



# CITY COUNCIL MEETING

Monday, May 04, 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, Katherine Dahlke, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, 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 Fire Captain Brandon Burke

B. Manitowoc County Executive Chairman Tyler Martell

C. Brenda Koprowski, Sister City Domažlice Liberation Day, May 5, 2026

D. **26-075** Proclamation Honoring Constance Locke for 50 Years at Connie's Diner

E. **26-076** Tracey Koach, American Legion Auxiliary, Proclamation Designating May 2026 as Poppy Month and May 22, 2026 as Poppy Day

**6. PUBLIC HEARING**

A. **26-077 Public Hearing for Amendment to the General Development Plan for 3000 Forest Avenue Planned Unit Development**

**Summary:** This is a Public Hearing and consideration of an amendment to the Planned Unit Development at 3000 Forest Avenue to allow for construction of two 3-story, 26-unit apartment buildings, representing the next phase of development on the former Hansen's Florist site and consistent with prior approvals and Plan Commission recommendations from its meeting on April 13, 2026.

**Recommended Action:**

Motion to approve the amendment as recommended by the Plan Commission

**7. INPUT FROM THE PUBLIC**

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

**8. COUNCIL COMMUNICATIONS**

Letters and other communications from residents

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

**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. 26-078 Presentation of Minutes**

1. City Council Work Session, April 27, 2026

**B. 26-079 Minutes of Meetings**

1. Police and Fire Commission, March 30, 2026
2. Explore Two Rivers Board of Directors, April 9, 2026
3. Business and Industrial Development Committee/  
Community Development Authority, April 28, 2026

**C. 26-080 Applications and Petitions**

1. Temporary Class "B" Beer and Class "B" Wine License for Friends of Two Rivers SnowFest for SnowFest Wine and Beer Walk event on Friday, May 8, 2026 in downtown Two Rivers
2. Temporary Class "B" Beer License for Friends of the Two Rivers Senior Center for Cork & Canvas event on Tuesday, July 14, 2026 at 1520 17th Street
3. Renewal of Class "B" Beer 6 month license for Two Rivers Polar Bears Baseball Club for period ending November 30, 2026

**D. 26-081 Summary of Verified Bills for March 2026 of \$5,359,556.65**

**E. 26-082 Proclamation Naming the Week of May 3 – 9, 2026 as National Travel and Tourism Week**

**F. 26-083 Proclamation Naming the Week of May 3 – 9, 2026 as National Drinking Water Week**

**G. 26-084 Proclamation Naming the Week of May 3 – 9, 2026 the 57th Annual Municipal Clerks Week**

**H. 26-085 Proclamation Naming the Week of May 10 – 16, 2026 as Police Week and May 15, 2026 as Peace Officer's Memorial Day**

**I. 26-086 Resolution Designating May 9, 2026 as International Migratory Bird Day**

**RECOMMENDED ACTION FOR CONSENT AGENDA**

**Motion to approve the Consent Agenda as presented**

**11. CITY COUNCIL - FORMAL ITEMS**

**A. 26-087 Easement Agreement with Kozlowski Family for Public Bicycle and Pedestrian Trail Access**

**Summary:** Council consideration of a Public Trail Easement Agreement with D & D Koz, LLC and Cory Koz Real Estate, LLC to allow for construction and long-term maintenance of a bicycle and pedestrian trail along the West Twin riverfront, including related site improvements and parking enhancements.

**Recommended Action:**

Motion to approve and authorize the City Staff to sign the agreement on behalf of the City

**B. 26-088 Contract with Pier Waterfront Solutions LLC for Paddlers Park Boat Launch in the Amount Not-to-Exceed \$27,373.60**

**Summary:** The City of Two Rivers is moving forward with updates to Paddlers Park, a \$60,000 project funded through a \$30,000 Wisconsin Coastal Management grant and \$30,000 in City capital funding that remains from FY25.

Proposed improvements include a new sidewalk along the shore, a concrete walkway to the kayak launch, a new concrete mattress boat launch, updated site signage, and new picnic tables.

Two sealed bids were received on April 27, 2026, with the most qualified bid from Pier Waterfront Solutions of Sturgeon Bay. The \$27,373.60 bid from Pier Waterfront Solutions for the boat launch work is within the project budget and helps advance continued investment in public access, recreation, and our waterfront.

This proposed project supports the City's strategic goal of enhancing quality of life and creating attractive, family-friendly amenities that help draw and retain young families while strengthening Two Rivers as a vibrant place to live, work, and play.

**Recommended Action:**

Motion to approve and authorize City Staff to sign the contract on behalf of the City

**C. 26-089 Award Contract 3-2026, Sanitary Sewer CIPP (Cured-in-Place Pipe) Lining, to the Low, Responsive Bidder Visu-Sewer LLC, for an Amount Not to Exceed \$759,000**

**Summary:** Cured-in-place pipe lining is a cost effective alternative to extend the life of our sanitary sewer system. The more costly alternative is to dig up the road and replace the aging infrastructure with new pipe, a common practice in reconstruction projects. The liner is inverted into the existing sanitary sewer pipe covering imperfections, cracks, open joints, delamination of pipe materials. Once cured, the liner is similar in nature to a PVC pipe inside the original host pipe and has the potential to extend the functional life of that sewer main by another 50 to 75 years.

Visu-Sewer is presently completing the City's 2025 CIPP Contract and DPW has had no outstanding issues with them.

**Recommended Action:**

Motion to award the contract to Visu-Sewer LLC of Pewaukee, based on its lowest qualified bid, for an amount not to exceed \$759,000

**12. CITY COUNCIL - DISCUSSION ITEMS**

**A. Discussion of Neshotah Pavilion Improvement**

**Summary:** City staff learned last week that the State of Wisconsin declined the City's \$255,000 grant request for this project, representing approximately 50% of total project costs. From the outset, the project was contingent on at least 50% funding from outside sources, including State grants and Room Tax contributions from tourists, to limit the impact on City taxpayers.

With that threshold no longer achievable this year, staff is recommending suspension of the larger renovation project and instead pursuing minimum Code-compliant upgrades to maintain safe, functional operations.

This item is presented for Council discussion and direction on next steps, including future funding opportunities and potential project scope.

**Recommended Action:**

This item is for information and discussion only

**13. CITY MANAGER'S REPORT**

**14. FOR INFORMATION ONLY**

- City Brand Ambassador Workshops at Lester Public Library, Friday, May 8, 2026, 10:00 AM and 2:00 PM
- City Council Regular Meeting, Monday, May 18, 2026, 6:00 PM
- City Council Work Session, Tuesday, May 26, 2026, 6:00 PM

**15. ADJOURNMENT**

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

*In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the City Clerk's office at 920-793-5526 or email [clerk@two-rivers.org](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.*



## Proclamation Honoring Constance “Connie” Marie Locke

**WHEREAS**, Constance “Connie” Marie Locke was born and raised in the City of Two Rivers, one of six children, and a proud graduate of Washington High School, Class of 1976; and

**WHEREAS**, from an early age, Connie demonstrated a strong sense of responsibility and family, stepping in to help raise her younger siblings when needed, reflecting the values of loyalty, resilience, and care that would define her life; and

**WHEREAS**, Connie married her husband, Dean Ferry, on September 15, 1979, building a lasting partnership rooted in love, humor, and shared experiences, from snowmobiling adventures in Crivitz to sunny trips to Mexico and Florida; and

**WHEREAS**, Connie devoted decades of her life to serving the Two Rivers community through her work at Phil Rohrer’s Lunch, beginning in 1974, where she became a familiar and welcoming presence to generations of residents; and

**WHEREAS**, in 2011, Connie took ownership of the diner, continuing its legacy as a beloved local institution when she reopened in February 2012, serving not just meals, but memories, friendships, and a true sense of community until its closing on October 15, 2025; and

**WHEREAS**, known for her strong work ethic and unmistakable personality, often described as stubborn, hardworking, sarcastic, loyal, and giving, Connie leaves behind a legacy defined by perseverance, including overcoming numerous health challenges with strength and determination; and

**WHEREAS**, Connie’s life has been filled with simple joys and lasting traditions, from collecting marbles in her youth, to enjoying music by Elvis Presley and the Oldies, to her well-known love of McDonald’s Diet Coke, chocolate, pizza, and time spent with her beloved dogs; and

**WHEREAS**, as Connie enters a well-earned retirement, she looks forward to enjoying life’s next chapter, including biking through Point Beach State Forest, traveling to visit family, embarking on a future Alaskan cruise, and exploring the iconic Route 66;

**NOW, THEREFORE, BE IT RESOLVED**, that I, Shannon Derby, Council Vice President of the City of Two Rivers, Wisconsin, do hereby recognize and honor Connie Locke for her lifelong contributions to the Two Rivers community, her unwavering dedication to hard work and family, and her role in shaping the character and spirit of our City.

**Presented this 3<sup>rd</sup> day of May, 2026.**

\_\_\_\_\_  
Shannon Derby, City Council Vice President

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



*A Community of Volunteers Serving Veterans, Military, and their Families*

## PROCLAMATION

### NAMING THE MONTH OF MAY 2026 AS POPPY MONTH AND MAY 22, 2026 AS POPPY DAY

**WHEREAS**, America is the land of freedom, preserved and protected willingly and freely by citizen soldiers and that millions who have answered the call to arms have died on the field of battle;

**WHEREAS**, a nation at peace must be reminded of the price of war and the debt owed to those who have died in war to bring peace;

**WHEREAS**, the red poppy has been designated as a symbol of sacrifice of lives in all wars since 1919;

**WHEREAS**, The American Legion Auxiliary has pledged to remind America annually of this debt through the distribution of the memorial flower in May;

**NOW THEREFORE**, the City Council of the City of Two Rivers in recognition of this event, do hereby proclaim the month of May 2026 as Poppy Month and May 22, 2026 as Poppy Day.

**Dated this 4<sup>th</sup> day of May, 2026**

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

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

CITY OF TWO RIVERS  
NOTICE OF PUBLIC HEARING

Re: Amendment to the General Development Plan for  
3000 Forest Avenue Planned Unit Development

PLEASE TAKE NOTICE that the City Council of the City of Two Rivers will hold a public hearing at 6:00 PM, Monday, May 4, 2026, in the Council Chambers, City Hall, to hear all interested parties regarding a proposed amendment to the Site Plan for 3000 Forest Avenue Planned Unit Development to construct (2) 3-story, 26-unit apartment buildings, submitted by Elite Builds, Inc.

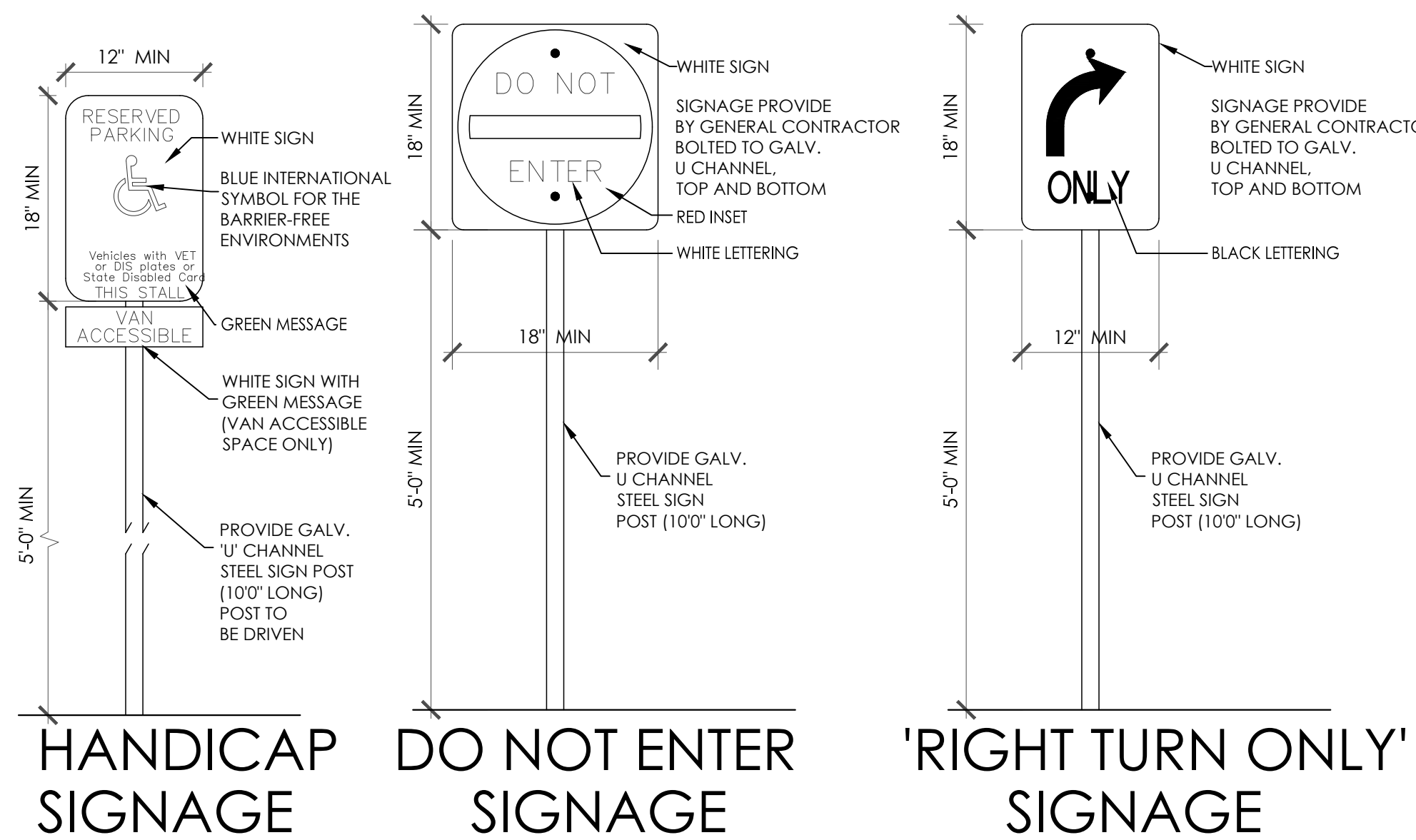
The subject properties are described as **LOT 2 CSM V34 P29**  
Additional information is available from the Inspections Department, City Hall.

Dated April 14, 2026.

(signed) Amanda Baryenbruch, City Clerk  
(signed) Adam Taylor, Zoning Administrator

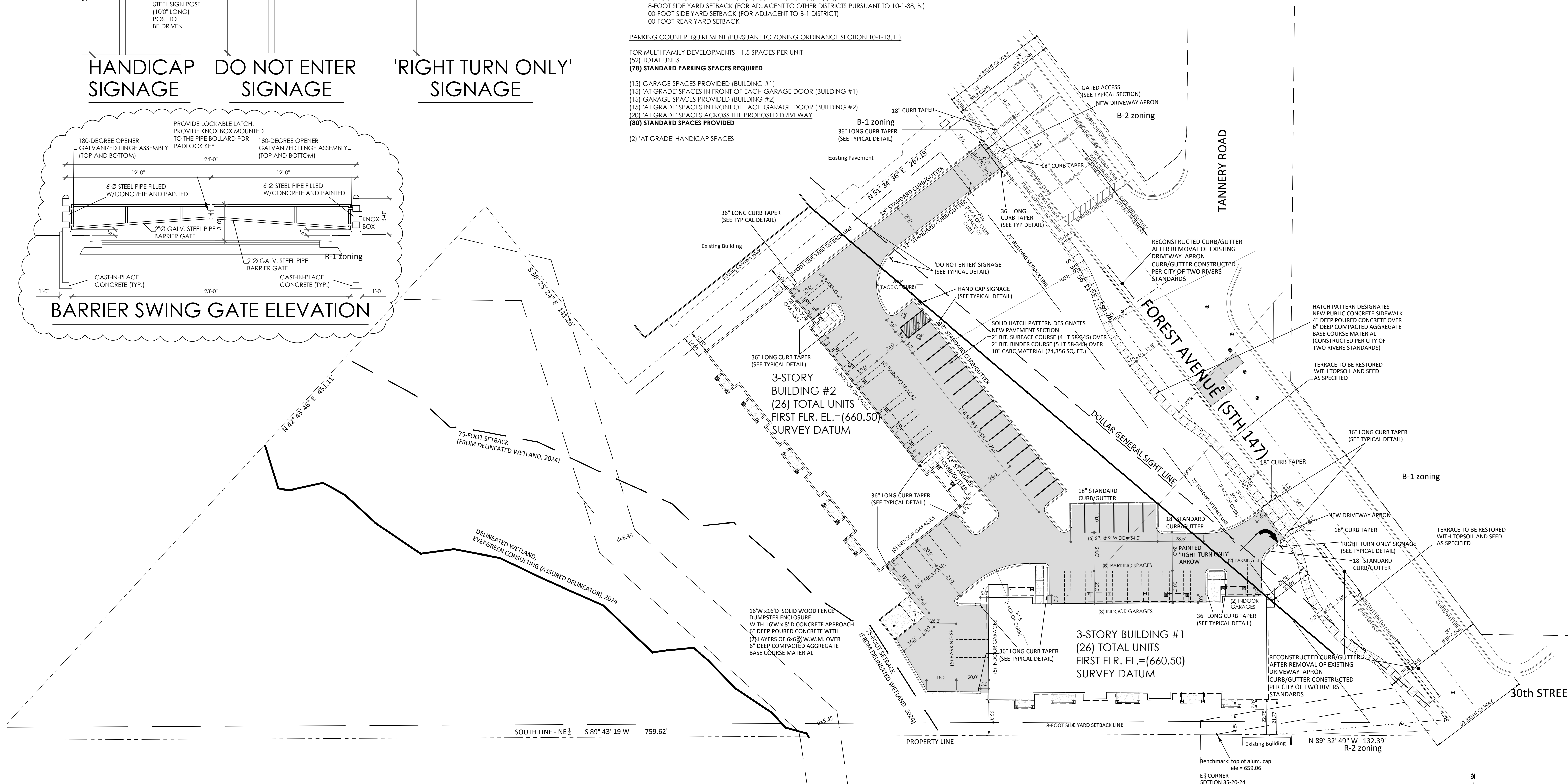
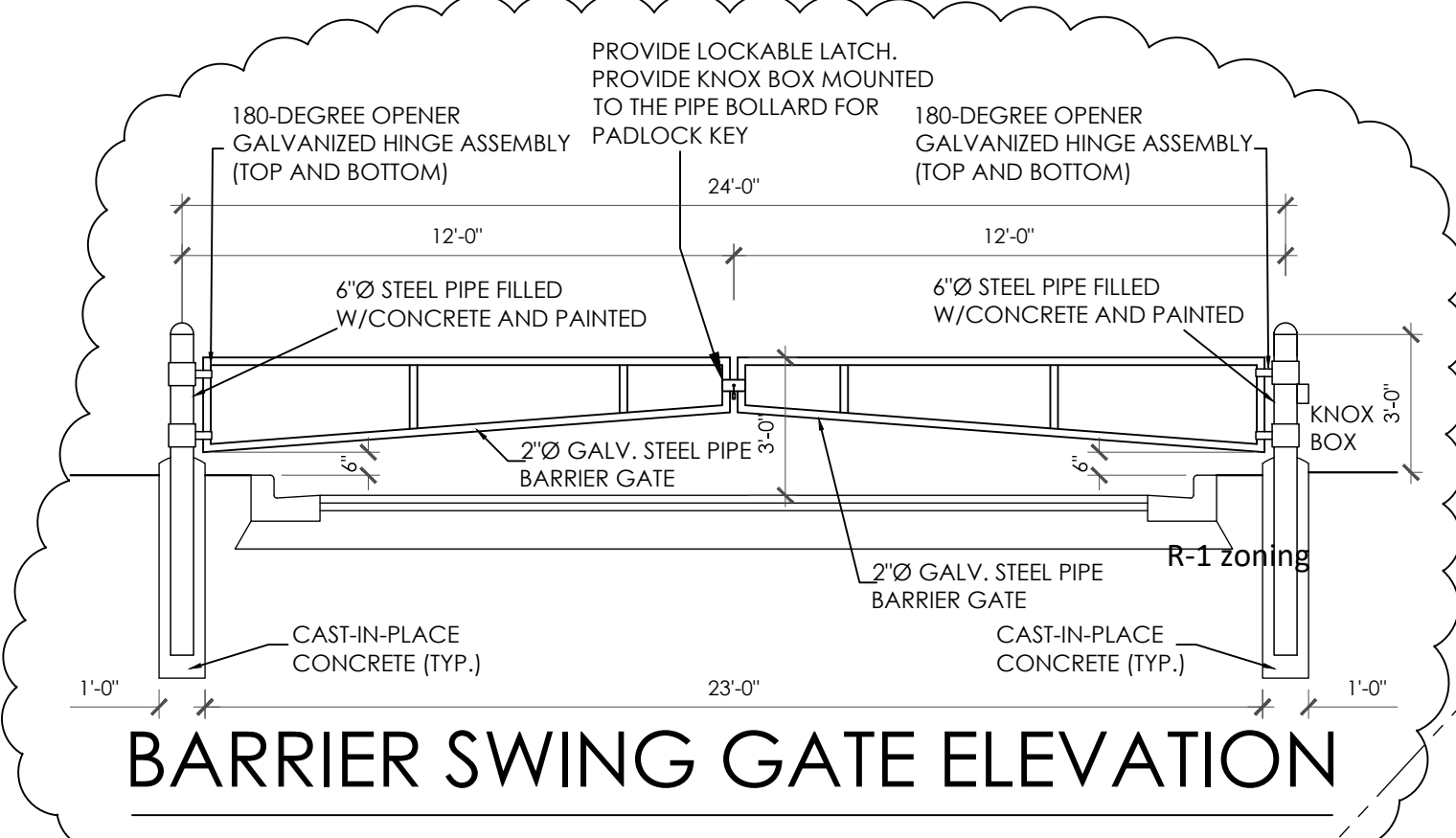
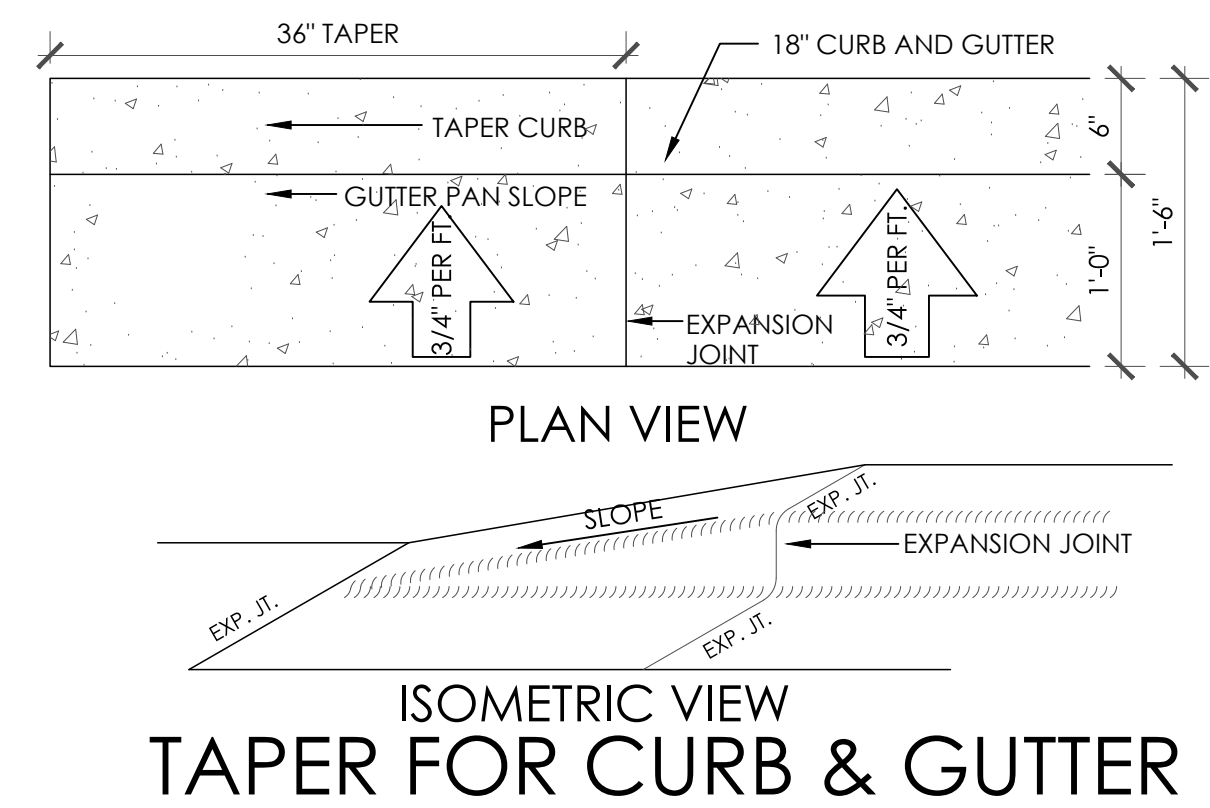
Published on the following dates:  
April 20<sup>th</sup> & 27<sup>th</sup>, 2026.

PUBLISHED BY AUTHORITY OF THE CITY COUNCIL  
OF THE CITY OF TWO RIVERS, WISCONSIN



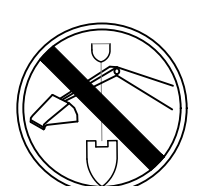
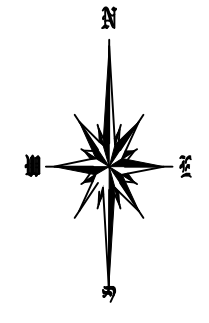
### SITE DATA

- LOT 2 - 192,933 SQUARE FEET (4.429 AC.)
- EXISTING PAVED PARKING LOT (TO BE REMOVED) = 4,500 SQUARE FEET
  - EXISTING BUILDING FOOTPRINT (TO BE REMOVED) = 4,100 SQUARE FEET
  - EXISTING CONCRETE SLAB (TO BE REMOVED) = 740 SQUARE FEET
  - PRE DEVELOPED IMPERVIOUS AREA = 9,340 SQUARE FEET
  - PROPOSED BUILDING #1 ROOF AREA (WITH OVERHANG) = 10,900 SQUARE FEET
  - PROPOSED BUILDING #2 ROOF AREA (WITH OVERHANG) = 10,900 SQUARE FEET
  - PROPOSED PAVEMENT AREA = 24,356 SQUARE FEET
  - POST DEVELOPED IMPERVIOUS AREA = 46,156 SQUARE FEET (36,816 SQ. FT. ADDITION)
  - TOTAL LAND DISTURBANCE = 97,000 SQUARE FEET (+/-) (2.23 AC.)
  - 23.9% PROPOSED LOT COVERAGE
- PARCEL CURRENTLY ZONED PUD (PLANNED UNIT DEVELOPMENT)
- SETBACK REQUIREMENTS:
- 25-FOOT FRONT YARD SETBACK (PURSUANT TO 10-1-38, A., (1))
  - 8-FOOT SIDE YARD SETBACK (FOR ADJACENT TO OTHER DISTRICTS PURSUANT TO 10-1-38, B.)
  - 00-FOOT SIDE YARD SETBACK (FOR ADJACENT TO B-1 DISTRICT)
  - 00-FOOT REAR YARD SETBACK
- PARKING COUNT REQUIREMENT (PURSUANT TO ZONING ORDINANCE SECTION 10-1-13, L.)
- FOR MULTI-FAMILY DEVELOPMENTS - 1.5 SPACES PER UNIT
- (52) TOTAL UNITS
- (78) STANDARD PARKING SPACES REQUIRED
- (15) GARAGE SPACES PROVIDED (BUILDING #1)
  - (15) 'AT GRADE' SPACES IN FRONT OF EACH GARAGE DOOR (BUILDING #1)
  - (15) GARAGE SPACES PROVIDED (BUILDING #2)
  - (15) 'AT GRADE' SPACES IN FRONT OF EACH GARAGE DOOR (BUILDING #2)
  - (20) 'AT GRADE' SPACES ACROSS THE PROPOSED DRIVEWAY
  - (60) STANDARD SPACES PROVIDED
  - (2) 'AT GRADE' HANDICAP SPACES



### SITE PLAN

1"=30'



CALL DIGGERS' HOTLINE  
1-800-242-8511

TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG.  
WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.

NO.	REVISIONS	DATE

Revision	Date
#1	11-22-24
#2	03-26-26
#3	11-07-24

**Issue Dates**

REVISION #1: 11-22-24  
CITY OF TWO RIVERS REVIEW COMMENTS DATED 11-07-24

REVISION #2: 03-26-26  
REVISED LANDSCAPE PLAN TO ELIMINATE ALL PROPOSED LANDSCAPING WITHIN SIGHT LINE

REVISION #3: 11-07-24  
REVISED LANDSCAPE PLAN TO ELIMINATE ALL PROPOSED LANDSCAPING WITHIN SIGHT LINE

**MULTI-FAMILY RESIDENTIAL DEVELOPMENT**  
**3000 FOREST AVENUE**  
**CITY OF TWO RIVERS, WISCONSIN**

**SHEET TITLE**

**DRAWN BY**

**CHECKED BY**

**DATE**  
10/22/2024

**PROJECT NO.**  
2023-15

**SHEET NO.**  
**C 3**

**JEB**  
SITE DESIGN AND ENGINEERING, LLC  
P.O. BOX 1027  
WISCONSIN 54668  
(920) 207-8977  
jeb@jebdesign1@gmail.com

# LANDSCAPE NOTES

## LANDSCAPE INSTALLATION:

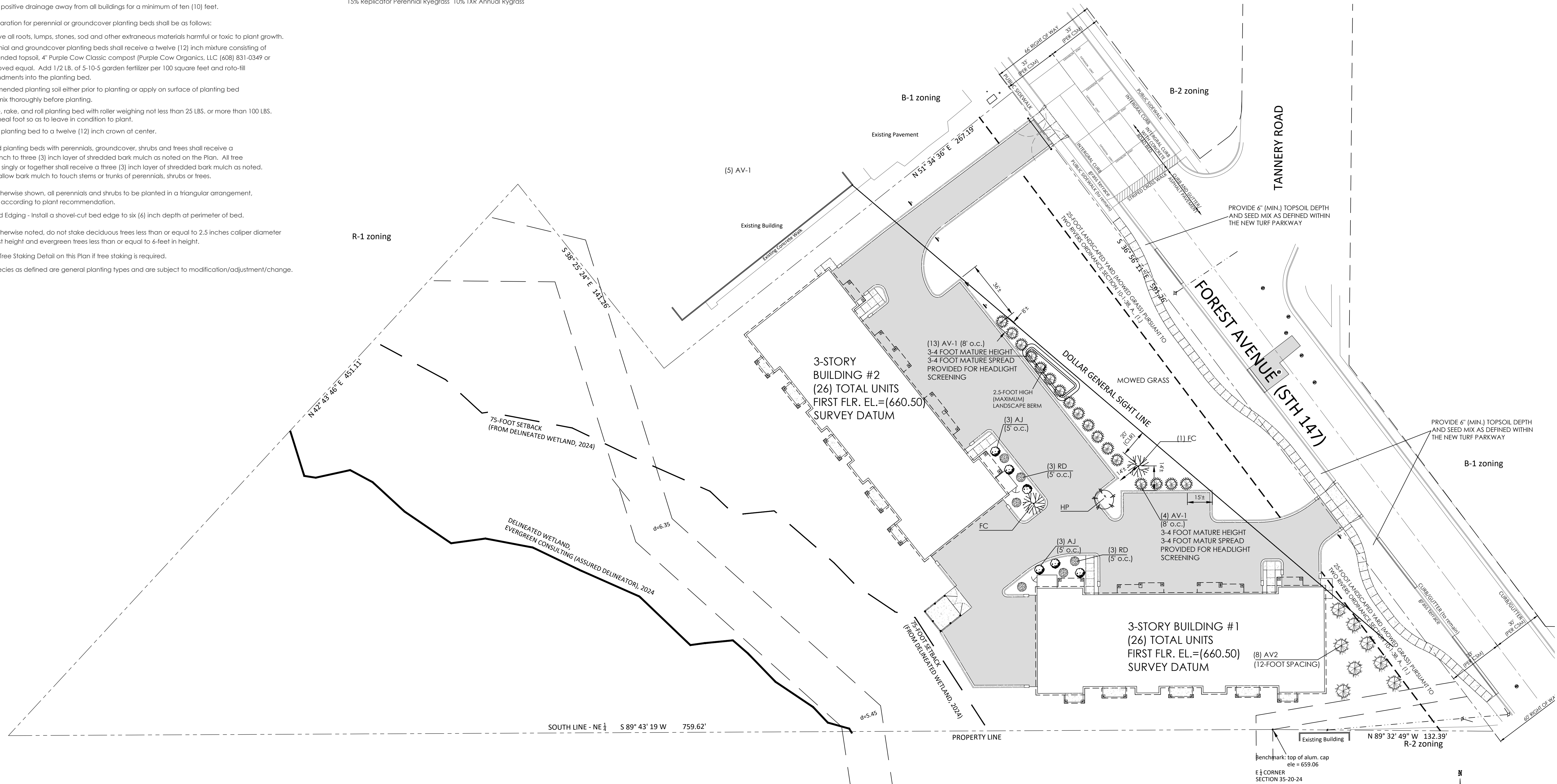
- All written dimensions supersede scaled dimensions.
- The Contractor shall verify location of all underground utilities and additional information prior to commencing construction.
- Rough grading and drainage construction is to be completed prior to Landscape Contractor's work. Verify all existing site and grading conditions prior to construction.
- All work shall be in conformance with all applicable local codes and ordinances.
- All areas disturbed by grading or site construction shall be fine graded, planted or seeded. See notes for specified seed mixes and installation procedures.
- Contractor shall verify plant quantities shown on the Plan and provide a list to the client identifying the species and size to be used throughout the project. The Owner's representative reserves the right to reject any substandard planting material. Rejected material shall be removed from the project site immediately.
- All turf grass areas shall receive a blended topsoil mix to a depth of six (6) inches. Contractor shall provide positive drainage away from all buildings for a minimum of ten (10) feet.
- Soil preparation for perennial or groundcover planting beds shall be as follows:
  - Remove all roots, lumps, stones, sod and other extraneous materials harmful or toxic to plant growth.
  - Perennial and groundcover planting beds shall receive a twelve (12) inch mixture consisting of 8" blended topsoil, 4" Purple Cow Classic compost (Purple Cow Organics, LLC (608) 831-0349 or approved equal. Add 1/2 LB. of 5-10-5 garden fertilizer per 100 square feet and roto-till amendments into the planting bed.
  - Mix amended planting soil either prior to planting or apply on surface of planting bed and mix thoroughly before planting.
  - Grade, rake, and roll planting bed with roller weighing not less than 25 LBS. or more than 100 LBS. per lineal foot so as to leave in condition to plant.
  - Grade planting bed to a twelve (12) inch crown at center.
- All mixed planting beds with perennials, groundcover, shrubs and trees shall receive a two (2) inch to three (3) inch layer of shredded bark mulch as noted on the Plan. All tree planted singly or together shall receive a three (3) inch layer of shredded bark mulch as noted. Do not allow bark mulch to touch stems or trunks of perennials, shrubs or trees.
- Unless otherwise shown, all perennials and shrubs to be planted in a triangular arrangement, spaced according to plant recommendation.
- Plant Bed Edging - Install a shovel-cut bed edge to six (6) inch depth at perimeter of bed.
- Unless otherwise noted, do not stake deciduous trees less than or equal to 2.5 inches caliper diameter at breast height and evergreen trees less than or equal to 6-feet in height.
- See the Tree Staking Detail on this Plan if tree staking is required.
- Plant species as defined are general planting types and are subject to modification/adjustment/change.

## SEED MIXES:

### SEEDING TURF FOR LAWN AREAS:

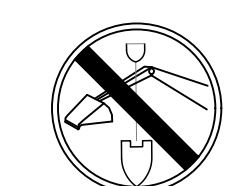
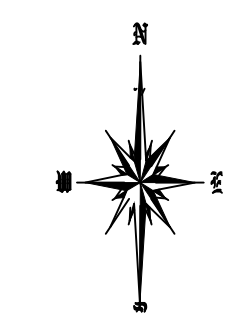
Sow at 5 lbs. / 1,000 sq. ft.  
 "Supreme Lawn Seed Mix"  
 Available from Reinders, Inc. (800) 785-3301, or approved equal  
 To be installed and maintained per supplier's specifications.  
 17% Mercury Kentucky Bluegrass 16% America Kentucky Bluegrass  
 17% SR 2100 Kentucky Bluegrass 25% Gamet Creeping Red Fescue  
 15% Replicator Perennial Ryegrass 10% TXR Annual Ryegrass

SYMBOL	MARK	QTY.	BOTANICAL NAME	COMMON NAME	PLANTED SIZE	MATURE SPREAD/CANOPY
	AV-1	17	THUJA OCCIDENTALIS	LITTLE GIANT ARBORVITAE	POTED	4 FOOT SPREAD (MAXIMUM)
	AV-2	8	THUJA PLICATA	GREEN GIANT ARBORVITAE	2" DIA.	15 FOOT SPREAD (MAXIMUM)
	FC	2	MALUS HYBRID 'PRAIRIEFIRE'	PRAIRIEFIRE FLOWERING CRABTREE	2" DIA.	20 FOOT CANOPY (MAXIMUM)
	HP	1	POPULUS X CANADENSIS	HYBRID POPLAR	2" DIA.	30 FOOT SPREAD (MAXIMUM)
	AJ	6	JUNIPERUS HORIZONTALIS 'PLUMOSA'	ANDORRA JUNIPER	12"-15"	6 FOOT SPREAD (MAXIMUM)
	RD	6	CORNUS SERICEA	ARTIC FIRE DOGWOOD	30"-36"	5 FOOT SPREAD (MAXIMUM)



## SITE LANDSCAPE PLAN

1"=30'



CALL DIGGERS' HOTLINE  
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 WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE  
 BEFORE YOU EXCAVATE.

NO.	REVISIONS	DATE

**J&B**  
 SITE DESIGN AND ENGINEERING, LLC  
 P.O. BOX 1047  
 WOODRUFF, WISCONSIN 54686  
 (920) 207-8977  
 jbsitedesign@gmail.com

## Issue Dates

Revision	Date
#1	11-22-24
CITY OF TWO RIVERS REVIEW COMMENTS DATED 11-07-24	
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REVISED LANDSCAPE PLAN TO ELIMINATE ALL PROPOSED LANDSCAPING WITHIN SIGHT LINE	

MULTI-FAMILY RESIDENTIAL DEVELOPMENT  
 3000 FOREST AVENUE  
 CITY OF TWO RIVERS, WISCONSIN

SHEET TITLE
DRAWN BY
CHECKED BY
DATE 10/22/2024
PROJECT NO. 2023-15
SHEET NO. <b>C 5</b>



**TWO RIVERS**  
WISCONSIN

# CITY COUNCIL WORK SESSION

Monday, April 27, 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 6:00PM.

**2. PLEDGE OF ALLEGIANCE**

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

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

**Also Present:** Parks and Recreation Director Mike Mathis, Public Works Director Matt Heckenlaible, Police Chief Ben Meinnert, Tech Manager Dave Dassey, 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. INPUT FROM THE PUBLIC**

Limited to 3 minutes per person - Resident addresses are requested but are not required to be given  
None.

**6. DISCUSSION ITEMS**

A. Presentation from Lakeshore Community Foundation on sustainable funding mechanisms for community programs for the purpose of reducing property tax contributions

Representatives from the Lakeshore Community Foundation presented the Council with several potential funding options for supporting community programs, including cemetery flowers and community band events. City staff are currently evaluating strategies to sustain these programs without reliance on property tax revenues or the general fund. The Council expressed general support for further exploration of these options and directed staff to continue pursuing this approach.

B. Public Works leaf collection methods and review of more sustainable alternatives

Public Works Director Matt Heckenlaible provided an overview of the City's current leaf collection processes, along with a review of alternative methods. Alternatives discussed included the use of a leaf-compacting device and a compostable bag collection system. Following discussion, the Council expressed a preference for maintaining the existing process,

with consideration given to reducing the current collection timeframe of approximately 8–10 weeks.

C. Appointments of Council Members to Various City Boards, Commissions, and Committees

After council discussion, council members will be on City boards, commissions and committees as follows:

- Advisory Recreation Board: Doug Brandt, Scott Stechmesser
- Board of Review: Doug Brandt, Bill LeClair, Scott Stechmesser
- Business and Industrial Development Committee/Community Development Authority: Doug Brandt, Katerine Dahlke
- Commission for Equal Opportunities in Housing: Shannon Derby, Tim Petri
- Committee On Aging: Mark Bittner
- Environmental Advisory Board: Shannon Derby, Darla LeClair
- Library Board: Shannon Derby
- Plan Commission: Adam Wachowski
- Room Tac Commission: Mark Bittner, Bill LeClair
- Two Rivers Main Street Board: Darla LeClair
  
- Personnel and Finance Committee: Mark Bittner, Scott Stechmesser, Adam Wachowski (Chair)
- Public Utilities Committee: Shannon Derby, Darla LeClair (Chair), Tim Petri
- Public Works Committee: Doug Brandt, Katherine Dahlke, Bill LeClair (Chair)

8. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn at 7:58 PM.

Motion made by Wachowski, seconded by Petri.

Motion carried with a voice vote. All in favor.

Respectfully submitted,



Valerie L. Vanderlinden  
Deputy City Clerk



**TWO RIVERS**  
WISCONSIN

# POLICE AND FIRE COMMISSION

Monday, March 30, 2026 at 4:00 PM

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

## MINUTES

**1. CALL TO ORDER**

The meeting was called to order at 4:13 PM

**2. ROLL CALL**

Commission Members: Mike Canty, Kris LaFond, Brad Yaggie (via phone)  
Absent: Sandy Rohrick, Jack Gadzala

**3. DEPARTMENT UPDATE**

None

**4. CLOSED SESSION**

The Police and Fire Commission reserves the right to enter into closed session per Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- A. Promotion or Hire of Fire Department Employee
- B. Staffing and Succession Planning

Motion carried with a roll call vote.

Motion made by Canty, seconded by LaFond to convene in closed session.  
Voting Yea: Canty, LaFond, Yaggie

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

Motion carried with a voice vote.

Motion made by Canty, seconded by LaFond to reconvene in open session.  
Voting Yea: Canty, LaFond, Yaggie

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

Motion carried with a voice vote.

Motion made by Canty, seconded by LaFond to approve hiring of Nolan Zarn to the position of Full-Time Firefighter / Paramedic  
Voting Yea: Canty, LaFond, Yaggie

**7. ADJOURNMENT**

Motion carried with a voice vote.

Motion made by Canty, seconded by LaFond to adjourn this meeting at 4:23 PM  
Voting Yea: Canty, LaFond, Yaggie

Section 10, Item B.



EXPLORE  
**TWO  
RIVERS**  
WISCONSIN

# EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Thursday, April 9th, 2026, at 9:00 a.m.

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

## MINUTES

### 1. CALL TO ORDER

2. **ROLL CALL:** The meeting was called to order at 8 a.m. by Joe Metzen, with the board chair, Michael Ditmer, attending remotely. Attendees included Curt Andrews, Amanda Latour, Erin Dembski, Melissa Nyssen and later Lyssa Schmidt and Cherry Barbier remotely Absent: Mike Mathis and Todd Nilson. Caitlyn Meola attended as staff. Kyle Kordell attended as a guest.

### 3. APPROVAL OF BOARD MEETING MINUTES

The board reviewed the minutes of the March 2026 meeting. A motion was made by Curt Andrews and seconded by Michael Ditmer to adopt the minutes. The motion carried after a discussion was opened and concluded.

### 4. TREASURER REPORT:

- **YTD 2026 Budget to Actual Report:** Board Treasurer Curt Andrews reported that the year-to-date revenue numbers showed a concerning trend, with the January room tax revenue of \$5773.00 was the lowest since 2021. The February room tax revenue indicated the revenue was almost half of what it was the previous year, running comparable to 2019 and 2020 numbers. As a result of this trend, the Room Tax Commission at their meeting in March adjusted the 2026 budget.
- **Review 2026 budget revisions made by Room Tax Commission at Q1 2026 meeting:** In response to the lower January room tax revenue, the Room Tax Commission proactively decided to adjust the forecast in both revenue and expenses. This conservative approach is intended to prevent a short fall in spending later in the year. The budget forecast was reduced from \$342,000 to \$324,000, based on 2023 total revenue. Expenses were reduced by \$30,700, bringing the total down from \$235,000 to \$204,400. Reductions included lowering the transfer from other funds by \$13,200. The expense reduction exercise was described as an effort to be fiscally minded, not an attempt to save their way to success, as the primary goal remains to drive more people to the area. The marketing plan remains largely intact, focusing on leveraging existing dollars and closely monitoring revenue tracking. The potential for new revenue from the RV camping room tax (see other) ordinance. This change in the ordinance is expected to produce a 10% increase to room tax revenue by the end of 2026.
- **Vote to adopt revised 2026 Budget as presented:** A motion was made by Erin Dembski and seconded by Melissa Nyssen to accept the new budget as outlined, noting that it could fluctuate again at the next meeting. After discussion, the motion carried for a roll call vote.
- Following that, a motion was made by Amanda LaTour and seconded by Melissa Nyssen to accept the Treasurer's Report was made and carried out. After discussion motion carried.

### 5. OLD BUSINESS

- **National Travel and Tourism Week Celebration**
  - i. **Review event floor plan:** The proposed layout includes round guest tables, attraction tables on the left, and food vendors for the "Taste of Two Rivers" on the right. A welcome

table at the event's entrance was recommended, and board member Amanda LaTour agreed to staff it. Staff and board members were encouraged to wear lanyards and perhaps dress in business casual attire.

- ii. **Set itinerary for the event with volunteer roles:** The event is scheduled from 5:30 to 7:00, with doors opening at 5:30. The event's theme is "I LOVE TR,". The presentation is set to begin at 6:00pm. Michael Ditmer, as the board president, agreed to deliver the welcome speech, which will be pre-scripted and focus on the "I LOVE TR" campaign. Kyle Cordell will also say a few short words. Caitlyn Meola is working on a short video presentation featuring 10 to 20-second clips of community members saying why they love Two Rivers, aiming for a 2-minute total video. Michael Ditmer offered to coordinate with Colt Peterson and help edit the video montage. Caitlyn Meola will give a general speech on Tourism before handing the microphone to Greg Buckley to announce the Community Advocacy Award. Ryan Short from Civic Brand will present for 15-20 minutes about Two River's brand revitalization. Michael Ditmer was asked to conclude the event after Ryan Short's presentation. It was requested that the board members for both Room Tax and Explore Board be introduced and recognized. Cleanup volunteers are needed, with Cherry Barbier confirming they can assist.
- iii. **Taste of TR** There is space for two more vendor tables. There was discussion about inviting new businesses like Bees Emporium Cafe and the new Mexican seafood place.
- iv. **Attendees** They are sitting at about 50 attendees, and the RSVP deadline is April 24th.

6. I LOVE TR

- **Assets**
  - i. **Metal heart signs** Amanda LaTour presented a sample metal yard stake banner, noting that the spray-painted version would cost about \$10, and a more durable powder-coated version would be about \$15. Feedback suggested making the heart on the design a little bigger for better visibility. The Board suggested a larger sign costing \$15, which could sell for \$20 or \$25 to make a small profit. Michael Ditmer agreed that a powder coat finishing is worth the cost. Curt Andrews explained that the size increase for the yard signs should be efficient for cutting on a sheet, suggesting an increase between 25% and 50% to avoid excessive waste. They confirmed that the current color is acceptable, and Joe Metzen will email the specific color specs. They also determined that the sign should have a single stake with a kick-out design for stability. The group decided to start with an initial production run of 50 yard signs. Joe Metzen suggested calculating the per-unit cost for 25 and 50 units to determine if there is a cost break. They noted that Two Rivers High School Production Shop typically closes around June 5th, so they will ask the vendor how fast they can implement production.
  - ii. **Apparel** Ericson's is moving ahead with apparel items to be ready for the May 7th event. Joe Metzen outlined a new approach to lessen the financial burden on the Explore budget by working with local vendors, like Ericson's, on design concepts, potentially including royalty for logo usage.
- **Community Workshops** The flyer for the community workshops, which is not the final polished version, has been shared on the Explore Facebook page and other pages, listing the event at the public library. The event will go live on the community calendar on April 13th, and promotional materials will be available at the May 7th event. Jeff will cover the bulk price for Ryan's book, which will be available and autographed for workshop attendees.

7. OTHER

- **Room Tax Potential:** An "aha moment" at the Room Tax Committee passes a recommendation to be sent to Two Rivers City Council to make an ordinance change that short-term RV overnights should potentially pay room tax, as 12 to 14 other municipalities in Wisconsin's do this. A draft ordinance was created for City Council review, with the next step being to put this on a future Room Tax Commission agenda for proper notice, tentatively aiming for the first meeting in May. This proposed room tax does not apply to ground-based tent camping or stays longer than 30 days.

- **Communication to New Tourism Director:** Joe Metzen confirmed that communications should be directed to Caitlyn via the generic tourism email. All files, including master folders on Google Docs and Common Drive with the city, will be accessible to Caitlyn starting the following Monday, April 13th. Joe Metzen expressed gratitude for the team's work on the transition.
  - **Presentation on the Financial Impact of Tourism:** Curt Andrews the chair of the Room Tax Commission presented to the City Council at their April 7<sup>th</sup> meeting on the financial impact of tourism, focusing on the revenue generated by hotel stays and short-term rentals. The presentation highlighted that 100% of the 49 businesses surveyed agreed that tourism impacts their business, and 61% said their business likely would not exist without tourism. In addition, sales tax distribution data indicates that the tourism season extends from May through October, demonstrating that it is longer than just the three summer months. The five hotels and 34 short-term rentals contribute over \$258,000 in property tax. The presentation clarified that 30% of the room tax collected goes back to the general fund, impacting taxes positively.
  - **Summary of Tourism's Economic Benefit and Community Role:** The total financial impact summarized was over \$1.2 million, with roughly \$645,000 going back to the community for general fund, events, and projects. Curt Andrews emphasized that tourism is vital and that if this money were not collected, taxes might increase by an additional 1%. They concluded that everyone in the community serves as a "brand ambassador" by promoting "I Heart Rivers" through positive interactions and shared stories.
  - **Successful Tourism Marketing Artifact and Partnership:** Joe Metzen provided an update on an article that was published in \*Lakeland Boating\* as a result of a meeting at Circle Wisconsin's Midwest Marketplace in 2025, focusing on the lakeshore and the marine sanctuary. Both Explore Two Rivers and Visit Manitowoc placed complementary advertisements in the article.
  - **Recognition and Farewell to Joe Metzen:** The board acknowledged that this was Joe Metzen's last board meeting as Tourism Director. He was thanked for his fantastic work in laying the groundwork for the organization during a period of transition. Joe Metzen expressed that the job was a privilege and an honor, and he is confident in handing the role to Caitlyn Meola.
8. **ADJOURNMENT** Meeting adjourned at 10:15am. Motion to adjourn made by Curt Andrews, second by Amanda LaTour. Motion carried.



**TWO RIVERS**  
WISCONSIN

# **BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE - COMMUNITY DEVELOPMENT AUTHORITY MEETING**

Tuesday, April 28, 2026 at 5:15 PM

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

## **MINUTES**

### **1. CALL TO ORDER**

The meeting was called to order at 5:15 PM.

BIDC Members-

Present: Betty Bitter, Tracey Koach, Keith Lyons, Greg Coenen, Doug Brandt

Absent: Thomas Christensen, Katherine Dahlke

CDA Members-

Present: Greg Coenen, Tracey Koach, Keith Lyons, Doug Brandt

Absent: Dan Wettstein

### **2. INVITED GUESTS - WEICHERT CORNERSTONE REALTY**

### **3. CDA BUSINESS**

A) Update on Construction Activity, Marketing Activity, and Lot Sales at Sandy Bay Highlands

B) Lot Sale Incentives and Pricing Strategies

Realtor Mark Gorden from Weichert Cornerstone discussed recent lot sales at Sandy Bay, which is seeing a slow spring 2026 for sales, similar to the larger market. As a way to encourage lot closings, the CDA reached consensus on a new pricing strategy to try:

Weichert Realty will have the flexibility and discretion to waive closing costs up to a maximum of \$1,500 if the realtor thinks the potential buyer is very close to deciding and waving closing costs would seal the deal. In addition, the CDA will allow a potential buyer of Sandy Bay lots to place only 10% as a downpayment as long as they start construction on their new house within 180 days of closing.

A motion for this new pricing strategy was made by Betty Bittner, seconded by Tracey Koach. All in favor.

### **4. BIDC BUSINESS**

A) Appraisals for 1429 and 1429B Wentker Court

City Staff reviewed recently completed appraisals for these properties, which are owned by the BIDC, not the City. After a discussion of the existing long-term tenants at these properties, the BIDC reached consensus to proceed with efforts to sell these and get the properties back on the property tax rolls.

A motion was made by Ketih Lyons, seconded by Doug Brandt, to authorize the City and Community Development Director to proceed with negotiations to sell both properties at the appraised rate with 100% of the proceeds intended for a future BIDC small business or industrial incubator space. All in favor.

B) Updates to Funding Requests:

- i) Cool City Motel
- ii) Malley Printing
- iii) Renee's Popcorn
- iv) U.S. Bank

City Staff reviewed upcoming expansion projects of local businesses seeking support from the BIDC Revolving Loan Fund (RLF). Staff is working with WEDC for qualified tax credits and RLF loan application requests. Some of these requests are more appropriate than others for RLF support based on the job creation requirements and RLF being a secondary lending source, not a primary lending source.

The BIDC reached consensus that the job creation requirement shall be for every 1 full-time-equivalent position created in the City of Two Rivers, an applicant shall be eligible for \$20,000 in RFL lending support.

C) Review of Hamilton Visioning Process Progress

Community Development Director Sachse distributed a concept map showing the consensus of multiple resident engagement sessions the City has coordinated in the first part of 2026. The concept map includes a 75-foot water access setback for future public use of a riverwalk trail and dockage north of the 17th Street Bridge. The property has now been rezoned to B-1, requiring a zero-setback requirement. Soil sampling of this property is expected by the end of May 2026. BIDC gave caution to Staff not to overpromise redevelopment efforts here and make sure the public understands the community vision that is being developed is conceptual only for the purpose of refining future development concepts from the private sector.

**5. ADJOURNMENT**

Motion to adjourn at 7:38 PM made by Tracey Koach, seconded by Keith Lyons. All in favor.

Respectfully submitted,  
City Manager Kyle Kordell

Municipality  
City of Two Rivers

Form  
AB-220

**Temporary Alcohol Beverage License**

License(s) Requested	Fees	
	<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees
Background Check		\$ 0.00
<b>Total Fees</b>		<b>\$ 10.00</b>

**Part A: Organization Information**

1. Organization Name  
*Friends of Two Rivers Snowfest*

2. Organization Permanent Address  
*1603 Washington St.*

3. City  
*Two Rivers*

4. State  
*WI*

5. Zip Code  
*54241*

6. Mailing Address (if different from permanent address)

7. FEIN

8. Date of Organization/Incorporation  
*2018*

9. State of Organization/Incorporation  
*Wisconsin*

10. Phone  
*920-973-0362*

11. Email  
*two.rivers.snowfest@gmail.com*

12. Organization type (check one)  
 Bona Fide Club       Church       Fair Association/Agricultural Society       Veteran's Organization  
 Lodge/Society       Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit? .....  Yes  No

14. Wisconsin Seller's Permit Number (if applicable)

**Part B: Individual Information**

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.  
Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
<i>Gretz</i>	<i>Ann ✓</i>	<i>President</i>	<i>920-973-0362</i>
<i>Kouba</i>	<i>JoAnne ✓</i>	<i>Treasurer</i>	<i>920-323-9838</i>
<del><i>Beck</i></del> <i>Weinberger</i>	<i>Vicki ✓</i>	<i>Treasurer</i>	<i>920-684-0964</i>
<i>Stewart</i>	<i>Amanda ✓</i>	<i>Vice President</i>	<i>920-901-8104</i>
<del><i>Trudy</i></del> <i>Leckie</i>	<i>Trudy ✓</i>	<i>Secretary</i>	<i>920-242-3379</i>
<i>Gretz</i>	<i>Becky ✓</i>	<i>Secretary</i>	<i>920-973-0629</i>

*Continued →*

Part C: Event Information			
1. Name of Event (if applicable) <i>Snowfest Wine &amp; Beer Walk 2026</i>			
2. Dates of Operation <del>Friday, May 8, 2026</del> <i>Friday, May 8, 2026</i>		3. Hours of Operation <i>4:30-9:00 PM</i>	
4. Premises Address <i>1603 Washington St.</i>			
5. City <i>Two Rivers</i>		6. State <i>WI</i>	7. Zip Code <i>54241</i>
8. County <i>Manitowoc</i>	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village <i>of: Two Rivers</i>		10. Aldermanic District
11. Organizer of Event (if not the named applicant) <i>Ane Grete</i>		12. Email and/or Phone Number for Organizer of Event <i>920-873-0362</i>	
13. Organizer Website <i>trsnowfest.org</i>		14. Event Website <i>trsnowfest.org</i>	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  <i>see attached</i>			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
<b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name <i>Grete</i>	First Name <i>Ane</i>	M.I. <i>L</i>	
Title <i>President</i>	Email <i>angrete@hotmail.com</i>	Phone <i>920-873-0362</i>	
Signature <i>[Signature]</i>		Date <i>4/8/2026</i>	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk <i>04/16/2026</i>	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

## Two Rivers SnowFest Wine & Beer Walk 2026

The walk will start at 5:00pm with registration and sign in at Central Park. ID's will be checked and wristbands issued. Participants will be given a copy of our Wine?Beer Walk booklet and a special glass. They will then proceed to each of our 11 participating businesses. The walk will end at 8:30pm.

Stops on the SnowFest Wine/Beer Walk to take place on Friday, May 8, 2026:

\*Weichert, Realtors Cornerstone 1603 Washington St

\*Dice Goblin Hobbies 1615 Washington St

Ken's Place 1822 Adams St

Cool City Brewing Company 1718 Park St

\*Bee's Emporium & Cafe 1606 Washinton St

\*NEW Conservatives 1308 Washington St

Kurtz's Pub & Deli 1410 Washington St

Violet Inn 1415 16<sup>th</sup> St

Heroes Venture Arcade 2022 Washington St

\*License application attached

Part B: Individual Information

Brewer, Ann - NEW Conservatives, Vice president 920-905-6850

Kouba, JoAnne - CornerStone Real Estate LLC DBA Weichert, Realtors CornerStone, Owner  
920-323-9838

Ottesen, Brandi - Gaia's Moon & Sun Apothecary DBA Bee's Emporium & Cafe, Owner  
920-657-1118

Snyder, Julia – Trevor B. Snyder DBA Dice Goblin Hobbies, Partner/Owner 920-664-1216

Part C: Event Information (#4-7)

NEW Conservatives 1308 Washington St, Two Rivers, WI 54241

Weichert, Realtors Corner Stone 1603 Washington St, Two Rivers, WI 54241

Bee's Emporium & Cafe 1606 Washington St, Two Rivers, WI 54241

Dice Goblin Hobbies 1615 Washington St, Two Rivers, WI 54241

Form  
AB-101

# Alcohol Beverage Appointment of Agent

Date 4/8/2026

**Agent Type** (check one)

- Original (no fee)
- Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (Individual name if sole proprietor)

Two Rivers Snow Festival

2. Business Trade Name or DBA

Friends of Two Rivers SnowFest

3. Entity Type (check one)

- Limited Liability Company
- Corporation
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- Municipal Retail License
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

**Part B: Agent Information**

1. Last Name

Gmetz

2. First Name

Ann

3. M.I.

L

4. Email

angretz@hotmail.com

5. Phone

920-973-0362

6. Home Address

1215 School St.

7. City

Two Rivers

8. State

WI

9. Zip Code

54241

10. Age

69

11. Drivers License/State ID Number

[Redacted]

12. Drivers License/State ID State of Issuance

WI

**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? .....  Yes  No  
Submit proof of completion.


2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? .....  Yes  No  
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? .....  Yes  No  
See instructions for exceptions.

Continued →


**Part D: Business Attestation**

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

Last Name <i>Gretz</i>	First Name <i>Ann</i>	M.I. <i>L</i>
Title <i>President of Friends of Ten Rivers Inn at East</i>	Email <i>angretz@hotmail.com</i>	Phone <i>920-973-0362</i>
Signature 		Date <i>4/8/2026</i>

**Part E: Agent Attestation**

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

Last Name <i>Gretz</i>	First Name <i>Ann</i>	M.I. <i>L</i>
Signature 		Date <i>4/8/2026</i>



**TWO  
RIVERS**  
WISCONSIN

**CITY CLERK**

1717 E. Park Street  
P.O. BOX 87

Two Rivers, WI 54241-0087

**NOTE:**

**THIS FORM IS 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

Friends of Two Rivers Snowfest  
Organization

  
Signature

Aae C. Gretz  
Printed Name

4/8/2026  
Date

Municipality  
CITY OF TWO RIVERS

Form  
AB-220

Temporary Alcohol Beverage License

License(s) Requested	Fees	
	<input type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees
	Background Check	\$
	<b>Total Fees</b>	<b>\$ 10.00</b>

**Part A: Organization Information**

1. Organization Name, Friends of the Two Rivers Senior Center.

2. Organization Permanent Address  
1520 17th Street

3. City Two Rivers

4. State WI

5. Zip Code 54241

6. Mailing Address (if different from permanent address)

7. FEIN 20-8157672

8. Date of Organization/Incorporation 9/13/07

9. State of Organization/Incorporation WISCONSIN

10. Phone 920-793-5596

11. Email megoco@two-rivers.org

12. Organization type (check one)  
 Bona Fide Club   
  Church   
  Fair Association/Agricultural Society   
  Veteran's Organization  
 Lodge/Society   
 Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.

13. Is this organization required to hold a Wisconsin Seller's permit?  Yes  No

14. Wisconsin Seller's Permit Number (if applicable)  
456-6000554400-02

**Part B: Individual Information**

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.  
Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Baukrecht,	Sharon	President	920-819-9052
Klein	Jan	Vice President	920-323-4986
Kadow	Ruth	Secretary	920-901-5985
Plansky	Ann	Financial Secretary	920-323-5027
Schmidt	Cindy	Treasurer	920-901-7449

Continued →

Part C: Event Information			
1. Name of Event (if applicable) <b>Cork + Canvas</b>			
2. Dates of Operation <b>JULY 14, 2024</b>		3. Hours of Operation <b>5:00</b>	
4. Premises Address <b>1520 17th St.</b>			
5. City <b>Two Rivers</b>		6. State <b>WI</b>	7. Zip Code <b>54241</b>
8. County <b>Manitowoc</b>	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <b>Two Rivers</b>		10. Aldermanic District
11. Organizer of Event (if not the named applicant) <b>Friends of the Two Rivers Senior Center</b>		12. Email and/or Phone Number for Organizer of Event <b>megoco@two-rivers.org</b>	
13. Organizer Website		14. Event Website	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  <b>Senior Center rooms including the Behringer and S.C. offices.</b>			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
<p><b>READ CAREFULLY BEFORE SIGNING:</b> Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.</p>			
Last Name <b>Bauknecht</b>		First Name <b>Sharon</b>	M.I.
Title <b>President</b>	Email		Phone <b>920-819-9052</b>
Signature <b>Bauknecht</b>		Date <b>4-13-26</b>	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk <b>04/20/2026</b>	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

Form  
AB-101

# Alcohol Beverage Appointment of Agent

Date

**Agent Type (check one)**

Original (no fee)       Successor (\$10 fee for municipal licensees only)

**Part A: Business Information**

1. Legal Business Name (individual name if sole proprietor)  
Friends of the Two Rivers Senior Center

2. Business Trade Name or DBA  
Friends of the Two Rivers Senior Center

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

4. Alcohol Beverage Business Authorization (check one)  
 Municipal Retail License       State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

**Part B: Agent Information**

1. Last Name: O'Connor      2. First Name: Megan      3. M.I.: E

4. Email: megoco@two-rivers.org      5. Phone: 920-793-5597

6. Home Address: 1713 24th Street

7. City: Two Rivers      8. State: WI      9. Zip Code: 54241      10. Age: 39

11. Drivers License/State ID Number: [REDACTED]      12. Drivers License/State ID State of Issuance: WISCONSIN

**Part C: Agent Questions**

1. Have you satisfied the responsible beverage server training requirement? .....  Yes     No  
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? .....  Yes     No  
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? .....  Yes     No  
See instructions for exceptions.

Continued →


**Part D: Business Attestation**

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

Last Name		First Name		M.I.
Title	Email		Phone	
Signature			Date	

**Part E: Agent Attestation**

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

Last Name <i>O'Connor</i>		First Name <i>Megan</i>		M.I. <i>E</i>
Signature 			Date <i>3/26/26</i>	



**TWO  
RIVERS**  
WISCONSIN

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

**NOTE:**

**THIS FORM IS 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

Friends of the Two Rivers Senior Center  
Organization

[Handwritten Signature]  
Signature

Megan O'Connor  
Printed Name

3/26/26  
Date

# Alcohol Beverage Server Course Information

<https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>

## Alcohol Seller/Server

While the following Responsible Beverage Server training courses have been approved for certification in the state, the Wisconsin Department of Revenue does not endorse nor administer any of these programs. **Any issues you have concerning registration, student certification, fees, certificates, etc., must be directed to the individual vendor for resolution. Persons seeking how to become an approved course provider, see our [common questions](#).**

### Classroom instruction providers:

- Wisconsin Technical Colleges
- RBSLearn.com
- Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course
- ServSafe Alcohol (WRAEF/NRAEF)
- TIPS

### Online instruction providers:

- Affordable Alcohol Training dba LIQUORexam.com
- EduClasses.org
- Learn2Serve
- My Food & Bev Training
- Rserve.com (Professional Server Certification Corporation)
- ServerLicense.com
- Serving Alcohol Inc. - Wisconsin Alcohol Seller/Server Course
- ServSafe Alcohol (WRAEF/NRAEF)
- TIPS ("eTIPS On Premise" only)
- Wisconsin-Bartending.com

**NOTICE OF APPLICATIONS FOR LICENSE  
CITY OF TWO RIVERS**

Section 10, Item C.

Please take notice that the following application has been received and is on file in the office of the CITY CLERK of the CITY OF TWO RIVERS for fermented malt beverage for a six month period, the 5<sup>th</sup> day of May, 2026 to the 30<sup>th</sup> day of November, 2026. Publication is being made in accordance with 125.04(3)(g) of the Wisconsin Statutes. The applicants will be considered for approval at the City Council meeting on May 4, 2026

**Class "B" Beer**

Two Rivers Polar Bears Baseball Club, 2201 Polk St – Andrew Lorrigan, Agent

Dated this 29<sup>th</sup> Day of April, 2026.

Amanda Baryenbruch, City Clerk

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Published in the Herald Times Reporter on May 4-6, 2026

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/25/2026	141189	Diamond Tours	Trip 09/01-09/05 Mackinac Island - Sr Ce	250-55150-3900	2173439-1	510.00-
Total 141189:						510.00-
03/12/2026	142176	Brull, Sue	Late Lottery Credit Refund	100-16000	8894	179.33-
Total 142176:						179.33-
03/25/2026	142324	Maritime Ford	Heat not working in A5-FD	100-52300-2410	318102-4036	315.30-
Total 142324:						315.30-
03/04/2026	142490	Employee Benefits Corp	BESTFlex Premium / Renewal Fee - Nov	500-51510-2900	5156383	275.00-
Total 142490:						275.00-
03/05/2026	142706	Accurate Appraisal LLC	March 2026 Services	100-51530-2130	6063	5,350.00
Total 142706:						5,350.00
03/05/2026	142707	Aflac Business Services	January 2026 Premiums	100-21590	625993	2,092.06
03/05/2026	142707	Aflac Business Services	Feb 2026 Premiums	100-21590	955344	2,097.28
Total 142707:						4,189.34
03/05/2026	142708	All In Technology LLC	WatchGuard T45 Firewall w/ Total Securit	670-59930-2900	5150	249.00
Total 142708:						249.00
03/05/2026	142709	Amazon Business - Debit Memo	Supplies	455-52200-3900	17P1-FH3P-GJTT	607.11
Total 142709:						607.11
03/05/2026	142710	AnSer Services	Base Rate for March 2026-Elec	650-59665-2900	6502-030126	289.00
Total 142710:						289.00
03/05/2026	142711	Aurora Medical Group	Drug Screen & Return to work	100-53200-2900	1908357	386.00
Total 142711:						386.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/05/2026	142712	Ball Auto & Truck Parts Inc	Charger	690-59820-3900	400950	37.99
Total 142712:						37.99
03/05/2026	142713	Border States Industries Inc	Foam Sealant - Misbilled on Inv #930487	660-59588-3900	932043623	269.24
Total 142713:						269.24
03/05/2026	142714	Buelow Vetter Buikema Olson & Vliet LL	Labor Attorney	100-51410-2130	STATEMENT DATE 3/3/20	972.00
Total 142714:						972.00
03/05/2026	142715	Center Point Large Print	Alp	280-55111-3430	2231579	151.62
Total 142715:						151.62
03/05/2026	142716	Chamber of Manitowoc County	ANNUAL DUES	100-51100-3210	12017276	470.00
Total 142716:						470.00
03/05/2026	142717	Cintas Corp	Services - Water/Light	100-51600-3500	4260723739	111.00
03/05/2026	142717	Cintas Corp	Supplies	100-51600-3500	4261425614	111.00
Total 142717:						222.00
03/05/2026	142718	Cool City Cleaners Inc	Mop & Towel Cleaning	690-59820-2900	7102	56.00
Total 142718:						56.00
03/05/2026	142719	Delta Dental of Wisconsin	Vision & Dental Insurance Premiums Mar	100-21532	2511282	6,042.85
Total 142719:						6,042.85
03/05/2026	142720	Employee Benefits Corp	BESTFlex Premium / Renewal Fee - Nov	500-51510-2900	5156383-1	275.00
Total 142720:						275.00
03/05/2026	142721	Gates, Debra	Snack for Senior Center	806-52100-2110	REIMBURSEMENT - 2/25/	22.15
Total 142721:						22.15

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/05/2026	142722	Info USA Marketing Inc	ANF	280-55111-3400	10004390016	451.00
Total 142722:						451.00
03/05/2026	142723	James Imaging Systems Inc.	Contract R14490-MPS-02/28/26 to 3/28/	660-59921-3900	1667209	331.40
Total 142723:						331.40
03/05/2026	142724	James Leasing LLC	Contract JL-171-01 Coverage 2/24/2026	100-53200-5310	26002	2,499.28
Total 142724:						2,499.28
03/05/2026	142725	Klein's Hardware Hank	Keys - Ed	690-59820-3900	98321	1.99
03/05/2026	142725	Klein's Hardware Hank	Supplies - Water	650-59643-3900	97954	10.99
Total 142725:						12.98
03/05/2026	142726	KONE	Yearly No Load Test/Maintenance - Elect	660-59598-2900	921800826	2,417.64
Total 142726:						2,417.64
03/05/2026	142727	Leak Locators of Montana LLC	PO 51207 Leak Detection Equipment -	650-19345	2008	27,637.00
Total 142727:						27,637.00
03/05/2026	142728	Mammoth Construction LLC	2024 Lateral Replacement - Final Payme	690-19107	CONTRACT 2-2024 FINAL	139,124.03
Total 142728:						139,124.03
03/05/2026	142729	Manitowoc Disposal Inc	Refuse - 2/15/2026 to 2/28/2026	640-53620-2900	2/15/2026 TO 2/28/2026	18,485.89
Total 142729:						18,485.89
03/05/2026	142730	Manitowoc Engraving Inc	Window Envelopes	100-51510-3100	33190	359.00
Total 142730:						359.00
03/05/2026	142731	Manitowoc Public Utilities	Electric Service - 2124 Woodland Drive	690-59820-2210	1-22-2026 READING	36.84
Total 142731:						36.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/05/2026	142732	Menards - Manitowoc 3141	Supplies - wtr	650-59643-3900	67212	481.64
Total 142732:						481.64
03/05/2026	142733	Miller Implement Co Inc	Filter	100-16120	263655	1,039.88
03/05/2026	142733	Miller Implement Co Inc	Filter	100-16120	263884	163.48
03/05/2026	142733	Miller Implement Co Inc	Filter	100-16120	264350	94.33
Total 142733:						1,297.69
03/05/2026	142734	Miner, Ltd	Account #1-539-1201-7982	417-56700-8170	5310794924	426.77
Total 142734:						426.77
03/05/2026	142735	Minnesota Life Insurance Co	Life Insurance Premiums March 2026	100-21531	MARCH 2026	4,082.58
Total 142735:						4,082.58
03/05/2026	142736	North Central Laboratories	Lab Supplies	690-59820-3900	532094	2,171.25
Total 142736:						2,171.25
03/05/2026	142737	Northern Lake Service Inc	PFAS Testing	690-59820-2900	2602788	2,405.00
Total 142737:						2,405.00
03/05/2026	142738	On Wisconsin Outdoors	Print Ads	258-56700-2910	2966	810.00
Total 142738:						810.00
03/05/2026	142739	Packer City Intl Trucks Inc.	Balance Due 2025 International	457-53300-8100	404846-2	132,081.00
Total 142739:						132,081.00
03/05/2026	142740	Payment Service Network	Services 2/1/2026 to 2/28/2026	690-59840-3900	322202	7.95
Total 142740:						7.95
03/05/2026	142741	Renegade Pest Management	Monthly Pest Service - City Hall	100-51600-3500	17206	70.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142741:						70.00
03/05/2026	142742	Schroder, Kraig	Refund of amounts written off to tax roll	100-16000	REFUND	146.00
Total 142742:						146.00
03/05/2026	142743	Shawn Williams Creative-Social Media	Social Media & Moderation Strategy Mee	258-56700-2100	FEBRUARY 2026	800.00
Total 142743:						800.00
03/05/2026	142744	Suettinger's Keys LLC	Key Cutting - Ed	690-59820-3900	124533	15.06
Total 142744:						15.06
03/05/2026	142745	TAPCO	Load Sweitches For Signals	100-16120	1819485	176.59
Total 142745:						176.59
03/05/2026	142746	TargetSolutions Learning LLC	Membership & Maintenance Fee - 3/31/2	270-52300-2100	INV136803	3,323.24
Total 142746:						3,323.24
03/05/2026	142747	Two Rivers Automotive Inc.	Diesel Exhaust Fluid	100-52210-2410	546358	49.95
Total 142747:						49.95
03/05/2026	142748	Vorpahl Fire & Safety	Alarm Service / Reapir & Labor	100-52200-2900	215417231	148.50
Total 142748:						148.50
03/05/2026	142749	WCA/Group Health Trust	Health Insurance Premiums March 2026	100-16300	0019361223	219,122.64
Total 142749:						219,122.64
03/05/2026	142750	Wisconsin Public Service	1401 Lake Street	660-49390	0401271669-35 / 2-24-26	12,339.09
03/05/2026	142750	Wisconsin Public Service	City Hall	100-51600-2220	0401271669-24 / 2-24-202	2,412.19
03/05/2026	142750	Wisconsin Public Service	Fire Dept	100-52200-2220	0401271669-03 / 2-19-202	2,143.04
03/05/2026	142750	Wisconsin Public Service	Bridge Building	100-53341-2220	0401271669-30 / 2-26-202	172.62
03/05/2026	142750	Wisconsin Public Service	1403 LAKE STREET - GENERATOR	660-59588-2220	0401271669-38;2/26	16.21
03/05/2026	142750	Wisconsin Public Service	1916 Columbus St - Electric	660-59588-2220	0401271669-10;2/26	505.40

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142750:						17,588.55
03/05/2026	142751	Wisconsin Retirement System	2026 Contributions-January	100-21520	JANUARY 2026	150,684.32
Total 142751:						150,684.32
03/05/2026	142752	Zoro Tools Inc.	Grease - Wtr	650-59643-3900	INV18443794	196.68
Total 142752:						196.68
03/12/2026	142753	4 K'S PEST CONTROL LLC	General Pest Control - Sr. Center	100-54150-2900	02252026	55.00
Total 142753:						55.00
03/12/2026	142754	ADRC of the Lakeshore	Reimburse ADRC for February 2026 Con	250-23150	02282026	531.50
Total 142754:						531.50
03/12/2026	142755	Airgas USA LLC	Cylinder Rental - WWTP	690-59833-2900	5522651276	485.80
Total 142755:						485.80
03/12/2026	142756	Associated Bank-Debit Memo	GO Promissory Notes / BF Confirm #300	300-58100-6210	BFCNF3009/07082019-0	2,852,096.67
Total 142756:						2,852,096.67
03/12/2026	142757	BERGSTROM CHEVROLET OF GREEN	Vehicle#334-Maintenance (MPVI/Retorq	461-52100-8150	2089383	175.00
03/12/2026	142757	BERGSTROM CHEVROLET OF GREEN	Maintenance (MPVI/Retorque Wheels/Di	461-52100-8150	2090194	273.68
Total 142757:						448.68
03/12/2026	142758	Blaha, Daniel	Energy Star-SHX78CC5UC-Dishwasher	660-29253	SHX78CC5UC	50.00
Total 142758:						50.00
03/12/2026	142759	Border States Industries Inc	Regulators 21, 22, 23-Electric	660-19368	932037289	120,299.94
Total 142759:						120,299.94
03/12/2026	142760	City Of Manitowoc	Maritime Metro Transit - February 2026 B	250-23103	0610728	30.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142760:						30.00
03/12/2026	142761	CivicPlus LLC	Web Open Platform Maintenance & Supp	100-51450-2900	364644	7,897.21
Total 142761:						7,897.21
03/12/2026	142762	Dave's Tree Service Inc	OH Line Clearance-Columbus St & Woo	660-59593-2900	46363	15,991.00
Total 142762:						15,991.00
03/12/2026	142763	Diamond Business Graphics	Accounts Payable Checks - Finance	100-51510-3100	215462	305.11
Total 142763:						305.11
03/12/2026	142764	Digger's Hotline	Split distribution	660-59584-2900	260 2 43901	181.80
Total 142764:						181.80
03/12/2026	142765	ENTERPRISE FM TRUST	Monthly Lease Payments - February 202	690-59828-2410	FBN5565833	24,186.44
03/12/2026	142765	ENTERPRISE FM TRUST	Monthly Lease Payments - January 2026	690-59828-2410	FBN5535241	24,186.70
Total 142765:						48,373.14
03/12/2026	142766	Forster, Maria	Translation Services 2/25/2026 - PD	100-21125	02252026	42.00
Total 142766:						42.00
03/12/2026	142767	Fricke Printing Services Inc	Envelopes - PD	100-52100-2913	270530	95.50
03/12/2026	142767	Fricke Printing Services Inc	2026 Ship Wrecks Brochure-Tourism	258-56700-2910	270529	595.65
Total 142767:						691.15
03/12/2026	142768	Geimer, Urban	Refund Check	800-21130	10963	100.00
Total 142768:						100.00
03/12/2026	142769	Grainger	Sheet Rubber - WWTP	690-59833-3900	9828077447	206.33
Total 142769:						206.33

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/12/2026	142770	Hamann Construction Company	Neshotah Park Restroom Renovation-Fin	454-55400-8860	20119	19,305.00
Total 142770:						19,305.00
03/12/2026	142771	HydroCorp LLC	Monthly Comm CCR Program - Wtr	650-59664-2900	CI-11752	1,478.00
Total 142771:						1,478.00
03/12/2026	142772	IDEXX Distribution Inc.	WP2001 GAMMA IRRAD COLILERT 100	650-59642-3900	3195462817	1,393.62
Total 142772:						1,393.62
03/12/2026	142773	Interstate Battery of Green Bay	Batteries-DPW	100-16120	11077873	1,790.40
Total 142773:						1,790.40
03/12/2026	142774	Kaat's Water Conditioning Inc	Bottled water, 6303 Riverview Dr - 03/01/	419-53600-2900	D-45358	61.49
Total 142774:						61.49
03/12/2026	142775	Klein, Patricia Ann	Simply Seniors Exercise Class - Feb 202	100-55300-2900	020126-0228-26	75.20
Total 142775:						75.20
03/12/2026	142776	Klein's Hardware Hank	Shelf Bracket - Wtr	650-59643-3900	98911	7.18
Total 142776:						7.18
03/12/2026	142777	Kwik Trip	Ultimate Car Wash GC-5Countx30 - PD	806-52100-2901	10524335	600.00
Total 142777:						600.00
03/12/2026	142778	Lawson Products	Shop Supplies - DPW	100-53200-3900	9313242092	50.50
Total 142778:						50.50
03/12/2026	142779	Macmillin, Doug	Energy Star-PS-CRF972US-IN-Refrigera	660-29253	PS-CRF972US-IN	50.00
Total 142779:						50.00
03/12/2026	142780	Mammoth Construction LLC	WM Leak on 2/24/26 @ Riverview Drive	650-59673-2900	2398	3,177.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/12/2026	142780	Mammoth Construction LLC	Service Leak on 2/24/26 @ Jackson Stre	650-59675-2900	2399	2,347.50
Total 142780:						5,525.00
03/12/2026	142781	Manitowoc Co Treasurer	February 2026 Jail & Driver Improvement	100-21125	020126-022826	924.80
Total 142781:						924.80
03/12/2026	142782	Manitowoc Disposal Inc	Neshotah Dumpster - P&R	640-53620-2900	104114	270.00
Total 142782:						270.00
03/12/2026	142783	Manitowoc Engraving Inc	18,000 Garbage Sticker - CS	640-53620-3900	33196	1,185.00
Total 142783:						1,185.00
03/12/2026	142784	Manitowoc Public Utilities	Standby Water Service - 5000 Memorial	650-59602-2900	425427/118598; 2/28	836.00
Total 142784:						836.00
03/12/2026	142785	Marco	Agreement 012-3116327-000-Library	280-55110-2130	41396730	554.47
Total 142785:						554.47
03/12/2026	142786	Maritime Ford	Universal Joints- DPW	100-16120	147542-1	82.50
03/12/2026	142786	Maritime Ford	Indicator- DPW	100-16120	147567-1	92.95
Total 142786:						175.45
03/12/2026	142787	Maritime Plumbing	Toilet Back Up @1815 Garfield St due to	650-59675-2900	20304	418.00
Total 142787:						418.00
03/12/2026	142788	M-B Companies Inc	Brooming Trails - Parks	100-55200-3900	302808	1,644.00
Total 142788:						1,644.00
03/12/2026	142789	McClone	New Commercial Package Eff:10/01/25-#	100-16310	15159	177,312.00
Total 142789:						177,312.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/12/2026	142790	Menards - Manitowoc 3141	Supplies-Wtr	650-59643-3900	67415	224.87
Total 142790:						224.87
03/12/2026	142791	Merrill, Micheal	QC-16491/7480F51V3P/Incident#25-038	100-21125	QC-16491	500.00
Total 142791:						500.00
03/12/2026	142792	Mid-American Research Chemical	Supplies - Parks & Rec	100-55140-3500	0871759-IN	660.00
Total 142792:						660.00
03/12/2026	142793	Midwest Chemical & Equipment	Polymer-WWTP	690-59825-4920	8058	12,274.40
Total 142793:						12,274.40
03/12/2026	142794	Northern Lake Service Inc	Total Organic Carbon Sample/Label-WT	650-59642-2900	2603015	68.14
Total 142794:						68.14
03/12/2026	142795	OpenPoint LLC	OpenPoint Subscription - March 2026	660-59923-2403	1904-3094	1,960.00
Total 142795:						1,960.00
03/12/2026	142796	Packer City Intl Trucks Inc.	Slack Adjuster	100-16120	X101213229:01	334.26
Total 142796:						334.26
03/12/2026	142797	Ramaker & Associates Inc	CIMS Cloud Hosting and Tech Support 5/	100-54910-2900	144655	1,827.00
Total 142797:						1,827.00
03/12/2026	142798	Schindler Elevator Company	Quarterly Billing PM Service 10/01/2025-	100-55140-2900	4607262693	1,012.50
Total 142798:						1,012.50
03/12/2026	142799	Schuette Mfg & Steel Sales Inc	Steel & Rod - DPW	100-16120	154052	177.35
Total 142799:						177.35
03/12/2026	142800	State of Wisconsin	February 2026 Penalty Surcharges & Co	100-21125	020126-022826	3,005.79

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142800:						3,005.79
03/12/2026	142801	Stubbe, Tori	Instructor for Line Dance Class January	100-55300-2900	011626-022026	795.00
Total 142801:						795.00
03/12/2026	142802	Suettinger's Keys LLC	Gen Mdse - Cemetery	100-54910-3500	124529	418.20
Total 142802:						418.20
03/12/2026	142803	Superior Chemical LLC	Chemicals - WWTP	690-59820-3900	436039	137.57
Total 142803:						137.57
03/12/2026	142804	Two Rivers Clothing Co	Standard TShirts/Clothing - P&R	100-23158	02252026	148.00
Total 142804:						148.00
03/12/2026	142805	Two Rivers Parks & Recreation	2026 Room Tax Commission Contributio	259-56700-5960	1-2026	15,000.00
Total 142805:						15,000.00
03/12/2026	142806	Unique Management Services Inc	Placements - February 2026 - Lib	280-55110-2130	6152462	23.30
Total 142806:						23.30
03/12/2026	142807	Vermeer Wisconsin Inc	Trencher Parts-Electric	660-19184	30126779	67.16
Total 142807:						67.16
03/12/2026	142808	Village of Mishicot Treasurer	February 2026 Municipal Court Forfeiture	100-21125	020126-022826	644.08
Total 142808:						644.08
03/12/2026	142809	West & Dunn LLC	Legal Services - CM	100-51340-2120	21947	7,045.00
Total 142809:						7,045.00
03/12/2026	142810	WIN IT Services LLC	VSA & Bitdefender-IT	100-51450-2400	216526	10,080.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142810:						10,080.00
03/12/2026	142811	Winnega, Joanne	Energy Star-PTD60EBSR3WS-Clothes	660-29253	PTD60EBSR3WS	50.00
Total 142811:						50.00
03/12/2026	142812	Wisc Dept of Transportation	TVRP-8 Suspensions 03-04-26	100-45131	03042026	24.00
Total 142812:						24.00
03/12/2026	142813	Wisc State Laboratory/Hygiene	Flouride Samples - Wtr	650-59642-2900	835536	31.00
Total 142813:						31.00
03/12/2026	142814	Wisconsin Public Service	2615 13th St - South Twr	650-59661-2220	0401271669-25 / 2-26-202	75.71
03/12/2026	142814	Wisconsin Public Service	2318 Picnic Hill Ln - East Twr	650-59661-2220	0401271669-26; 02/26	124.11
03/12/2026	142814	Wisconsin Public Service	1401A Lake Street - High Lift	650-59626-2220	0401271669-32; 02/26	451.93
03/12/2026	142814	Wisconsin Public Service	1415 Lake St - Filter Plant	650-59643-2220	0401271669-33; 02/19	4,071.98
03/12/2026	142814	Wisconsin Public Service	1520 17th St - P&R	100-54150-2220	0401271669-04;02/26	3,334.60
03/12/2026	142814	Wisconsin Public Service	1801 26TH STREET - CEMETERY	100-54910-2220	0401271669-05;02/26	126.22
03/12/2026	142814	Wisconsin Public Service	1300 35TH STREET - Rec	100-55400-2220	0401271669-07;02/25	171.62
03/12/2026	142814	Wisconsin Public Service	1423 RIVER PL-WARM BLDG	100-55200-2220	0401271669-12;02/23	77.55
03/12/2026	142814	Wisconsin Public Service	2909 Adams Street-Park Shelter	100-55200-2220	0401271669-14;02/26	277.97
03/12/2026	142814	Wisconsin Public Service	1303 19th Street-Parks	100-55200-2220	0401271669-49;02/24	548.22
Total 142814:						9,259.91
03/12/2026	142815	Zoro Tools Inc.	Hose Bibs-WTR	650-59664-2900	INV18460385	119.86
Total 142815:						119.86
03/19/2026	142816	Amazon Business - Debit Memo	Credit Memo - Cemetery	100-54910-3900	CM-1RXF-LD3N-1QFL	186.11-
03/19/2026	142816	Amazon Business - Debit Memo	Supplies - Comm House	100-55140-3500	1RXF-LD3N-1QFL	862.98
03/19/2026	142816	Amazon Business - Debit Memo	Supplies - Electric	660-59588-3900	16HN-TM6Q-6NTR	131.53
03/19/2026	142816	Amazon Business - Debit Memo	Supplies - Fire	100-52200-3850	16HN-TM6Q-7PNY	238.38
03/19/2026	142816	Amazon Business - Debit Memo	Credit Memo - PW	100-53200-3900	CM-137H-TDJ9-44QJ	35.44-
03/19/2026	142816	Amazon Business - Debit Memo	Supplies - PW	100-53200-3500	1K3H-RPHV-3W41	218.05
03/19/2026	142816	Amazon Business - Debit Memo	Credit Memo - Water	650-59921-3100	CM-1WXT-QFJW-D6L3	131.99-
03/19/2026	142816	Amazon Business - Debit Memo	Supplies - Electric	660-59588-3900	1RTM-XTMR-1LDD	264.53

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142816:						1,361.93
03/19/2026	142817	Amazon Business - Debit Memo	Supplies - Finance	100-51510-3100	19R4-6K41-6J96	367.30
Total 142817:						367.30
03/19/2026	142818	Baeten Lakeshore Properties	Refund - Special Assessment 128-006-0	800-21130	3/17/2026	7.12
Total 142818:						7.12
03/19/2026	142819	Blohowiak, Jenny & James	Refund of credit Balance - Account #563	660-21130	3/17/2026	257.98
Total 142819:						257.98
03/19/2026	142820	Brull, Sue	Late Lottery Credit Refund	800-21130	8894-1	179.33
Total 142820:						179.33
03/19/2026	142821	Center Point Large Print	Alp-Library	280-55111-3430	2231056	47.94
Total 142821:						47.94
03/19/2026	142822	Coban Technologies Inc.	Equipment - PD	461-52100-8150	61751	5,040.00
Total 142822:						5,040.00
03/19/2026	142823	Deja & Martin Funeral Chapels	Winter Burial Fee	100-46540	102240806	150.00
Total 142823:						150.00
03/19/2026	142824	DSC Communications	Monthly Billing for March - PD	100-52100-2441	2603264	165.88
Total 142824:						165.88
03/19/2026	142825	Embroidery Plus	Clothing - P&R	100-55200-3850	8780	179.00
Total 142825:						179.00
03/19/2026	142826	Essential Sewer and Water Services LLC	2-2025 #9 Lateral Replacement	690-19107	C-10 P.O00331448	76,568.10

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142826:						76,568.10
03/19/2026	142827	Fire Dept Petty Cash	Petty cash reimbursement	100-52200-3500	3/17/2026	269.57
Total 142827:						269.57
03/19/2026	142828	Flock Group Inc.	Expansion: Initial Year of 12 Month Term,	100-52100-2402	INV-85406	19,500.00
Total 142828:						19,500.00
03/19/2026	142829	Garage Door Specialty LLC	Services - CEM	454-55400-8150	30269	1,000.00
Total 142829:						1,000.00
03/19/2026	142830	Hawkins Inc	Azone-15 - Water	650-59641-3910	7359686	1,375.58
Total 142830:						1,375.58
03/19/2026	142831	James Leasing LLC	Contract R15989-01 3/6/26 to 4/5/26	100-54150-2900	26251	159.64
Total 142831:						159.64
03/19/2026	142832	Klein's Hardware Hank	Paint for Transformers - Elec	660-59595-3900	99334	23.92
Total 142832:						23.92
03/19/2026	142833	Living Waters Chemistry	Boiler Water Treatment - Comm House	100-55140-3500	1711	907.50
Total 142833:						907.50
03/19/2026	142834	Manitowoc Disposal Inc	Refuse Collection - 3/1/2026 thru 3/14/20	640-53620-2900	3/20/2026	18,485.89
Total 142834:						18,485.89
03/19/2026	142835	Menards - Manitowoc 3141	Rags - Electric	660-59588-3900	67619	53.16
Total 142835:						53.16
03/19/2026	142836	Mid-American Research Chemical	Supplies - Parks & Rec	100-55200-3900	0872876-IN	93.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142836:						93.00
03/19/2026	142837	Office Enterprises Incorporated	Tight Seal Sealing Solution - Mailroom	100-51510-3100	602141	42.14
Total 142837:						42.14
03/19/2026	142838	Paper Crane Book Street	Security Deposit Refund/1610 Washingto	660-21130	2919-28	68.41
Total 142838:						68.41
03/19/2026	142839	Penworthy Company LLC, The	JF - Library	280-55112-3420	0615927-IN	203.80
Total 142839:						203.80
03/19/2026	142840	Peter Rutherford	Final payment - Stage Curtains, etc - Re	454-55400-8860	2026-2364	12,000.00
Total 142840:						12,000.00
03/19/2026	142841	Preston, Preston	Youth Basketball Thursday Nights Feb 2,	100-55300-2900	MARCH 12, 2026	360.00
Total 142841:						360.00
03/19/2026	142842	Quadient Finance USA Inc.	Postage - Closing Date 2/22/26	100-51510-2900	PPLN01	5,010.00
Total 142842:						5,010.00
03/19/2026	142843	RESCO	Main Stock - Electric	660-59596-3900	3105912	8,405.40
Total 142843:						8,405.40
03/19/2026	142844	Roberts, Jeanette	Reimbursement for Tape Dispenser - Se	100-54150-3900	MARCH 10, 2026	18.97
Total 142844:						18.97
03/19/2026	142845	Schaus Mechanical	Replace Sterilng unit heater - 1st and fin	454-55400-8150	21986	2,950.00
Total 142845:						2,950.00
03/19/2026	142846	SEERA Focus on Energy	Focus Program - Month ending 2/28/202	660-29253	FEBRUARY 2026	3,992.54

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142846:						3,992.54
03/19/2026	142847	Stangel's Tree Service LLC	Refund for proposed conditional use per	100-44340	3/12/2026	350.00
Total 142847:						350.00
03/19/2026	142848	Tech Products Inc.	Alum Tags and Letter Tags - Electric	660-59594-3900	119629	351.05
Total 142848:						351.05
03/19/2026	142849	Thuermer Law Office	Municipal Prosecuting - February 2026	100-51340-2121	FEBRUARY 25, 2026	1,756.00
Total 142849:						1,756.00
03/19/2026	142850	Uniform Shoppe	Class A Uniform - no Clothing allowance(	100-52200-3850	14960	526.70
03/19/2026	142850	Uniform Shoppe	Class A Uniform - no Clothing allowance(	100-52200-3850	14952	455.75
Total 142850:						982.45
03/19/2026	142851	USA Today Media Corp	Media - Community Development	291-56700-2910	0007561508	490.94
Total 142851:						490.94
03/19/2026	142852	Virginia Casebeer	Cardio/Strength Shape-Up Classes	100-46720	61144105	40.00
Total 142852:						40.00
03/19/2026	142853	Virginia Coffmann	3x yr membership refund - Senior Center	250-55150-3900	3/10/2026	45.00
Total 142853:						45.00
03/19/2026	142854	Watchfire Signs LLC	Digital Sign Board Data Plan - Elec	660-59930-2900	0155981	830.00
Total 142854:						830.00
03/19/2026	142855	Wisc Dept Of Revenue-DEBITMEMO	Sales Tax February 2026	640-29410	17-MAR-2026	8,478.52
Total 142855:						8,478.52
03/26/2026	142856	Aflac Business Services	March 2026 Premiums	100-21590	268027	2,097.28

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142856:						2,097.28
03/26/2026	142857	American Test Center	Annual Safety Inspection-FD	100-52210-2410	2260434	600.00
Total 142857:						600.00
03/26/2026	142858	Anixter Inc.	Tree Rope Hooks (2of4 delivered)-Elec	660-59588-3900	6690572-00	77.41
Total 142858:						77.41
03/26/2026	142859	Aurora Medical Group	February 2026 Servies	650-59930-2900	232543	590.50
Total 142859:						590.50
03/26/2026	142860	Center for Professional &	P&R Leader Development (Aug-Oct 202	100-23158	INV_92753	2,850.00
Total 142860:						2,850.00
03/26/2026	142861	Center Point Large Print	Alp-Library	280-55111-3430	2238397	49.14
03/26/2026	142861	Center Point Large Print	Alp-Library	280-55111-3430	2233598	201.36
Total 142861:						250.50
03/26/2026	142862	Cintas Corp	Supplies - Water & Electric	100-51600-3500	4262866761	111.00
03/26/2026	142862	Cintas Corp	Supplies - Water & Electric	100-51600-3500	4262194016	515.00
Total 142862:						626.00
03/26/2026	142863	Core & Main LP	Mains Parts - Wtr	650-59673-3900	Y672496	2,870.00
Total 142863:						2,870.00
03/26/2026	142864	Delta Dental of Wisconsin	Dental Insurance for March 2026	100-21532	2528234	6,317.60
Total 142864:						6,317.60
03/26/2026	142865	Essential Sewer and Water Services LLC	2-2025 #10 Lateral Replacement	690-19107	C-10 P.O00331450	787,836.95
Total 142865:						787,836.95

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/26/2026	142866	Fitness Store	Service - P&R	100-55140-2900	2026-18	296.00
03/26/2026	142866	Fitness Store	Service - P&R	100-55140-2900	2026-19	191.00
Total 142866:						487.00
03/26/2026	142867	Frontier	Telephone - Water 920-793-3381	650-59661-2200	1220992-5; 5741; 03/13	107.36
Total 142867:						107.36
03/26/2026	142868	Grainger	Ratchet Gear	690-59820-3900	9851334483	82.30
03/26/2026	142868	Grainger	Hook & Strip Bandaages	690-59820-3900	9845546614	45.00
Total 142868:						127.30
03/26/2026	142869	H. Boisch Solutions LLC	Annual Service contract for under 100 se	100-52100-2402	1299	5,000.00
Total 142869:						5,000.00
03/26/2026	142870	Huskie Tools LLC	Rechargeable Lith Ion Battery-Elec	660-59588-3900	IN834469	311.28
Total 142870:						311.28
03/26/2026	142871	Interstate Battery of Green Bay	SB-5 Load Battery Tester	100-53200-3900	11077928	899.95
Total 142871:						899.95
03/26/2026	142872	iTouch Biometrics LLC	Scanner, Camera & Software - PD	100-52115-1270	8123	15,310.00
Total 142872:						15,310.00
03/26/2026	142873	J.F. Ahern Co.	Boiler HVAC Inspection - WWTP	690-59833-2900	801992	1,389.00
Total 142873:						1,389.00
03/26/2026	142874	James Imaging Systems Inc.	Contract RI13707-01 - Coverage Period	100-55140-3100	1674461	824.34
03/26/2026	142874	James Imaging Systems Inc.	Contract RI13706-01 - Coverage Period	100-53100-3100	1674460	481.49
03/26/2026	142874	James Imaging Systems Inc.	Contract RI13705-01 - Coverage Period	100-55140-3100	1674459	161.63
Total 142874:						1,467.46
03/26/2026	142875	JSM Secure Inc.	Key Cards - Wtr	650-59643-3900	80353	33.98

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/26/2026	142875	JSM Secure Inc.	Econnect - PW Doors	100-53200-2900	80386	480.00
Total 142875:						513.98
03/26/2026	142876	Klein's Hardware Hank	Supplies - Wtr	650-59643-3900	99364	21.77
03/26/2026	142876	Klein's Hardware Hank	Supplies-Cem	100-54910-3900	96501	55.97
03/26/2026	142876	Klein's Hardware Hank	Supplies-Cem	100-54910-3900	97015	7.49
03/26/2026	142876	Klein's Hardware Hank	Supplies-Cem	100-54910-3900	97878	32.96
03/26/2026	142876	Klein's Hardware Hank	Supplies - Parks	100-55200-3900	98847	35.16
03/26/2026	142876	Klein's Hardware Hank	Supplies-Cem	100-54910-3900	99006	48.00
03/26/2026	142876	Klein's Hardware Hank	Glass Cleaner-Wtr	650-59643-3900	99925	7.58
Total 142876:						208.93
03/26/2026	142877	Kwik Trip	Fuel Usage - February 2026	100-55400-3410	FEBRUARY 2026	5,312.90
Total 142877:						5,312.90
03/26/2026	142878	Lakeland Boating	Print Media - Tourism	258-56700-2910	D-04-26-21	992.00
Total 142878:						992.00
03/26/2026	142879	Lawson Products	Lag Bolts/Screws - DPW	100-16120	9313245839	92.59
03/26/2026	142879	Lawson Products	Clevis Pin	100-53200-3900	9313182924	22.75
Total 142879:						115.34
03/26/2026	142880	LeClair Bros Heat/AC Inc	Heater Repair	100-53200-3500	C10444	260.50
Total 142880:						260.50
03/26/2026	142881	Lester Public Library	2026 Easter Bunny Breakfast/Petty Cash	280-55110-2910	03242026	50.00
Total 142881:						50.00
03/26/2026	142882	Lincoln Contractors Supply Inc	Filters - PW	100-16120	J83560	141.87
Total 142882:						141.87
03/26/2026	142883	Manitowoc County	2026 February Services	640-53620-2900	30333	8,487.26
03/26/2026	142883	Manitowoc County	1320111/41873 - Feb 2026 Dumpster Re	680-59710-2900	30334	533.91

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142883:						9,021.17
03/26/2026	142884	Manitowoc Disposal Inc	Neshotah Dumpster - P&R	640-53620-2900	104242	100.00
03/26/2026	142884	Manitowoc Disposal Inc	Empty DPW Dumpster	680-59710-2900	104232	275.00
Total 142884:						375.00
03/26/2026	142885	Manitowoc Motor Machining	Broken Fitting Replacement for Porta Po	100-52210-2410	W111789	130.94
03/26/2026	142885	Manitowoc Motor Machining	Supplies - FD	100-52210-2410	S15613	74.98
Total 142885:						205.92
03/26/2026	142886	Maritime Plumbing	Sink Install for Lab Remodel-Wtr	650-19107	22071	1,755.00
Total 142886:						1,755.00
03/26/2026	142887	McMahon Associates Inc	Phase 12-Dedicated Funding Source	680-19107	942430	12,743.00
Total 142887:						12,743.00
03/26/2026	142888	Menards - Manitowoc 3141	Office Supplies - PD	100-52100-3100	67971	73.96
Total 142888:						73.96
03/26/2026	142889	POMP'S TIRE SERIVE INC	TIRES 225/70R19.5/14 FS Transforce -	100-16120	40091833	1,890.00
03/26/2026	142889	POMP'S TIRE SERIVE INC	TIRES LT265/70R175/10 FS Transforce -	100-16120	40091743	693.32
Total 142889:						2,583.32
03/26/2026	142890	Premium Waters Inc	Lab Water - WWTP	690-59820-2900	391472645	134.49
Total 142890:						134.49
03/26/2026	142891	Pure Bath Renovations LLC	Lab Laminate Countertops-Final Paymen	650-19107	03062026	1,625.00
Total 142891:						1,625.00
03/26/2026	142892	Renegade Pest Management	Monthly Pest Service - City Hall	100-51600-3500	17404	70.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 142892:						70.00
03/26/2026	142893	Snap-On Industrial	New Scanner Tool	457-53300-8100	ARV/67432094	54.66
03/26/2026	142893	Snap-On Industrial	New Scanner Tool	457-53300-8100	ARV/67396495	4,672.49
Total 142893:						4,727.15
03/26/2026	142894	Stantec Consulting Inc (SCSI)	Stakeholder Engagement-SOGL/FFLM	404-53540-2900	2534783	27,277.75
Total 142894:						27,277.75
03/26/2026	142895	Stryker Sales LLC	Procure 3 Year Maintenance Agreement	270-52300-2100	9211809849	10,566.40
Total 142895:						10,566.40
03/26/2026	142896	Superior Chemical LLC	SAPPHIRE WIPES-WWTP	690-59834-3900	436426	127.26
Total 142896:						127.26
03/26/2026	142897	TAPCO	Accidental Incident #26-0747 - DPW	100-53320-3900	1820458	2,238.35
Total 142897:						2,238.35
03/26/2026	142898	Tim Nate Plumbing LLC	Ball Valve Replacement	100-52200-3500	4289	348.50
Total 142898:						348.50
03/26/2026	142899	Town & Country Engineering Inc.	2025 SDW & CWF Loan Assistance	650-19107	29431	550.00
03/26/2026	142899	Town & Country Engineering Inc.	2026 SDW & CWF Loan Assistance	650-19107	29432	1,782.40
Total 142899:						2,332.40
03/26/2026	142900	Two Rivers Main Street Inc.	Delinquent BID - 2023 Tax Year / Parcel	100-25815	000-065-021-8	242.40
Total 142900:						242.40
03/26/2026	142901	USA Blue Book	TUBE ASSEMBLY - ENG	690-59833-2900	INV00982567	449.43
Total 142901:						449.43

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/26/2026	142902	USBank - Debit Memo	Credit Card Usage - February 2026/Marc	100-16000	STATEMENT DATED 3/6/2	45,952.00
Total 142902:						45,952.00
03/31/2026	142903	Vinton Construction Company	2025 Street & Utility Improvements Harb	690-19107	1-2025; 4TH PAYMENT	.00
Total 142903:						.00
03/26/2026	142904	Waupun Public Library	Professional Services for Lost Materials	280-55110-2130	03172026	32.85
Total 142904:						32.85
03/26/2026	142905	Wisc State Laboratory/Hygiene	Flouride Samples - Wtr	650-59642-2900	833020	31.00
Total 142905:						31.00
03/26/2026	142906	Wisconsin Retirement System	2026 Contributions-February	100-21520	FEBRUARY 2026	152,989.31
Total 142906:						152,989.31
03/26/2026	142907	Wisconsin Supreme Court	Continuing Judicial Education	100-51200-3210	680-0000001798	800.00
Total 142907:						800.00
03/26/2026	142908	Zoro Tools Inc.	3/4" T-557 Self Draining VB - Wtr	650-59664-2900	INV18471207	84.86
03/26/2026	142908	Zoro Tools Inc.	3/4" T-557 Self Draining VB - Wtr	650-59664-2900	INV18573248	119.84
03/26/2026	142908	Zoro Tools Inc.	Digital Term, Refrigerator Freezer Plus	650-59642-3900	INV18577843	72.31
03/26/2026	142908	Zoro Tools Inc.	3/4" T-557 Self Draining VB - Wtr	650-59664-2900	INV18584288	119.84
Total 142908:						396.85
Grand Totals:						5,359,556.65



**TWO  
RIVERS**  
WISCONSIN

**PROCLAMATION**

**NAMING THE WEEK OF MAY 3 – 9, 2026  
AS NATIONAL TRAVEL AND TOURISM WEEK**

**WHEREAS**, the theme for National Travel and Tourism Week 2026 highlights the industry's role in strengthening communities by attracting visitors, supporting local businesses, and enhancing the quality of life for residents; and

**WHEREAS**, travel and tourism in Two Rivers contribute significantly to the region's economic prosperity, providing employment opportunities, driving investment, and showcasing our unique cultural and natural attractions; and

**WHEREAS**, Two Rivers recognizes the importance of tourism marketing efforts in promoting our destination to visitors from across the nation and around the world, ensuring continued economic benefits and community enrichment; and

**WHEREAS**, we honor the dedicated professionals in the travel and hospitality industry who work tirelessly to provide exceptional experiences for visitors, contributing to the vibrancy and success of our destination; and

**NOW, THEREFORE**, the City Council of the City of Two Rivers hereby proclaims this week of May 3 – 9, 2026, as

**NATIONAL TRAVEL AND TOURISM WEEK**

in the City of Two Rivers; and urges all citizens to recognize the special contributions of Explore Two Rivers, and the special efforts of the staff and volunteers who work every day to promote our community.

**Dated this 4<sup>th</sup> day of May, 2026.**

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

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



**TWO  
RIVERS**  
WISCONSIN

**PROCLAMATION**

**NAMING THE WEEK OF MAY 3 – 9, 2026  
AS NATIONAL DRINKING WATER WEEK**

**WHEREAS**, water follows a natural cycle from Earth to air to Earth again; and

**WHEREAS**, water is a basic and essential need of all living things; and

**WHEREAS**, our health, comfort, and standard of living depend upon an abundant supply of safe drinking water; and

**WHEREAS**, we recognize the significance of the Safe Water Drinking Act which was the first national program to establish regulations and standards for all public water suppliers in the United States; and

**WHEREAS**, the ever-tightening standards of drinking water make better facilities and better trained personnel essential,

**NOW, THEREFORE**, the City Council of the City of Two Rivers hereby proclaims this week of May 3 – 9, 2026, as

**NATIONAL DRINKING WATER WEEK**

in the City of Two Rivers; and urges all citizens to recognize the special contributions of the Two Rivers Water Department, and the special efforts of the staff who work every day to enhance the well-being of the citizens of our community.

**Dated this 4<sup>th</sup> day of May, 2026.**

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

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

CITY OF TWO RIVERS

# Proclamation

## *57<sup>th</sup> Annual Municipal Clerks Week May 3 - May 9, 2026*

**WHEREAS,** the Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

**WHEREAS,** the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

**WHEREAS,** the Office of the Professional Municipal Clerk is the oldest among public servants; and

**WHEREAS,** Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

**WHEREAS,** the Professional Municipal Clerk serves as the information center on functions of local government and community; and

**WHEREAS,** Professional Municipal Clerks continually strive to improve the administration of affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, county, and international professional organizations; and

**WHEREAS,** it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

**NOW, THEREFORE,** the City Council of the City of Two Rivers, declares the week of May 3<sup>rd</sup> through May 9<sup>th</sup>, 2026, as

### **Professional Municipal Clerks Week**

And further extend appreciation to our Professional Municipal Clerk and Deputy Clerks, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

**Dated this 4<sup>th</sup> day of May, 2026**

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

\_\_\_\_\_  
**Kyle Kordell, City Manager**



**TWO RIVERS**  
WISCONSIN

**PROCLAMATION**  
**NAMING THE WEEK OF MAY 10-16, 2026 AS POLICE WEEK**  
**AND MAY 15, 2026 AS PEACE OFFICER'S MEMORIAL DAY**

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

**WHEREAS**, the members of the Two Rivers Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the City of Two Rivers; and

**WHEREAS**, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the men and women of the Two Rivers Police Department unceasingly provide a vital public service;

**NOW, THEREFORE**, the City Council of the City of Two Rivers calls upon all citizens and upon all patriotic, civic and educational organizations to observe the week of May 10 through May 16, 2026 as Police Week; and

**BE IT FURTHER RESOLVED THAT** the City Council further calls upon all citizens of Two Rivers to observe May 15, 2026, as **PEACE OFFICERS' MEMORIAL DAY** in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

**Dated this 4th day of May, 2026.**

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

\_\_\_\_\_  
**Kyle Kordell, City Manager**

## RESOLUTION INTERNATIONAL MIGRATORY BIRD DAY

**WHEREAS**, Migratory birds are some of the most beautiful and easily observed wildlife that share our communities and

**WHEREAS**, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, and

**WHEREAS**, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, and

**WHEREAS**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, and

**WHEREAS**, public awareness and concern are crucial components of migratory bird conservation, and

**WHEREAS**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations, and

**WHEREAS**, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico the Caribbean and the southern U.S., and

**WHEREAS**, hundreds of thousands of people will observe IMBD gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, and

**WHEREAS**, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, and

**WHEREAS**, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation but also a call to action,

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of the City of Two Rivers does name May 9, 2026, as International Migratory Bird Day, in the city of Two Rivers, in the County of Manitowoc, and we urge all citizens to celebrate this observance and to support efforts to protect and conserve Migratory Birds and their habitats in our community and the world at large.

Dated this 4<sup>th</sup> of May 2026.

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Scott Stechmesser, City Council President

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Kyle Kordell, City Manager

EASEMENT AGREEMENT

THIS AGREEMENT is made as of this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between D & D KOZ, LLC (“**D&D Koz**”), CORY KOZ REAL ESTATE, LLC (“**Cory Koz**”) (collectively “**Grantors**”) and the CITY OF TWO RIVERS (“**Grantee**”).

Recitals:

Grantors are the owner of certain real property located in the City of Two Rivers, Manitowoc County, Wisconsin, known as Lots 6, 7 and 8 of Block 78 of the Original Plat of the City of Two Rivers, Manitowoc County, Wisconsin, according to the Recorded Plat thereof (“the **Property**”).

D&D Koz entered into a Land Contract with Cory Koz dated January 4, 2019, and recorded in the Manitowoc County Register of Deeds office on January 8, 2019 in Volume 3194, Page 542 as Document No. 1201895, whereas D&D Koz holds legal title to the Property until final payment is made by Cory Koz (“Land Contract”).

The Property is used by Kozlowski Tire and Auto, LLC for parking of vehicles owned by that entity, for parking of customers’ vehicles, and for placement of a commercial dumpster used by that business.

Grantors have agreed to grant Grantee an easement to construct, maintain and repair a bicycle and pedestrian trail and adjacent buffer areas on the Property within a 19-foot-wide area located immediately adjacent to and running parallel with the riverward edge of an improved parking area on the south east side of the Property, as shown on the map attached hereto as Exhibit A (the “Easement Area”) pursuant to the terms and conditions hereinafter set forth.

THIS SPACE RESERVED FOR RECORDING DATA

Return to: City of Two Rivers  
City Manager’s Office  
1717 E. Park Street, P.O. Box 87  
Two Rivers, WI 54241

Parcel Identification Number:  
053-000-078-067.08  
Non-homestead property

In consideration of the foregoing recitals, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt, value and sufficiency of which is hereby acknowledged, the parties hereby covenant and agree as follows:

1. Public Trail Easement. Grantors hereby grant to Grantee an exclusive easement for the purpose of constructing, installing, maintaining, repairing, and replacing a public bicycle and pedestrian trail (the "Trail") and buffer areas as described herein in, within the Easement Area together with the right to enter the Easement Area and the Property whenever necessary for the purpose of constructing, installing, maintaining, repairing, and replacing the Trail.

2. Improvements. The Grantee may construct, maintain and repair improvements in the Easement Area. Such improvements may include, but not necessarily be limited to: (a) A ten (10)-foot-wide bicycle and pedestrian trail paved in concrete; (b) A six (6)-foot-wide buffer area between said trail and Grantors' parking area, said buffer area to be topsoiled and planted with turf grass; and (c) a three (3)-foot wide-buffer zone on the riverward side of the trail, said buffer area to be topsoiled and planted with turf grass. The intent of said buffer zones is to keep bicycle and pedestrian traffic separated from vehicles in Grantors' parking area, to provide areas immediately adjacent to the trail that are free of vision obstructions and structures that might present hazards to trail users.

3. Consideration. In return for the granting of this Easement, the Grantee agrees, at its expense, to install concrete pavement on that portion of the Property used for private parking by the Grantors, along with three (3)-foot-wide concrete paved approach/buffer along the East River Street frontage of said parking area, as indicated on the attached Exhibit A and to perform other maintenance work within the Easement Area as stated herein.

This parking area will be paved to provide nineteen (19) parking spaces, each nine (9)-feet-wide by twenty-one (21)-feet-deep, with the exception of the two (2) easternmost parking spaces, which shall be of a lesser depth due to spatial constraints. Grantee shall install painted pavement markings as depicted on Exhibit A, consisting of markings to identify each parking space and painted cross-hatching of the paved buffer/approach along the East River Street frontage. In addition, Grantee shall repaint those pavement markings on an as needed basis, throughout the term of this Easement. The Grantee shall also install and maintain up to four (4) signs to be placed at locations on the Property as directed by Grantors, indicating that Grantors' parking lot is "Private Parking Only."

Grantee shall be responsible for mowing the turf grass and picking up litter in the buffer areas located on both sides of the trail and in the five (5)-foot-wide vegetated buffer areas at each end of Grantors' parking area. Grantee shall be responsible for keeping the paved trail cleared of snow and ice.

Grantors and its contractors or agents shall pile snow within the Grantors' parking area and Grantee will remove snow piles on a periodic basis that coincides with Grantee's snow collection and removal schedule, usually within five (5) days of significant snow events in excess of four (4) inches of accumulation.

Grantee shall, throughout the term of this Agreement, have Grantors Kozlowski Tire and Auto, LLC each named as an additional insured on Grantee's general liability insurance coverage, as it relates to Grantee's use of the Easement Area as a public bicycle and pedestrian trail. Following the final payment and transfer of title of the Property to Cory Koz, Grantee is no longer required to have D&D Koz named as an additional insured on Grantee's insurance coverage.

4. Term of Easement. The Easement granted by this Agreement shall be perpetual and effective as of the date set forth above. However, the Grantors, their successors or assigns, may terminate this Easement by providing written notice to the Grantee signed by both Grantors and the termination shall be effective six (6) months following delivery of said written notice. In the event D&D Koz does not have any interest in said real estate, Cory Koz may terminate this Easement by providing written notice described above. The Grantors' right to terminate shall continue for a period of ten (10) years from the date of this Agreement and upon the expiration of ten (10) years the right to terminate shall end and be null and void.

If the notice to terminate is exercised as described above, then included with such written notice shall be a check made payable to the Grantee in an amount representing the percentage of the first ten (10) years of this Agreement remaining as of the termination date, multiplied by \$24,000, representing the Grantee's estimated cost for the paving and initial pavement marking to be done on the Property. For example, termination of the easement on a date six (6) years after its effective date would require payment to the Grantee in the amount of \$9,600.00, calculated as follows:  $.40 \times \$24,000 = \$9,600$ .

5. Indemnification and Allocation of Liability. The Grantors shall bear no liability for any injuries, damages, or claims arising from or related to the improvements constructed, maintained, or used by the Grantee within the Easement Area, including the public bicycle and pedestrian trail. The Grantee assumes liability for, and shall indemnify, defend, and hold harmless the Grantors, its officers, members, agents, employees, and representatives from and against, any claims, demands, causes of action, suits, liabilities, losses, damages, costs, and expenses (including reasonable attorney's fees) for injuries or damages occurring on the trail constructed by the Grantee.

Notwithstanding the foregoing, the Grantee's liability and indemnification obligations under this Agreement are strictly limited to the extent that such claims are not barred by applicable statutory protections, explicitly including Wisconsin's governmental immunity (Wis. Stat. § 893.80) and recreational immunity (Wis. Stat. § 895.52). Furthermore, this indemnification shall not extend to any claim or liability caused by the negligence, gross negligence, or willful misconduct of the Grantors, its officers, agents, or employees.

6. Notices. All notices to any party to this Agreement shall be in writing and sent by nationally recognized overnight courier or by certified mail, postage prepaid, return receipt requested, addressed as follows:

Grantors D & D Koz, LLC  
 Don Kozlowski  
 2532 41<sup>st</sup> Street  
 Two Rivers, WI 54241

Cory Koz Real Estate, LLC

c/o Kozlowski Tire and Auto, LLC  
1413 Washington Street  
Two Rivers, WI 54241

Grantee City of Two Rivers  
City Manager's Office  
1717 E. Park Street  
Two Rivers, WI 54241

Either party may change its address for notice by written notice to the other party.

7. Covenants Running with the Land. All the terms of this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of and be enforceable by Grantors and Grantee and their respective successors and assigns.

8. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

9. Entire Agreement. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this Agreement and duly recorded in the Office of the Recorder of Deeds for Manitowoc County, Wisconsin.

10. Partial Invalidity. If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant or condition to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby, and each term, covenant and condition shall be valid and enforceable to the fullest extent permitted by law.

11. Waivers. No delay or omission by any party in exercising any right or power accruing upon any default, non-compliance or failure of performance of any of the provisions of this Agreement shall be construed to be a waiver thereof. A waiver by a party of any of the obligations of any other party shall not be construed to be a waiver of any breach of any other terms, covenants or conditions of this Agreement.

12. Counterparts. This Agreement may be executed in one or more counterparts. Each such counterpart shall be considered an original and all of such counterparts shall constitute a single agreement binding all the parties as if all had signed a single document. A facsimile or electronic signature of a party may bind a party.

IN WITNESS WHEREOF, this Agreement has been duly executed as of the date first written above.

GRANTOR:  
CORY KOZ REAL ESTATE, LLC

GRANTEE:  
CITY OF TWO RIVERS

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

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

GRANTOR:  
D & D KOZ, LLC

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

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

ACKNOWLEDGMENTS

STATE OF WISCONSIN     )





**Pier & Waterfront Solutions LLC**

7325 State Hwy 42 - 57  
Sturgeon Bay, WI 54235

www.wisconsinpws.com

Section 11, Item B.

Date	Estimate #	Rep
3/4/2026	5305	DK

<b>Name / Address</b> City of Two Rivers Parks Dept. Attn: Jared Rohrer 1520 17th St Two Rivers, WI 54241	<b>Site Address</b>  
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Item	Description	MPN	Qty
Miscellaneous Retail	8x16 cable concrete mattress. 4.5in thick	PWS Products	4
Miscellaneous Retail	3/4in clear stone		18
Factory Shipping	Factory shipping		1
PWS Products	lifting bar		1
Shoreline Repair	grading of area for new ramp install		4
Shoreline Repair	installation of new concrete mattress		6
Trip Charge	Trip Charge		2
	Permits by owner		

Terms 50% down, Balance upon completion	<b>Subtotal</b>	\$27,373.60
"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability.  Prices are subject to change without prior notice."	<b>Sales Tax (5.0%)</b>	\$0.00
	<b>Total</b>	<b>\$27,373.60</b>



**VINTON CONSTRUCTION COMPANY...Road Contractors**

**An Equal Opportunity Employer**

**P.O. Box 1987**

**2705 N. Rapids Road**

**Manitowoc, Wisconsin 54221-1987**

**Office 920-682-0375**

**Fax 920-682-2838**

**PROPOSAL**

**TO: PRIME CONTRACTORS**

**DESCRIPTION:**

**Date: 4/27/2026**

**Paddlers Park Boat Ramp Project**

**City of Two Rivers**

**Manitowoc County, Wisconsin**

<b>QTY</b>		<b>UOM</b>		<b>UNIT</b>	<b>TOTAL</b>
	1.00	LS	Installation of a Cable Concrete Mattress Boat Ramp at Paddlers Park	\$27,902.00	\$27,902.00
				<b>TOTAL</b>	<b>\$27,902.00</b>

**CONDITIONS:**

1. One mobilization is included in the above listed prices.
2. Our quote includes 1% for bond and dues.
3. Access to work area provided by the City of Two Rivers.
4. This quote is firm for 30 days.



**TWO  
RIVERS**  
WISCONSIN

**PUBLIC WORKS**

Section 11, Item C.

**Engineering Division**

1717 E. Park Street

P.O. BOX 87

Two Rivers, WI 54241-0087

Date: May 1, 2026  
 To: City Council  
 Kyle Kordell, City Manager  
 From: Matthew R Heckenlaible, PE, City Engineer / Public Works Director *meh*  
 Re: Bid Award Recommendation: Contract 3-2026 Sanitary Sewer Lining

Three (3) bids were received and opened on April 30<sup>th</sup>, 2026, for Contract 3-2026, sanitary sewer lining throughout various locations within the city. The project involves investigative televising of approximately 12,000 lineal feet of sanitary sewer mains, along with lining and repairs of the same. The project also includes supplemental items for joint testing and grouting, lateral connection testing and sealing and repairing of protruding taps or connections into the sewer main.

Town & Country, Consulting Engineer's Bid Tabulation and recommendation memo is attached. I concur with the recommendations of Town & Country, Consulting Engineers to award the contracts to the respective Low Bidder:

Contract	Eng. Cost Estimate	Low Bid Amount	Contractor
<b>3-2026</b>	<b>\$879,900.00</b>	<b>\$690,000.00</b>	<b>Visu-Sewer LLC</b>

Revenue sources for the project include the following:

	Construction Bid Costs	Construction Bid Costs w/ 10% Eng. & Contingency
		\$759,000.00
DNR Loans (Sewer Mains)	\$745,124.00	
DNR Principal Forgiveness (20%)	\$248,375.00	
	\$993,499.00	\$759,000.00

Should any questions arise, please contact me at your earliest opportunity.



www.two-rivers.org



920.793.5539



920.793.5537

April 30, 2026

City of Two Rivers  
1717 East Park Street  
P.O. Box 87  
Two Rivers, WI 54241

Attention: Mr. Kyle Kordell, City Manager

Subject: Analysis of Bids and Recommendation for Award of Contract  
3 - 2026 Sanitary Sewer Lining

Bid Deadline: April 30, 2026 at 1:00 p.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the 2026 Sanitary Sewer Lining project and to recommend award of a contract. This project involves investigative televising of a large amount of sanitary sewer, along with lining and repairs of the same, and supplemental items for joint testing, joint grouting, lateral connection testing, lateral connection sealing and protruding tap repair.

The pre-bid estimate for the project was \$749,800. Three general contractors, subcontractors, and material suppliers requested sets of the bidding documents and submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Bid Total
Visu-Sewer, LLC	\$596,900.00	\$93,100.00
Insituform Technologies USA, LLC	\$785,654.55	\$104,271.02
National Power Rodding Corp	\$789,200.00	\$210,000.00

The bid was properly submitted. The low bidder, Visu-Sewer LLC of Pewaukee, Wisconsin is an experienced sewer lining contractor that completed similar work throughout Wisconsin and previously for the City. The bid prices are lower than the original budget due to the competition in the market and conservative budgeting for the project. We recommend that Visu-Sewer be awarded a contract for the base bid, plus the supplemental bids, for a total of \$690,000.00.

This will be a unit price contract. That is, the contractor will be paid for the work performed based on the unit prices bid. This means that the final costs could be either greater than or less than the bid totals. Also, unexpected conditions are sometimes encountered which result in increased project costs. Therefore, it would be wise to continue to carry the recommended 10% contingency.

As this project is intended to be funded in part through the Wisconsin DNR Clean Water Fund (CWF) loan program, the City will need to execute this agreement and provide a signed copy to the Wisconsin DNR to secure the grant and loan funding to be utilized.

If you have any questions with respect to our thoughts on this matter, I am available at your convenience to discuss them with you.

Respectfully,  
TOWN & COUNTRY ENGINEERING, INC.



Gregory J. Drosler, P.E.  
Vice-President

GJD:sai

**BID TABULATION**

Project: 3 - 2026 Sanitary Sewer Lining  
 Engineer's Project Number: TR 44(3) Bid Deadline: April 29, 2026 at 1:00 p.m. local time

ITEM NO.	DESCRIPTION OF WORK	QUANT.	UNITS	PRE-BID ESTIMATE		Visu-Sewer	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>BASE BID</b>							
1.	Mobilization / Demobilization	1	lump sum	\$ 15,000.00	\$ 15,000.00	\$ 13,000.00	\$ 13,000.00
2.	Investigation Set Up (Sections)	47	each	\$ 150.00	\$ 7,050.00	\$ 50.00	\$ 2,350.00
3.	Preparatory Sewer Cleaning and Pre-Lining Televising (8-inch)	6,540	lineal feet	\$ 10.00	\$ 65,400.00	\$ 4.00	\$ 26,160.00
4.	Preparatory Sewer Cleaning and Pre-Lining Televising (10-inch)	1,180	lineal feet	\$ 10.00	\$ 11,800.00	\$ 4.00	\$ 4,720.00
5.	Preparatory Sewer Cleaning and Pre-Lining Televising (12-inch)	1,760	lineal feet	\$ 10.00	\$ 17,600.00	\$ 4.00	\$ 7,040.00
6.	Preparatory Sewer Cleaning and Pre-Lining Televising (15-inch)	2,230	lineal feet	\$ 10.00	\$ 22,300.00	\$ 4.00	\$ 8,920.00
7.	Lining Set Up (Sections)	47	each	\$ 500.00	\$ 23,500.00	\$ 100.00	\$ 4,700.00
8.	Temporary Sewer Bypassing	1	lump sum	\$ 10,000.00	\$ 10,000.00	\$ 1,500.00	\$ 1,500.00
9.	Lining & Post-Lining Televising (8-inch)	6,540	lineal feet	\$ 35.00	\$ 228,900.00	\$ 35.25	\$ 230,535.00
10.	Lining & Post-Lining Televising (10-inch)	1,180	lineal feet	\$ 45.00	\$ 53,100.00	\$ 42.50	\$ 50,150.00
11.	Lining & Post-Lining Televising (12-inch)	1,760	lineal feet	\$ 60.00	\$ 105,600.00	\$ 52.75	\$ 92,840.00
12.	Lining & Post-Lining Televising (15-inch)	2,230	lineal feet	\$ 85.00	\$ 189,550.00	\$ 69.50	\$ 154,985.00
	<b>TOTAL BID</b>				\$ 749,800.00		\$ 596,900.00
<b>SUPPLEMENTAL ITEMS</b>							
S1	Joint Testing (Joints)	60	each	\$ 750.00	\$ 45,000.00	\$ 365.00	\$ 21,900.00
S2	Joint Grouting (Joints)	60	each	\$ 60.00	\$ 3,600.00	\$ 10.00	\$ 600.00
S3	Lateral Connection Testing	10	each	\$ 1,500.00	\$ 15,000.00	\$ 850.00	\$ 8,500.00
S4	Lateral Connection Sealing	10	each	\$ 150.00	\$ 1,500.00	\$ 10.00	\$ 100.00
S5	Repair Protruding Tap	10	each	\$ 500.00	\$ 5,000.00	\$ 300.00	\$ 3,000.00
S6	Spot Sanitary Sewer Main Repairs, 8-inch	1	each	\$ 20,000.00	\$ 20,000.00	\$ 17,000.00	\$ 17,000.00
S7	Spot Sanitary Sewer Main Repairs, 12-inch	1	each	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
S8	Spot Sanitary Sewer Main Repairs, 15-inch	1	each	\$ 20,000.00	\$ 20,000.00	\$ 22,000.00	\$ 22,000.00
	<b>TOTAL SUPPLEMENTAL ITEMS</b>				\$ 130,100.00		\$ 93,100.00

**BID TABULATION**

Project: 3 - 2026 Sanitary Sewer Lining  
 Engineer's Project Number: TR 44(3)  
 Bid Deadline: April 29, 2026 at 1:00 p.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID		Insituform Technologies USA, LLC		National Power Rodding Corp	
		QUANT.	UNITS	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
<b>BASE BID</b>							
1.	Mobilization / Demobilization	1	lump sum	\$ 52,347.40	\$ 52,347.40	\$ 75,000.00	\$ 75,000.00
2.	Investigation Set Up (Sections)	47	each	\$ 59.10	\$ 2,777.70	\$ 500.00	\$ 23,500.00
3.	Preparatory Sewer Cleaning and Pre-Lining Televising (8-inch)	6,540	lineal feet	\$ 3.35	\$ 21,909.00	\$ 1.00	\$ 6,540.00
4.	Preparatory Sewer Cleaning and Pre-Lining Televising (10-inch)	1,180	lineal feet	\$ 3.05	\$ 3,599.00	\$ 1.00	\$ 1,180.00
5.	Preparatory Sewer Cleaning and Pre-Lining Televising (12-inch)	1,760	lineal feet	\$ 4.73	\$ 8,324.80	\$ 1.00	\$ 1,760.00
6.	Preparatory Sewer Cleaning and Pre-Lining Televising (15-inch)	2,230	lineal feet	\$ 5.88	\$ 13,112.40	\$ 1.00	\$ 2,230.00
7.	Lining Set Up (Sections)	47	each	\$ 63.83	\$ 3,000.01	\$ 500.00	\$ 23,500.00
8.	Temporary Sewer Bypassing	1	lump sum	\$ 5,444.44	\$ 5,444.44	\$ 65,000.00	\$ 65,000.00
9.	Lining & Post-Lining Televising (8-inch)	6,540	lineal feet	\$ 40.85	\$ 267,159.00	\$ 32.00	\$ 209,280.00
10.	Lining & Post-Lining Televising (10-inch)	1,180	lineal feet	\$ 47.06	\$ 55,530.80	\$ 42.00	\$ 49,560.00
11.	Lining & Post-Lining Televising (12-inch)	1,760	lineal feet	\$ 51.91	\$ 91,361.60	\$ 63.00	\$ 110,880.00
12.	Lining & Post-Lining Televising (15-inch)	2,230	lineal feet	\$ 117.08	\$ 261,088.40	\$ 99.00	\$ 220,770.00
	<b>TOTAL BID</b>				\$ 785,654.55		\$ 789,200.00
<b>SUPPLEMENTAL ITEMS</b>							
S1	Joint Testing (Joints)	60	each	\$ 339.98	\$ 20,398.80	\$ 1,500.00	\$ 90,000.00
S2	Joint Grouting (Joints)	60	each	\$ 216.29	\$ 12,977.40	\$ 500.00	\$ 30,000.00
S3	Lateral Connection Testing	10	each	\$ 2,039.86	\$ 20,398.60	\$ 2,500.00	\$ 25,000.00
S4	Lateral Connection Sealing	10	each	\$ 216.29	\$ 2,162.90	\$ 1,500.00	\$ 15,000.00
S5	Repair Protruding Tap	10	each	\$ 111.11	\$ 1,111.10	\$ 2,000.00	\$ 20,000.00
S6	Spot Sanitary Sewer Main Repairs, 8-inch	1	each	\$ 15,277.78	\$ 15,277.78	\$ 5,000.00	\$ 5,000.00
S7	Spot Sanitary Sewer Main Repairs, 12-inch	1	each	\$ 15,833.33	\$ 15,833.33	\$ 10,000.00	\$ 10,000.00
S8	Spot Sanitary Sewer Main Repairs, 15-inch	1	each	\$ 16,111.11	\$ 16,111.11	\$ 15,000.00	\$ 15,000.00
	<b>TOTAL SUPPLEMENTAL ITEMS</b>				\$ 104,271.02		\$ 210,000.00