin; and

**NOW, THEREFORE**, the City Council of the City of Two Rivers, declares April 25, 2026 as

**ARBOR DAY**

in the City of Two Rivers and urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

**FURTHER**, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**Dated this 20th day of April, 2026.**

---

**Council President Scott Stechmesser**

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**City Manager Kyle Kordell**

ITEM 9. E.

26-065 Authorization to Waive Ordinance, Section 7-1-5 "Parking in parks" and Section 7-1-6 "Park closing hours," to Allow the Parks and Recreation Event, "Great Neshotah Beach Campout" for One Night, August 29-30, 2026

No Attachments



**CITY OF TWO RIVERS AUTHORIZING RESOLUTION FOR  
Outdoor Recreation Grant Applications**

Authorizing Resolution

**WHEREAS**, *The City of Two Rivers* is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

**WHEREAS**, financial aid is required to carry out the project.

**THEREFORE, BE IT RESOLVED**, that *The City of Two Rivers* has budgeted a sum sufficient to complete the project or acquisition and

**HEREBY AUTHORIZES** *Mike Mathis, Director of Parks and Recreation* to act on behalf of *The City of Two Rivers* to:

1. Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available.
2. Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date.
3. Submit signed documents; and take necessary action to undertake, direct and complete the approved project.

**BE IT FURTHER RESOLVED** that *The City of Two Rivers* will comply with state or federal rules for the programs; may perform force account work; will maintain the completed project in an attractive, inviting, and safe manner; will keep the facilities open to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I hereby certify that the foregoing resolution was duly adopted by The City of Two Rivers at a legal meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Council Member

Signature\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

City Manager

Signature\_\_\_\_\_

Title\_\_\_\_\_

Date\_\_\_\_\_

**GOVERNMENTAL RESPONSIBILITY RESOLUTION  
FOR URBAN NONPOINT SOURCE AND STORMWATER GRANTS**

Section 9, Item G.

WHEREAS, the City of Two Rivers is interested in acquiring a Grant from the Wisconsin Department of Natural Resources for the purpose of implementing measures to control urban storm water runoff pollution sources (as described in the application and pursuant to ss. 281.65 or 281.66, Wis. Stats., and chs. NR 151, 153 and 154); and

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

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

- HEREBY AUTHORIZES \_\_\_\_\_, \_\_\_\_\_ to act on  
(position title) (department)

behalf of the City of Two Rivers to:

**\*\* Please note: Following tasks are required to be listed in Governmental Responsibility Resolution:**

- Sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Sign a grant agreement between the local government (applicant) and the Department of Natural Resources;
- Enter into cost-share agreements with landowner/operator to install best management practices;
- Make cost-share payment to landowner/operator after payment is requested, evidence of contractor payment by landowner/operator has been received, and grantee has verified proper BMP installation;
- Sign and submit reimbursement claims along with necessary supporting documentation;
- Sign and submit interim and final reports and other documentation as required by the grant agreement;
- Sign and submit an Environmental Hazards Assessment Form, if required; and
- Take necessary action to undertake, direct and complete the approved project.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

I hereby certify that the foregoing resolution was duly adopted by \_\_\_\_\_ at a legal meeting on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

(Signature of the governmental unit's executive officer, e.g., Village President, City Mayor, County Board Chair, etc.)



Wisconsin Public Service Corporation  
P.O. Box 19001  
Green Bay, WI 54307-9001  
www.wisconsinpublicservice.com

April 13, 2026

Brian Dellemann  
Electric Director  
Two Rivers Utilities  
1717 E. Park Street  
Two Rivers, WI 54241

Subject: Service Release

Dear Brian

Subject to the limitations described in this letter, Wisconsin Public Service Corporation ("WPSC") agrees that Two Rivers Utilities ("Two Rivers") may extend single phase service to the well located at 3800 Lincoln Ave, Two Rivers, WI, utilizing the existing service provided to the Propagation Building located at the Van der Brohe arboretum.

This customer is located within WPSC's service territory and WPSC is willing to provide service. However, Two Rivers is already providing service to the Arboretum of which the well is a part of the Arboretum operations. Lyssa Schmidt, Executive Director, has expressed willingness its desire to have Two Rivers provide service to the well.

To avoid duplication of facilities, WPSC consents to Two Rivers serving the well on the premise, subject to the condition that WPSC retains the option to serve this premise, and to serve current and future customers in this area. If WPSC chooses to exercise this option, WPSC agrees to pay fair compensation to Two Rivers for the then value and removal of the electric facilities installed for the purpose of providing this electric service to this customer. The fair market compensation of such facilities shall be reproduction costs less depreciation, calculated based on the actual installed costs of the facilities appreciated per the Handy-Whitman Index, less depreciation based on the age of the facilities. Furthermore, Two Rivers agrees that it cannot and will not use this authorization or the resulting service extension to claim any rights under Wis. Stat. § 196.495 or any other laws, cases, rules, or orders to extend service to other locations in the future.

The signature below conveys WPSC's and Two Rivers' agreement to the terms and conditions described above.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Bulkowski".

Brian Bulkowski  
Manager-Customer Service Northeastern Area Operations  
Wisconsin Public Service Corporation

**Wisconsin Public Service Corporation signature:** \_\_\_\_\_

**Printed Name :** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Two Rivers signature:** \_\_\_\_\_

**Printed Name :** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# City Manager's Recommended Appointments and Reappointments To Boards, Commissions, and Committees April 20, 2026

## Advisory Recreation Board

Erin Lamal	Reappoint to a 3-year term expiring May 1, 2029
Chris Eggert-Rosenthal	New appointment to a 3-year term expiring May 1, 2029 <i>(seat formerly held by Robert Reed Jr.)</i>

## Board of Building & Zoning Appeals

Preston Jones	Reappoint to a 3-year term expiring May 1, 2029
Jayne Rulseh	Reappoint to a 3-year term expiring May 1, 2029

## Building and Industrial Development Committee

Elizabeth Bittner	Reappoint to a 3-year term expiring May 1, 2029
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## Business Improvement District Board

Bill Kiel	Reappoint to a 3-year term expiring May 1, 2029
Marv Moore	Reappoint to a 3-year term expiring May 1, 2029
Gina Krahn	New appointment to a 3-year term expiring May 1, 2029 <i>(seat formerly held by Amy MacMillin)</i>

## Committee on Aging

Pamela (PJ) Stephens	Reappoint to a 3-year term expiring May 1, 2029
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## Environmental Advisory Board

Corinne Weis	Reappoint to a 2-year term expiring May 1, 2028
Laura Prellwitz	New appointment to a 2-year term expiring May 1, 2028 <i>(seat formerly held by John Tillotson)</i>
DeeAnna Laine	New appointment to a 2-year term expiring May 1, 2028 <i>(seat formerly held by Heather Gross)</i>

Police and Fire Commission

Kristine Lafond	Reappoint to a 5-year term expiring May 1, 2031
Jack Gadzala	Reappoint to a 5-year term expiring May 1, 2031

Room Tax Commission

Curt Andrews	Reappoint to a 1-year term expiring May 1, 2027
Rick Carey	Reappoint to a 1-year term expiring May 1, 2027

**CITY OF TWO RIVERS**

**ORDINANCE**

**An Ordinance to amend Chapter 4-1-4, Construction and Repair of Sidewalks, of the Municipal Code of the City of Two Rivers, based on the recommendation of the City Manager:**

**WHEREAS**, the City of Two Rivers is committed to maintaining safe and accessible pedestrian walkways for the health, safety, and general welfare of its residents; and

**WHEREAS**, Wisconsin Statutes § 66.0907 authorizes municipalities to require property owners to lay, remove, replace, or repair sidewalks, and to assess the costs of such work to the property owner if they fail to comply; and

**WHEREAS**, Wisconsin Statutes § 62.15(1) permits the City Council to designate certain classes of public construction to be performed directly by the City using City personnel and equipment without submitting the same for bids; and

**WHEREAS**, based on the recommendation of the City Manager, it is in the best interest of the City to update the municipal code to clarify these procedures and ensure that sidewalk maintenance is carried out efficiently and cost-effectively;

**NOW, THEREFORE**, the Council of the City of Two Rivers, Wisconsin, ordains as follows:

**SECTION 1.** Subsection 4-1-4.F.(2) of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby repealed and replaced with the following:

Sec. 4-1-4 . Construction and repair of sidewalks.

*F. Maintenance.*

(2) If the owner of any parcel of land neglects for a period of 20 days after service of notice to lay, remove, replace, or repair a sidewalk as required by this Section, the City may cause the work to be done at the expense of the owner.

(a) Pursuant to Wis. Stat. § 62.15(1), the City Council hereby provides that the class of public construction consisting of sidewalk repair, removal, and replacement may be done directly by the City using City personnel and equipment without submitting the same for bids, or it may be let by contract to the lowest responsible bidder. The choice of method

shall be at the discretion of the City Manager or Public Works Director based on efficiency and cost-effectiveness.

(b) The Public Works Department shall keep an accurate account of the expenses of laying, removing, or repairing sidewalks in front of each lot or parcel, whether the work is performed directly by the City or by a private contractor. Such expenses shall include the cost of materials, labor (including internal City labor and benefits), and necessary overhead.

(c) In accordance with Wis. Stat. § 66.0907(3)(f), the total cost shall be reported to the City Clerk and entered into the tax roll as a special charge against the property. The City Council may, by separate resolution, provide for the payment of such expenses in annual installments as permitted by law.

**SECTION 2.** This ordinance shall take effect and be in force following its passage and publication as required by law

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Scott Stechmesser  
President, City Council

\_\_\_\_\_  
Kyle Kordell  
City Manager

Attest:

\_\_\_\_\_  
Amanda Baryenbruch, City Clerk

Approved as to form and legality:

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Sean P. Griffin  
City Attorney

CITY OF TWO RIVERS

ORDINANCE

**An Ordinance to amend Sections 6-11-1 and 6-11-3 of the Municipal Code of the City of Two Rivers regarding Room Taxes:**

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

**SECTION 1.** Section 6-11-1 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to read as follows:

Sec. 6-11-1. - Imposition of room tax.

As authorized by Wis. Stats. § 66.0615, a tax is hereby imposed on the privilege of furnishing, at retail, rooms, lodging or accommodations to transients by hotel keepers, motel operators, campground operators furnishing cabins or designated spots for recreational vehicles or campers, and other similarly situated persons furnishing accommodations that are available to the public, irrespective of whether membership is required for use of the accommodations. This tax shall be at a rate of eight percent of the gross receipts from such sales. ~~Such tax shall be at a rate of six percent of the gross receipts from such retail furnishings of rooms or lodgings, but shall be increased to eight percent effective January 1, 2013.~~

**SECTION 2.** Sec. 6-11-3 of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to read as follows:

This chapter shall be administered by the finance director. Taxes imposed hereunder shall be payable on a monthly basis and shall be due and payable on the last day of the month next succeeding the month for which the tax is imposed. Each payment shall be accompanied by a return furnished by the finance director and completed by the taxpayer. Such return shall show the gross receipts for the preceding month subject to tax hereunder, the amount of taxes imposed for such period, and such other information as the finance director may require. Lodging facilities shall report to the city the revenue from hotel, motel, cabin, and short-term rentals separately from revenue from recreational vehicle and camping sites, rather than on a single return.

**SECTION 3.** This ordinance shall take effect on all reservations that are confirmed after May 1, 2026, following its passage and publication as required by law.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this  
\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Scott Stechmesser  
President, City Council

\_\_\_\_\_  
Kyle Kordell  
City Manager

Attest:

\_\_\_\_\_  
Amanda Baryenbruch, City Clerk

Approved as to form and legality:

\_\_\_\_\_  
Sean P. Griffin  
City Attorney



**TWO RIVERS**  
WISCONSIN

Section 10, Item C.

# Application for Landscaping/ Tree Removal License

Municipal Code 7-4-15

For the period ending: June 30, 2027

Fee: \$50.00 New or \$25.00 Renewal

Receipt #: 2000010074

Date: 03/10/2026

I, the undersigned, hereby apply for a Landscaping or Tree Removal License for:

**Please Check:**

To Plant, Prune, Spray, Trim & Remove Trees & Shrubs

To Remove Trees, Tree Stumps, Wood Chips

I hereby agree to abide by existing rules and regulations and those which may hereafter be adopted by the City of Two Rivers.

Name of Business:

STANGEL'S TREE SERVICE.

Business Address:

1216 WASHINGTON ST,

City/State/Zip Code:

MAINTOWOC, WI 54220

Signature of Owner:

*Matthew*

Printed Name of Owner:

NICHOLAS STANGEL

Owners Home Address:

3315 PARKWAY 13100

City/State/Zip Code:

TWO RIVERS WI 54241

Phone Number:

920-207-7103

**(FOR OFFICE USE ONLY)**

City Forester Approval: \_\_\_\_\_

License #: \_\_\_\_\_

Council Approved: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Evidence of Insurance: \_\_\_\_\_

*(certificate must be attached)*

April 8, 2026

Dear City Council Members and City Manager,

I am writing to inform you of Stangel's Tree Service's plan of action regarding compliance with the city of Two Rivers' ordinances related to the parking and storage of commercial vehicles and heavy machinery.

As background, my home residence is located at 3315 Parkway Blvd. in Two Rivers. Additionally, I own a lot at 1216 Washington St. in Manitowoc, which I purchased on October 24, 2024. This lot is used to store all of my equipment, including my RV, trailers, and trucks. Occasionally, I have brought our F350 truck and trailer home, primarily because many of our job sites are located near this area, and our workdays often extend from sunrise to sunset.

During the city Plan Commission meeting on March 9, 2026, I was informed about the city ordinance prohibiting the overnight parking of commercial vehicles and heavy machinery on city streets from 6 PM onwards. Although I have not received any citations related to my vehicles on city streets prior to this meeting, I did receive a trailer citation for leaving an unhitched trailer on the street.

To ensure compliance moving forward, we have decided to regularly park our equipment, including trucks and trailers, at the Manitowoc lot located at 1216 Washington St. in Manitowoc. If there are occasions when we bring a truck home, it will be parked in my driveway without any trailer attached, as we understand this is permitted under city regulations.

We appreciate the city's guidance on these matters and are committed to adhering to all ordinances to maintain a good relationship with the community.

Thank you for your attention to this matter please feel free to contact me if there are any further clarifications needed.

Sincerely,

Nick Stangel

Stangel's Tree Service

**LEASE AGREEMENT**

THIS PARKING LEASE AGREEMENT (this “Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2026 (the “Effective Date”), by and between the **CITY OF TWO RIVERS** (“Lessor” or “City”) and **KEVIN LAST** (“Lessee”).

**WHEREAS**, Lessor is the owner of certain real property located at 1308 19th Street, Two Rivers, Wisconsin (the “Property”);

**WHEREAS**, Lessee desires to utilize the parking lot on the Property (the "Parking Lot"); and

**WHEREAS**, Lessor and Lessee have agreed to enter into this Agreement, subject to the terms and conditions set forth below.

**NOW, THEREFORE**, in consideration of the mutual covenants, agreements and conditions herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Lease. Lessor hereby Leases to Lessee the exclusive right to use the Parking Lot on the Property for parking by Lessee and its agents or invitees during the Term (as hereinafter defined). Such Lease shall be subject to the conditions set forth below.

2. Rent / Lease Fee. In consideration for the Lease granted herein, Lessee shall pay Lessor rent in the amount of Three Hundred Fifty and 00/100 Dollars (\$350.00) per month. Payments shall be due on or before the first (1st) day of each month during the Term. All fee payments shall be made to the City of Two Rivers, at the address for notices specified herein.

3. Term. The term of this Agreement shall commence on May 1, 2026, and terminate on April 30, 2027 (the “Initial Term”). Lessee shall have the option to renew this Agreement for two (2) additional terms of one (1) year each (each an “Option Year”) at the Lessee's sole discretion. Lessee must provide written notice to the Lessor of their intent to exercise an Option Year prior to the expiration of the Initial Term or the first Option Year. The Initial Term and the Option Year(s), if any, are referred to collectively as the “Term”.

4. Maintenance. At Lessor’s sole expense, Lessor shall be responsible for providing routine maintenance services to the Parking Lot and for any replacements or repairs of the Parking Lot, including, but not limited to, slurry sealing, repaving, and fixing potholes. Lessee shall be responsible for yard clearance, as well as snow and ice removal at the Parking Lot, and shall make all repairs to the Parking Lot or the Property caused by the negligence of Lessee or its agents and invitees. At the expiration of the Term, Lessee shall surrender the Parking Lot to Lessor in a condition consistent with its obligations hereunder and with all property and vehicles of Lessee removed.

5. Indemnification. Lessee does hereby indemnify and hold harmless the Lessor, from and against any and all third party claims, charges, liabilities, obligations, penalties, causes of action, liens, damages, costs and expenses, including, without limitation, reasonable attorneys’ fees, incurred by Lessor, and relating to the use of the Parking Lot by Lessee, its agents, or invitees, except to the extent of Lessor’s negligence or breach of its obligations in this Agreement.

6. Default and Termination. Either party may terminate this Agreement in the event of a material breach of any term of this Agreement by the other party that is not cured within thirty (30) days of receiving written notice of said breach. A material breach shall include, but not be limited to: Failure to make required payments under Section 2 or a significant failure to perform the maintenance obligations as set forth in Section 4.

7. Entire Agreement. This Agreement contains the entire agreement between the Lessor and Lessee concerning the Parking Lot. No subsequent alteration, amendment, change, or addition to or of this Agreement shall be binding unless in writing and signed by the parties. Lessee shall not record this Agreement in any public record.

8. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original, and all of which together shall constitute one document. Signatures sent via electronic mail or in "PDF" format shall be binding upon the parties.

9. Notices. All notices by either party to the other must be in writing and personally delivered or sent by overnight courier or certified mail, postage prepaid, to the address set forth below.

**IN WITNESS WHEREOF**, the parties have executed this Agreement effective as of the day, month and year first written above.

**LESSOR:**

**LESSEE:**

**CITY OF TWO RIVERS**

**KEVIN LAST**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address for notices:

Address for notices:

1717 E. Park Street  
Two Rivers, WI 54241