



CITY COUNCIL MEETING

Monday, December 04, 2023 at 6:00 PM

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

AGENDA

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE LED BY HARPER WACHOWSKI

3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski

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

5. PUBLIC HEARING

A. Rezone Annexed Property 2423 Sandy Bay Road, Two Rivers to Residential (R-1)

Recommended Action:

Motion to approve annexation, as recommended by the Plan Commission

B. Ordinance to Amend to Municipal Code Section 10-4-13 "Signs Not Requiring a Permit," Subsection M(5), "Real Estate Signs," pertaining to Open House Event Signs and to State Conditions Related to Placement of Such Signs.

Recommended Action:

Motion to waive reading and approve the ordinance, as recommended by the Plan Commission

6. INPUT FROM THE PUBLIC

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CITY MANAGER'S REPORT

A. Invited Guests

1. Alano House Representatives, Regarding Capital Campaign

B. Status Update/Reports

1. Staffing Updates
2. Thank You to Everyone Involved in the 2022 Hometown Christmas Parade
3. Reminder on Ordinance Requirements for Clearing Snow and Ice from Sidewalks
4. Reminder to Shop Local for Christmas

5. Candidacy Packets Available in Clerk's Office for those Interested in Running for City Council
6. Winter Parking Ban Status
7. Upcoming Events:
 - a. Giant Snowflakes, Friday, December 8, 1:30 PM, Lester Public Library
 - b. Skate Rentals Available, Saturdays Noon - 7 PM, and Sundays Noon - 5 PM, Central Park West
 - c. Holiday Ink & Drink, Friday, December 15, 5:30 PM, Hamilton Wood Type & Printing Museum
 - d. City to City Candy Cane Hunt, Saturday, December 16, 9:00 AM - 3:00 PM, Two Rivers and Manitowoc Parks
 - e. Cool City Christmas, Saturday, December 16, Noon - 6:00 PM, Central Park West, Community House and Downtown Businesses and Restaurants
 - f. Breakfast with Santa, Sunday, December 17, 9:30 AM Breakfast, 10:30 AM Santa Claus, Two Rivers Fire Department
8. Reminder of Park & Open Space Survey
9. 2023 WPRA Park Design Award for Central Park West
10. Other

C. Legislative/Intergovernmental Update

1. Testimony in Madison by Assistant Police Chief Melissa Wiesner, in support of Legislation on Public Safety Peer Counseling and Support
2. Other

10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council Regular, November 20, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Environmental Advisory Board, November 21, 2023
2. Business & Industrial Development Committee/Community Development Authority, November 21, 2023

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for Temporary Class "B"/"Class B" Retailer's License from Two Rivers Historical Society for Cool City Christmas, December 16, 2023 at Washington House

Recommended Action:

Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

A. Resolution Adopting General Fund Budget for the Fiscal Year Ending December 31, 2024

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee

- B. Resolution Adopting Budgets for Other Funds (Capital Projects Funds, Special Revenue Funds and Utility Funds) for the Fiscal Year Ending December 31, 2024
Recommended Action:
 Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee
- C. Resolution Adopting Debt Service Fund Budget for the Fiscal Year Ending December 31, 2024
Recommended Action:
 Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee
- D. Resolution Adopting Tax Levy for the Fiscal Year Ending December 31, 2024
Recommended Action:
 Motion to waive reading and adopt the resolution, as recommended by the City Manager and the Personnel and Finance Committee
- E. Resolution Approving Business Improvement District Levy and Assessment Rate for 2024, in Support of Two Rivers Main Street 2024 Budget and Work Plan
Recommended Action:
 Motion to waive reading and adopt the resolution, consistent with the budget and work plan adopted by the Main Street Board, as recommended by the Business Improvement District Board

12. FOR INFORMATION ONLY

- A. City Council Regular Meeting, Monday, December 18, 2023, 6:00 PM
- B. No December City Council Work Session Meeting

13. CLOSED SESSION

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

-- Discuss matters pertaining to changes for water and sewer connections for the Van der Brohe Arboretum, 3800 Lincoln Avenue

14. RECONVENE IN OPEN SESSION

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

15. ADJOURNMENT

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

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 920-793-5532.

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

ORDINANCE TO AMEND ZONING MAP

AN ORDINANCE to amend the District Map of the City of Two Rivers, Wisconsin, dated March 21, 2005, made a part of Section 10-1-3A(1) of the Municipal Code.

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

SECTION 1. That pursuant to Section 62.23(7)(d) of the Wisconsin State Statutes, the District Map of the City of Two Rivers, Wisconsin, dated March 21, 2005, made part of Section 10-1-3A(1) of the Municipal Code be and the same is hereby amended in the following respects:

An existing tract of land recorded in Volume 3546 on Page 189 of Deeds, being Lot 10 and a portion of Lot 11, all in Block 1, Sandy Bay Subdivision, located in the East 1/2 of the SW 1/4 of Section 31, T. 20 N., R. 25 E., Town of Two Rivers, Manitowoc County, Wisconsin and further described as follows:

Commencing at the S 1/4 Corner of said Section 31; thence N 00°10'50" W recorded as S 0°07'45" E along the section line a distance of 1261.13 feet; thence S 89°49'10" W a distance of 655.27 feet to the northeasterly corner of said Lot 10 and the point of real beginning; thence S 30°40'02" W recorded as S 30°42'45" W a distance of 218.00 feet; thence S 29°08'02" W recorded as S 29°10'45" W a distance of 21.08 feet; thence N 64°04'02" W a distance of 261.46 feet; thence N 30°40'02" E recorded as S 30°42'45" W a distance of 43.03 feet; thence N 59°14'58" W recorded as S 59°12'15" E a distance of 10.00 feet; thence N 30°40'02" E recorded as S 30°42'45" W a distance of 218.00 feet; thence S 59°14'58" E recorded as S 59°12'15" E a distance of 270.00 feet to the said northeasterly corner of Lot 10 and the point of real beginning.

Said tract contains 67,205 square feet of 1.54 acres of land more or less.

SECTION 2. This ordinance shall take effect upon passage and publication hereof.

Dated November 6, 2023.

Adam Wachowski, President, City Council

Gregory E. Buckley, City Manager

Attest:

Amanda Baryenbruch, City Clerk

Approved as to form and legality:

John M. Bruce, City Attorney

ORDINANCE

AN ORDINANCE to amend Municipal Code Section 10-4-13 “Signs Not Requiring a Permit,” Subsection M(5), “Real Estate Signs,” pertaining to Open House Event Signs and State Conditions Related to Placement of Such Signs.

The Council of the **City of Two Rivers** ordains as follows:

Section 10-4-13. Signs not requiring a permit. The Municipal Code shall hereby be amended as follows:

SECTION 1:

M. Real estate signs. One real estate sales sign on any lot or parcel; two real estate sales signs on a corner lot or parcel, and two real estate signs on a through-lot or parcel, provided no more than one sign shall be located on each frontage street. A real estate sign shall be located entirely within the property to which the sign applies and is not to be directly illuminated.

(5) No more than a total of eight (8) temporary off-premises, "open house" event signs may be placed on lots to which the sale does not apply. The temporary open house sign(s) may be placed, only on the day of the open house event, and are to be removed immediately following the event. The signs that are placed on off-premises lots may only be placed with the lot owner's permission.

This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this 4th day of December, 2023.

Adam Wachowski
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney

ORDINANCE

AN ORDINANCE to amend Municipal Code Section 10-4-17, with the modification to Special Signs, under Section 10-4-13, to allow up to eight (8) temporary signs for real estate open houses meeting the conditions listed under Section M (5).

The Council of the **City of Two Rivers** ordains as follows:

Section 10-4-13. Signs not requiring a permit. The Municipal Code shall hereby be amended as follows:

SECTION 1:

M. Real estate signs. One real estate sales sign on any lot or parcel; two real estate sales signs on a corner lot or parcel, and two real estate signs on a through-lot or parcel, provided no more than one sign shall be located on each frontage street. A real estate sign shall be located entirely within the property to which the sign applies and is not to be directly illuminated.

- (1) In residential districts such signs shall not exceed four feet in height and six square feet in area and shall be removed within 15 days after the sale, rental or lease has been accomplished.
- (2) In all other districts such signs shall not exceed 32 square feet in area nor the height of other permitted signs and shall be removed within 15 days after the sale, rental or lease has been accomplished.
- (3) No sign shall be located within 25 feet of the public right-of-way at a street intersection nor over the right-of-way.
- (4) One temporary "open house" event sign may be located entirely within the property to which the sign applies but shall not be displayed more than five calendar days prior to the open-house event and shall be removed immediately following the open-house event.
- (5) ~~One off-premises temporary "open house" event sign per lot with the owner's permission, provided such sign is erected on the day of the open house event and removed immediately following the open house event.~~

No more than a total of eight (8) temporary off-premises, "open house" event signs may be placed on lots to which the sale does not apply. The temporary open house sign(s) may be placed, only on the day of the open house event, and are to be removed immediately following the event. The signs that are placed on off-premises lots may only be placed with the lot owner's permission.

This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this ____ day of _____, 2023.

Adam Wachowski
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney



MINUTES

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE LED BY OWEN MATHIS

3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Adam Wachowski
Absent and Excused: Scott Stechmesser

ALSO PRESENT: Matthew Heckenlaible, Director of Public Works; Jeff Dawson, Library Director; Mike Mathis, Parks and Recreation Director; Elizabeth Runge, Community Development Director/City Planner; Dave Buss, Finance Director; Ben Meinnert, Police Chief; Patrick Krajnik, Fire Captain; Rick Powell, IT Supervisor; and Greg Buckley, City Manager

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

None.

5. PUBLIC HEARING

- A. Ordinance to Amend Municipal Code Section 10-1-20 Section I.(6) Dwelling to Expand the Listing of Roofing Materials Permitted

Recommended Action:

Motion to waive reading and adopt the ordinance

Community Development Director/City Planner Elizabeth Runge provided background on the ordinance amendment.

The public hearing was opened by Council President Wachowski and three calls for public input were made. There was no one present and wishing to comment on the ordinance.

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Darla LeClair to approve the ordinance with deletion of the language prohibiting visible roof fasteners.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

6. INPUT FROM THE PUBLIC

William Otto (1800 Jefferson Street) – Reported a concern of bicycles on the sidewalks throughout downtown. Council President Wachowski stated only individuals 12 years of age and younger and

ride their bicycles on the sidewalk and all individuals are permitted to ride their bicycles on the sidewalk when crossing the bridge.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Koach stated that she received a question from a citizen about canceling the contract with Spectrum. Council President Wachowski stated there is an update to the status of Spectrum in the City Manager’s Report.

Councilmember Dahlke had the following communications:

- He received a complaint about the audio during Council Meetings and reminded Councilmembers to speak closer to the microphone.
- He received phone calls from citizens asking the City to keep the contract with Spectrum and continue to find a solution. The citizens also were not opposed to streaming the meetings on the radio but were against having a city newspaper service.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following boards:
 -- Environmental Advisory Board: The monthly winter series meeting will be held on Tuesday, November 21st at the Lester Public Library. Parks and Recreation Director Mike Mathis will be presenting about current park projects and the future of Washington Park and Paddlers Park. Fire Chief Murack offered the Fire Department Vegetable Garden to use as a community garden, the board is discussing how to use the garden. The board is waiting on the TMDL report from the DNR. There is currently no update of AB-457 the Vegetable Garden Act. The Board is working with Woodland Dunes to promote green infrastructure.
 -- Main Street: The Design Committee met and Jason Priggie started renderings for murals on downtown buildings. The Hometown Holiday Parade of Lights is Saturday, November 25th. The board is discussing the Art and Artisan Goods Festival which will be a collaboration between the City and Main Street. It will be made up of art from the Manitowoc Symphony and local artists.

Councilmember Dahlke reported for the Finance Committee, stating they finalized the budget for 2024. The Public Hearing is scheduled for Monday, November 27th at the City Council Work Session.

9. CITY MANAGER’S REPORT

A. Invited Guests

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: Tourism Director – accepting applications; Apprentice Line Worker – accepting applications. Recent Hires: Building Inspector – Craig Froelich; Police Officer – Justin Jackson, recently graduated 18-week Police Academy at NWTC, where he was honored by his peers with the Back-Up Officer Award.

2. 2024 Proposed Budget; Public Hearing November 27

Mr. Buckley reported the Personnel and Finance Committee Completed the budget review on November 19th. The Public Hearing is set for Monday, November 27th. Final Council action will take place on Monday, December 4th.

3. Tourism/Room Tax Updates

Mr. Buckley reported the 2023 Room Tax revenues continue to increase and are currently at \$251,000 in revenue for the months of January through September. The total 2023 Room Tax revenues are projected at \$330,000 which would be a 10% increase from 2022.

4. Winter Parking Ban Begins December 1

Mr. Buckley reported that the Winter Parking Ban begins on December 1st and continues through March 15th. As in recent years, the Police Department, Public Works Department and City Manager’s Office will coordinate efforts to waive or suspend the Parking Ban whenever conditions permit. Property owners are also reminded of ordinance provisions about clearing snow from sidewalks and not depositing snow and ice in the streets.

5. Last Week of Leaf Collection November 27-December 1

Mr. Buckley reported next week is the final week of leaf collection. Crews will collect from the east side on Monday, between the rivers Tuesday – Thursday and the southside on Friday.

6. Central Park Ice Rink Installation and Opening

Mr. Buckley reported the Central Park West Ice Rink was installed and is now open. Thank you to the Two Rivers Rotary for making the \$65,000 naming donation. On Saturday there were 31 skate rentals and rentals will be available every Saturday starting on December 2nd.

7. Reminder: Park and Open Space Survey

Mr. Buckley reported the Parks and Recreation Department is looking for the feedback from citizens to help plan for the future of our parks and open spaces.

8. Upcoming Events:

- a. Shop Local Hometown Saturday, November 25, 2023
- b. Main Street Hometown Christmas Parade of Lights, Saturday, November 25, 2023, 5:30 PM, Downtown
- c. Cool City Christmas, Saturday, December 16, Noon to 6:00 PM

9. Other

Mr. Buckley reported the Spectrum Cable recently informed the City that the public access channel should again be operational by December 12th. This means Council meetings will again be broadcast on local cable channel 993 starting with the December 18 meeting.

Mr. Buckley reported on the PFAS Litigation. Staff will present another update on the class action litigation involving 3M Corporation and DuPont at the November 27 work session, where the Council will be asked to act on participating in or “opting out” of the proposed class action settlements.

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Presentation of Minutes

- 1. City Council Meeting-November 6, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

- 1. Lester Public Library, October 10, 2023
- 2. Advisory Recreation Board, October 11, 2023
- 3. Public Utilities Committee, November 7, 2023
- 4. Public Works Committee, November 6, 2023

- 5. Plan Commission, October 9, and November 13, 2023
- 6. Environmental Advisory Board, October 17, 2023
- 7. Room Tax Commission, November 1 and 14, 2023

Recommended Action:

Motion to receive and file

C. Department Reports, Month Year

- 1. City Clerk
- 2. Community Development
- 3. Electric
- 4. Fire
- 5. Inspections
- 6. Library
- 7. Parks & Recreation
- 8. Police
- 9. Public Works
- 10. Safety
- 11. Water

Recommended Action:

Motion to receive and file

D. Finance Reports, September 2023

- 1. Debt Service
- 2. General Fund
- 3. Lester Library
- 4. Utilities Report

Recommended Action:

Motion to receive and file

E. Noise Ordinance Waiver for Snowfest 2024, Friday, July 26 until 11:30 PM and July 27 until 12:00 AM at Neshotah Park-Waive the Provisions of Sections 9-2-5B(2)(b) Regarding Noise Audible Within an Enclosed Structure Used for Residential Purposes and Section 9-2-5D, Pertaining to Vibration

Recommended Action:

Motion to approve the noise ordinance waiver

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by B. LeClair, seconded by Dahlke.

Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Wachowski

11. CITY COUNCIL - FORMAL ITEMS

A. Authorization for Acquisition of Approximately 0.49 Acre Parcel With Frontage on 13th Street and the West Twin River, as Provided for in Development Agreement with West River Lofts, LLC., Approved by City Council on November 6, 2023

Recommended Action:

Motion to authorize the City Manager to proceed with this property acquisition, as recommended by the Plan Commission

Motion carried with a roll call vote.

Motion made by D. LeClair, seconded by B. LeClair.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Wachowski

12. FOR INFORMATION ONLY

- A. City Council Work Session Meeting, Monday, November 27, 2023, 6:00 PM--Includes Public Hearing on 2024 Budget, Discussion with Family Swin Cener, Update on The Confluence Project
- B. City Council Regular Meeting, Monday, December 4, 2023, 6:00 PM

13. CLOSED SESSION

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

-- Discuss matters pertaining to changes for water and sewer connections for the Van der Brohe Arboretum, 3800 Lincoln Avenue

Motion carried with a roll call vote.

Motion made by Koach, Seconded by Petri to convene in Closed Session at 6:56 PM.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Wachowski

14. RECONVENE IN OPEN SESSION

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

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Koach to convene in Open Session at 7:15 PM.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Wachowski

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:15 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by B. LeClair.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Wachowski

Respectfully Submitted,

Amanda Baryenbruch
City Clerk

**CITY OF TWO RIVERS
COMMUNITY DEVELOPMENT AUTHORITY AND
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE PROCEEDINGS
November 21, 2023**

1. Call to Order

The meeting was called to order by BIDC Chair Gregory Coenen at 8:00 AM.

2. Roll Call

Present: Gregory Coenen, Dick Klinkner, Tracey Koach, Scott Stechmesser, and Betty Bittner

Absent: Tom Christensen

Also present: Greg Buckley, City Manager and Elizabeth Runge, Community Development Director and Tim Klein arrived while in Closed session.

3. CLOSED Session

A motion was made by Dick Klinkner, seconded by Scott Stechmesser to go into closed session.

Roll call vote: Yes (5)

No (0)

Motion carried.

Committee reviewed the loan, the loan conditions, the liens that are a part securing the loan.

5. Reconvene Into Open Session

A motion was made by Scott Stechmesser and seconded by Tracey Koach to return to open session. The motion carried on a voice vote unanimously.

Greg Buckley clarified the request from Tim Klein, who came into the meeting once the committee moved into open session. The request is to release the lien that is currently on the 1910 Franklin Street property, which is listed for sale. An alternative for the loan's security was discussed which was to release the lien on the 1910 Franklin Street and secure a joint first position on the bowling alley with the private lender that has first position on the bowling alley building. This option was declined by the private lender.

Therefore, a motion was made by Tracey Koach and seconded by Scott Stechmesser to deny the request to release the lien on the 1910 Franklin Street property as security on the loan. Motion carried on a voice vote unanimously.

Adjournment: At 8:35 AM, a motion was made by Tracey Koach, seconded by Dick Klinkner to adjourn. Motion carried.



TWO RIVERS
WISCONSIN

ENVIRONMENTAL ADVISORY BOARD MEETING

Tuesday, November 21, 2023 at 5:30 PM

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

MINUTES

1. **CALL TO ORDER:** 5:33 pm

2. **ROLL CALL**

Board members: Donald DeBruyn, Jake Glaser, Jay Orvis, Tracy Koach, Douglas Brandt

Excused: Darla LeClair

Absent: Shannon Derby, Corinne Weiss

Staff: Matthew Heckenlaible

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

Minutes from the October 17, 2023, Environmental Advisory Board Meeting

Jake Glaeser made a motion to approve the October 17, 2023, Environmental Advisory Board meeting minutes, seconded by Donald DeBruyn. Motion carried.

4. **PUBLIC INPUT**

A. Larry Pruess – 334 23rd Street wanted to expound upon the existing terrace policy and that he started an experiment 20 years ago with different native vegetation and submitted a petition to the City Department of Public Works in 2020 to allow his native vegetation to remain within the terrace area.

B. Dorothy Tinkham Delo – 2100 Garfield Street – voiced her concern of the lack of enforcement of the current terrace standards which are creating safety hazards immediately adjacent to sidewalks and driveway approaches. She stated that she turned in a list to the City Manager’s Office, Department of Public Works and the Police Department of notable violations in her portion of the City and nothing has been done about it including:

- * 5’x5’ bushes within the terrace
- * driveway access – vegetation blocking the vision triangle
- * pesticides washing into the street, down into the storm sewer and out into Lake Michigan where animals and people enjoy themselves
- * street safety and sight lines need to be enforced

She has had her cane get entangled into bramble/vegetation on verges (terraces) where there hasn’t been turf/cut grass, wooden baskets installed, and built up tree retaining walls – all safety issues.

5. **GUEST SPEAKER - Mike Mathis, Director of Parks and Rec.** Discuss status of current Park projects, plus possibilities for Washington Park or Paddlers Park.

A. Zander Park

1. Removed old playground equipment in 2022; and the park floods
2. Received grant in 2023 – created a wet prairie, natives sages, reuse area as story walk

B. Neshotah Park – Master Plan

1. New playground
2. Walks/crosswalks at 21st Street and Pierce Street

3. Other paths and trails
4. Applying for a grant for a new concession stand – strive for LEED design/certification – could be expensive. Year round use? That would be the goal. Indoor rental space possibility.
5. Beach water level/erosion – want to do a study
 - a. How to manage beach erosion to keep the sand in place
 - b. Dune restoration
 - c. Forest restoration
 - d. Native vegetation/pollinator plantings
 - e. Beach warning system – room tax funding

C. Washington Park

1. Funding for park
2. Picnic tables
3. Light pole
4. Path covered in goose poop – plant native vegetation between path and river
5. Possibility of playground equipment

D. Riverside Skate Park

1. Deteriorating skate park – questioning if this is the best use for the park
2. There is a good trail around the pond – scenic
3. Could the park be repurposed to senior focused park?
 - a. All-purpose path
 - b. Chess boards
 - c. Exercise equipment
4. Launch for paddle boats and kayaks

E. Paddlers Park

1. Revegetate with native plantings
 - a. Test plot to try different types of plantings
 - b. Deter geese
2. New kayak launches for ADA access with 2023 capital management grant

6. ITEMS FOR DISCUSSION AND ACTION

A. EAB description change - will be on the 11/27/23 City Council Work Session Status of new DNR TMDL

Matthew Heckenlaible made revisions as discussed at the October 17th EAB meeting. This will need to be an ordinance revision of Sec. 2-5-5E – Duties. Recommendation would be to strike all of subsection E and replace with the 11/21/23 revised text and to add subsection F. Meetings: meetings are on the third Tuesday of the month.

Donald DeBruyn made a motion to adopt the changes as presented, seconded by Jake Glaeser. Motion carried.

B. Status of Northeast Lakeshore TMDL

Matthew Heckenlaible noted that the WDNR website does not have an update as to the present status at this time.

C. Front Yard Vegetable Gardening

- o AB 379/SB 376 "Wisconsin Vegetable Garden Protection Act"

Matthew Heckenlaible noted that the City’s zoning ordinance “allows” vegetable gardens, but there have been restrictions in place prohibiting vegetable gardens in front yards, with the present ordinance change to allow them in calendar year 2024. City Council voted to allow for 2024 but need to bring the formal language forward.

D. Partnership between Two Rivers Parks & Rec and EAB to establish areas to showcase

Possibly testing plots for different bee lawn mixtures at Paddler's Park. We will need to look further into what could be done. The Bee Grass Subcommittee will look at alternatives - taller vegetation or shorter native vegetation.

E. Update on PSC authority over Municipal Stormwater Utilities

- o AB 457/SB 455

City Council took action on a resolution to object to both pieces of legislation and to write a letter to our appropriate representatives requesting them to object on our behalf.

F. Street terrace policy review

Heckenlaible did a Google search on “Street Terraces” to see what various municipalities within the state are allowing this. He looked at 16 various municipalities. The outcome was split between lawn/turf grass or something other than lawn/turf grass. For those that allowed something other:

- Height: 12-36” (zones – enforcement concerns)
- Setback: back of curb to face of sidewalk
 - 1-3 feet of back of curb or pavement without curb & gutter to 1-2 feet of sidewalk or right-of-way line without sidewalk
- Vision concerns: several at driveways, roads and alleys
- “Landscaping: rocks, benches, raised planters, raised edging plus most restricted items
- Mulch: some allowed – must be flush with top of curb and sidewalk
- No woody vegetation – bushes
- No overhang of vegetation onto/into roadway or sidewalk, thus recommend setback
- No noxious weeds

Park & Rec – control of woody vegetation – notify/follow up (lacking staff)
 Complaints from CSO
 Enforcement is a concern
 Native landscaping vs. turf grass – would this be a “permitted” use?

Don DeBruyn stated he is open to other types of vegetation under 8”, cuttable, not woody, allow something other than turf grass.

Jake Glaeser asked if we can look at other low growth vegetation alternatives. If changes, need to be specific to be enforcement friendly because officers are not necessarily vegetation experts.

Permitted – documentation of locations?

Don DeBruyn and Jay Orvis will research other types of low growing vegetation alternatives and report back at the January 2024 meeting.

7. ON-GOING

A. Front Yard Vegetable Garden update

Matt Heckenlaible talked with the City Manager regarding revising ordinance language to City Council for approval.

Elizabeth Runge has sent the public notice to the Herald Times Reporter and will have City Council action taken at the December 18th Council meeting.

B. Two Rivers Park & Recreation Tree Inventory Status & Tree Planting Guidance Document – Update

Inventory completed.

Park & Recreation received a 2023 Urban Forestry grant which funded the tree inventory.

3,046 public trees (mowed around with parks and terraces) – not forested areas

433 identified for removal

113 identified for pruning

284 ash trees (City contracted removal – 10 trees/year)

170 monitoring

37 ash trees with active infestation of emerald ash borer – need to plan on removal

Consultant will get us a final tree management plan.

C. Sandy Bay Highlands – Update

Plan Commission reviewed a preliminary plat at their November 13th meeting. Recommendation to move the platting process along.

D. Winter Educational Series

- 2023-2024 Series Dates:

- 2023

- October 5th – “Benefits of Renewable Resources” – Brian Dellemann, Electric Director for Two Rivers Electric Utility and Brady Steigauf from Focus on Energy
 - November 2nd – “Creating Fun and Resilient Parks” – Mike Mathis, Two Rivers Park & Recreation Director

- 2024

- January 4th – “Invasive species – flora and fauna” – Jim Knickelbine, Director of Woodland Dunes
 - February 1st – “Local Ecosystems” – Nancy Gill
 - March 7th – “Storm water and storm water management for the City of Two Rivers” – Matthew Heckenlaible, Public Works Director & Scott Ahl, Assistant City Engineer
 - April 4th – “Climate Change” – Mike Peters, WPPI
 - May 7th - “Recycling” – Jon Reisenbuechler, Manitowoc County Operations Manager
 - Attendance concerns - discussion
 - Alternative ways to disseminate Winter Educational Series information
 - Record our programs to start a public access "library" of information

8. OTHER ITEMS FOR DISCUSSION AND ACTION

9. NEXT BOARD MEETING

Suggested as Tuesday, January 16, 2024, at 5:30pm

10. ADJOURNMENT: 7:33 pm

A motion was made by Jay Orvis to adjourn the meeting, seconded by Jake Glaeser. Motion passed.

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

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

FEE \$ 10.00

Application Date: 11/09/2023

Town Village City of Two Rivers

County of Manitowoc

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

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

at the premises described below during a special event beginning 12/16/2023 and ending 12/16/2023 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

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

(a) Name Two Rivers Historical Society

(b) Address 1622 Jefferson Street
(Street) Town Village City

(c) Date organized 06/09/1969

(d) If corporation, give date of incorporation 06/09/1969

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

(f) Names and addresses of all officers:

President Holly Engelland

Vice President Don Konop

Secretary Louise Schmoock

Treasurer Mike Lenth

(g) Name and address of manager or person in charge of affair: Tootsie Marie Sommers, 1622 Jefferson Street, Two Rivers, WI 54241

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

(a) Street number 1622 Jefferson Street

(b) Lot _____ Block _____

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

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Cool City Christmas

(b) Dates of event ~~12/16/2023~~ 12/16/2023

DECLARATION

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

Officer [Signature] 11/10/23
(Signature / Date)

Two Rivers Historical Society
(Name of Organization)

Date Filed with Clerk 11/16/23

Date Reported to Council or Board 11/20/23

Date Granted by Council _____

License No. _____



Office of City Clerk
1717 East Park Street
Post Office Box 87
Two Rivers WI 54241-0087
Telephone 920/793-5526
FAX 920/793-5512

NOTE:

THIS FORM TO BE COMPLETED AND ATTACHED TO ALL APPLICATIONS FOR SPECIAL CLASS B MALT LICENSES FOR PICNICS & GATHERINGS

* * * * *

The applicant hereby agrees to indemnify and hold the City of Two Rivers harmless from and against any and all claims, actions, causes of action, damages, expenses, and liabilities which may be imposed upon, incurred by or asserted against the City of Two Rivers by reason of any injury or claim of injury or damage to any person or property which is associated with or arises out of the applicant's use of the City property and the dispensing of fermented malt beverage to any person pursuant to any license issued upon this application.

Two Rivers Historical Society

Organization

Tootsie Marie Sommers, Director

By

November 9, 2023

Date

CITY OF TWO RIVERS

**Resolution Adopting the General Fund Budgets
for the City of Two Rivers, Wisconsin
Fiscal Year Ending December 31, 2024**

WHEREAS, a public hearing was held on November 27, 2023 by the City Council of the City of Two Rivers on the proposed budget for the City of Two Rivers Debt Service Fund and General Fund for the fiscal year ending December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Two Rivers; that there is hereby appropriated for the fiscal year ending December 31, 2024 to the General Fund the sum of \$12,236,497.

GENERAL GOVERNMENT	\$	1,340,796
PUBLIC SAFETY	\$	6,660,850
PUBLIC WORKS	\$	1,751,501
HEALTH & HUMAN SERVICES	\$	417,600
CULTURE, REC. & EDUCATION	\$	1,356,173
OTHER FINANCING USES	\$	709,577
TOTAL GENERAL FUND	\$	<u>12,236,497</u>

BE IT FURTHER RESOLVED, that the proposed budget for the City General Fund, a copy of which is on file in the office of the Finance Director and open to inspection during regular business hours, is hereby approved.

Adopted: December 4, 2023

Council Member

Gregory E. Buckley, City Manager

CITY OF TWO RIVERS
Resolution Adopting Budgets for Other Funds
for the City of Two Rivers, Wisconsin
Fiscal Year Ending December 31, 2024
Page 1 of 2

BE IT RESOLVED, by the City Council of the City of Two Rivers that the City Council hereby approves the following administrative budgets for 2024, the same being on file in the Finance Department and open to inspection during regular business hours:

CAPITAL PROJECT FUNDS

403 – Harbor Masterplan Implementation	\$	288,454
410 – Bike Trail Construction Fund	\$	50,000
415 – Central Park Renovation Fund	\$	50,000
417 – Industrial Park Development Fund	\$	169,650
419 – Landfill Fund	\$	300,500
451 – Street Construction Fund	\$	1,373,000
452 – Bridge Construction Fund	\$	90,000
454 – Parks and Cemetery Construction Fund	\$	592,500
455 – Fire Equipment Fund	\$	172,400
457 – Public Works Equipment Fund	\$	300,000
459 – City Hall Equipment Fund	\$	71,500
460 – Management Information Fund	\$	64,899
461 – Police Equipment Fund	\$	177,500
Subtotal:	\$	<u>3,700,403</u>

SPECIAL REVENUE FUNDS

202 – Sandy Bay Highlands Development Fund	\$	45,000
205 – Housing Revolving Loan Fund	\$	93,000
207 – Affordable Housing Fund	\$	135,000
216 – American Rescue Funds (ARPA)	\$	1,533,496
218 – Docks and Harbors Fund	\$	7,000
235 – TIF #6	\$	150
236 – TIF #7	\$	104,365
237 – TIF #8	\$	292,941
238 – TIF #9	\$	165,000
239 - TIF #10	\$	105,300
240 – TIF #11	\$	27,350
241 – TIF #12	\$	532,345
242 – TIF #13	\$	50,150

CITY OF TWO RIVERS
Resolution Adopting Budgets for Other Funds
for the City of Two Rivers, Wisconsin
Fiscal Year Ending December 31, 2024
Page 2 of 2

SPECIAL REVENUE FUNDS (continued)

243 – TIF #14	\$	9,150
244 – TIF #15	\$	350
245 – TIF #16	\$	900,150
246 – TIF #17	\$	758,150
250 – Senior Center Fund	\$	113,483
258 – Community Tourism Fund	\$	282,557
259 – Tourism Development Fund	\$	307,000
260 – Urban Forestry Fund	\$	50,412
261 – Recreation Concessions/Beer Sales	\$	35,765
262 – Recreation Special Events Fund	\$	27,000
263 – Tree Planting Fund	\$	36,500
270 – Paramedic (Act 102) Fund	\$	14,000
290 – Business and Industrial Loan	\$	725,000
291 – Community Development	\$	165,137
Subtotal:	\$	<u>6,515,751</u>

ENTERPRISE FUNDS

640 – Solid Waste Utility	\$	835,076
650 – Water Utility	\$	3,065,055
660 – Electric Utility	\$	9,591,070
670 – Telecommunications Utility	\$	22,620
680 - Stormwater Utility	\$	808,142
690 – Sewer Utility	\$	3,102,098
Subtotal:	\$	<u>17,424,061</u>
Total:	\$	<u>27,640,215</u>

Adopted: December 4, 2023

Council Member

Gregory E. Buckley, City Manager

CITY OF TWO RIVERS

**Resolution Adopting the Debt Service Fund Budget
for the City of Two Rivers, Wisconsin
Fiscal Year Ending, December 31, 2024**

WHEREAS, a public hearing was held on November 27, 2023 by the City Council of Two Rivers on the proposed budget for the City of Two Rivers General Fund and Debt Service Fund for the fiscal year ending December 31, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Two Rivers; that there is hereby appropriated for the fiscal year ending December 31, 2024 to the Debt Service Fund the sum of \$2,984,708; and

BE IT FURTHER RESOLVED, that the proposed budget for the Debt Service Fund, a copy of which is on file in the office of the Finance Director and open to inspection during regular business hours, is hereby approved.

Adopted: December 4, 2023

Council Member

Gregory E. Buckley, City Manager

CITY OF TWO RIVERS

**Resolution Adopting Tax Levy for the City of Two Rivers, Wisconsin
Fiscal Year Ending December 31, 2024**

WHEREAS, The City Council of the City of Two Rivers, Wisconsin, has, pursuant to law, determined the amount of tax which is levied against all the real and personal property included in the 2023 tax rolls (2024 Budget) for general city operations; and

WHEREAS, various governmental bodies for whom the City of Two Rivers either levies or collects taxes upon the taxable real and personal property in the City of Two Rivers for the purposes of such governmental bodies have duly determined the amount to be levied or collected by taxation of such real and personal property in the City of Two Rivers;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Two Rivers that the following amounts and rates of tax are hereby levied upon all of the taxable real and personal property in the City of Two Rivers on the 2023 tax rolls, and the Finance Director is hereby directed to spread the amount thereof upon the tax rolls for collection, as follows, to-wit:

PURPOSE	TAX LEVY (Including TID)	(Two Rivers School District) TAX RATE	(Manitowoc School District) TAX RATE
General City	\$ 2,376,048	\$ 4.665	\$ 4.665
Debt	\$ 2,734,642	\$ 5.369	\$ 5.369
Library	\$ 719,985	\$ 1.414	\$ 1.414
Two Rivers Public Schools	\$ 5,298,891	\$ 10.741	\$ -
Manitowoc Public Schools	\$ 170,094	\$ -	\$ 10.598
Lakeshore Technical College	\$ 462,259	\$ 0.908	\$ 0.908
Manitowoc County	\$ 3,079,077	\$ 6.045	\$ 6.045
TOTAL:	\$ 14,840,996	\$ 29.141	\$ 28.997

Adopted: December 4, 2023

Council Member

Gregory E. Buckley, City Manager

CITY OF TWO RIVERS

**Resolution Approving Business Improvement
District Levy and Assessment Rate for 2024**

WHEREAS, the City of Two Rivers has established a Business Improvement District (BID) for purposes of funding a portion of the Main Street Program; and

WHEREAS, the BID had a long-established BID assessment at the rate of \$1.425 per thousand dollars assessed value, subject to a minimum assessment of \$100 per assessable parcel and a maximum assessment of \$2,500 per assessable property owner located within the BID; and

WHEREAS, by action of the BID Board at a meeting held on November 28, 2022 a recommendation of a new BID assessment be established at the rate of \$2.00 per thousand dollars assessed value, subject to a minimum assessment of \$100 per assessable parcel and a maximum assessment of \$2,500 per assessable property owner located within the BID; and

WHEREAS, by action of the BID Board at a meeting held on October 26, 2023 a recommendation to affirm the 2023 BID assessment at the rate of \$2.00 per thousand dollars assessed value, subject to a minimum assessment of \$100 per assessable parcel and a maximum assessment of \$2,500 per assessable property owner located within the BID; and

WHEREAS, the Main Street organization has developed a 2024 Budget that anticipates BID levy support in the amount of \$48,573.40 which would result from a BID assessment rate of \$2.00 per thousand dollars of assessed value, levied against assessable properties in the BID;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby authorizes a 2023 BID assessment in support of the 2024 budget at the rate of \$2.00 per thousand dollars assessed value, subject to a minimum assessment of \$100 per assessable parcel and a maximum assessment of \$2,500 per assessable property owner located within the BID, as recommended by the concurrence of the BID Board.

Adopted: December 4, 2023

Council Member

Gregory E. Buckley, City Manager