



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL MEETING

Monday, April 03, 2023 at 6:00 PM

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

AGENDA

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

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

5. PUBLIC HEARING

6. INPUT FROM THE PUBLIC

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CITY MANAGER'S REPORT

A. Invited Guests

1. New Recreation Supervisor Kenny Shillox

B. Status Update/Reports

1. Spring Election, Tuesday, April 4, 2023, Polls Open 7:00 AM - 8:00 PM
2. Staffing Updates
3. Congratulations to Utilities Administrative Assistant Gina Sampe on Completion of Municipal Electric Utilities of Wisconsin Management Training Program
4. Central Park West 365 Project Update
5. Lincoln Street Reconstruction Project
6. Harbor Design Deficiency Study by U.S.Army Corps of Engineers
7. Police Department Therapy Dog
8. Annual Utility Shut Off Moratorium Ends on April 15
9. Electric Power Cost Adjustment Reducing Bills in March
10. Check Out WI State Parks at Your Lester Public Library
11. Reminder: Grant Program to Assist Tree Planting on Private Properties
12. Reminder: Pilot Program for Front Yard Produce Gardens
13. Upcoming Events:
 - a. Annual Fundraiser Spring Tree & Shrub Sale, Tuesday, March 21, 2023 to Friday, April

28, 2023, Van der Brohe Arboretum, order online vanderbrohearboretum.org

b. Green Infrastructure Design & Implementation, Presented by the Two Rivers Environmental Advisory Board, Thursday, April 6, 6:00 PM, Lester Public Library

c. 11th Annual Fish Boil Two Rivers Firefighters Local 423, Friday, April 7, 2023, 3:00-7:00 PM, 2122 Monroe Street

d. Pancakes with the Easter Bunny, Saturday, April 8, 9:00 -11:00 AM, Koska Room, J.E. Hamilton Community House

e. Optimist Club Easter Egg Hunt, Saturday, April 8, 11:00 AM, Neshotah Park

14. Other

C. Legislative/Intergovernmental Update

1. State Senator Andre Jacque to Hold Listening Session at City Hall on Monday, April 17, 3:30 PM to 5:00 PM

2. State Senator Andre Jacque and State Representative Shae Sortwell to Attend April 17 City Council Meeting to Discuss 2023-25 State Budget and Other Issues of Importance to Two Rivers

10. CONSENT AGENDA

A. Presentation of Minutes

1. City Council, March 6, 2023; City Council, March 20, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Environmental Advisory Board, March 21, 2023

2. Advisory Recreation Board, February 15, 2023

3. Police and Fire Commission, March 22, 2023

4. Personnel and Finance Committee, March 15, 2023

Recommended Action:

Motion to receive and file

C. 1. Application for New Combination Class "B" Beer/"Class B" Liquor License Application for the period of April 4, 2023 to June 30, 2023 for Montana Rae's Pub LLC, 1713 East Street - Montana Anderson, Agent (dba Montana Rae's Pub)

Recommended Action:

Motion to approve the application and authorize issuance of the license

2. Application for Temporary Class "B"/"Class B" Retailer's License Application for the period of April 27-29, 2023 from 6:00 PM to 11:00 PM, Heart-A-Rama, 1710 West Park Street

Recommended Action:

Motion to approve the application and authorize issuance of the license

3. Application for Temporary Class "B"/"Class B" Retailer's License Application for the period of May 4-6, 2023 from 6:00 PM to 11:00 PM, Heart-A-Rama, 1710 West Park Street

Recommended Action:

Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

A. Sex Offender Residency Appeal

Recommended Action:

Motion to deny the requested waiver, based on the recommendation by the Assistant Police Chief

B. Award of Bid for Repaving of Zlatnik Drive, 17th to Pierce (2023 Capital Budget Project, budgeted at \$188,000)

Recommended Action:

Motion to award the contract to Northeast Asphalt, Inc. in its low qualifying bid amount of \$86,532.00

C. Award of Bid for Replacement of Private Water and Sanitary Sewer Laterals on Lincoln Street, in Conjunction with Street Reconstruction Project

Recommended Action:

Motion to award the contract to Van Rite Plumbing Inc. of Green Bay, Wisconsin in its low qualifying bid amount of \$220,825.00

D. Resolution Amending 2023 Streets and City Hall Capital Budgets to Transfer Funds Needed for City Hall HVAC Control System Project From Streets Capital Projects Where Costs Have Come in Below Budget

Recommended Action:

Motion to waive reading and adopt the resolution

E. Proclamation of Arbor Day 2023

Recommended Action:

Motion to waive reading and adopt the proclamation

F. Resolution Amending 2023 Industrial Park Development Capital Budget to Provide Funding for Emergency Replacement of Loading Dock Leveler at City Owned Industrial Incubator at 1429A Wentker Court

Recommended Action:

Motion to amend budget to transfer \$12,000 from Fund 290

G. Consider Authorizing the Hiring of One Additional Full-Time Firefighter/Paramedic to Help Meet Staffing Needs in Light of Anticipated Shift Vacancies Due to Employee Medical Leaves

Recommended Action:

Motion to authorize the additional staff position

12. FOR INFORMATION ONLY

A. City Council Regular Meeting, Monday, April 17, 2023, 6:00 PM

B. City Council Re-Organizational Meeting, Tuesday, April 18, 2023, 6:00 PM

C. City Council Work Session Meeting, Monday, April 24, 2023, 6:00 PM

13. CLOSED SESSION

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

--Discuss matters pertaining to right of first refusal held by the City, relative to property at the southwest corner of the intersection of STH 310 and Woodland Drive

14. RECONVENE IN OPEN SESSION

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

15. ADJOURNMENT

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

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

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



CITY COUNCIL MEETING

Monday, March 06, 2023 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

ALSO PRESENT: Jeff Dawson, Library Director, Brian Dellemann, Electric Utility Director, Matt Heckenlaible, Public Works Director; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Police Chief; Dave Murack, Interim Fire Chief; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Andrew Sukowaty, Water Utility Director; Jack Bruce, City Attorney; and Greg Buckley, City Manager

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

None.

5. PUBLIC HEARING

6. INPUT FROM THE PUBLIC

William Otto, 1800 Jefferson Street – Requested for the pool at Two Rivers Family Swim Center to have ADA accommodations.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Dahlke reported on the following comments he received:

- Complaints about snow plowing when the City received light snow and then received a large amount of rain causing the streets to flood.
- Communication with several citizens regarding the vacant seat on Council. The citizens would prefer to have a special election to fill the vacancy.
- Complaints from several citizens about speeding on Forest Hills Drive.

Councilmember Wachowski reported on the following comments he received:

- Complaints about the snow plowing when the City received rain. The intakes on the storm water drains backed up with the snow causing the streets to flood. The Department of Public Works did everything they could to keep the intakes clear from snow to help with the flooding. Department of Public Works also called in extra workers and put plows on extra trucks to try to keep up with the storm.
- Letter from Glenn Mitani about the intersection of Lincoln Street and 22nd Street. When following up with City Manager Greg Buckley, he stated the City is aware of the issue.

Public Works Director Matt Heckenlaible, also received the same letter. He reached out to Manitowoc County, Police Chief Ben Meinnert and the Department of Transportation. There is a process that the City could go through including the Department of Transportation doing an intersection evaluation but the number of crashes since 2015 is about eight and not impacted by traffic flow or stop signs. The City will do an internal review of the intersection and report to the Public Works Committee. City Manager, Greg Buckley reported that the internal review will also be reported to the Council and the Department of Public Works is aware of the issue as the secretary also received the same letter.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following Boards:

--Environmental Advisory Board: The Board is waiting for the Department of Natural Resources to complete the TMDL Report before proceeding with the Stormwater Ponds. On February 7, 2023 Titus Seilheimer gave a presentation on the health of the rivers and lake, algae blooms, and Forget-Me-Not Creek. On March 9, 2023, Nick VanDeHey from McMahon Associates is giving a presentation on clean water, stormwater runoff and the Department of Natural Resources requirements.

--Main Street: Reminder of Banner Art, canvasses are due back soon and a couple of sponsorships are available, contact Main Street if interested. The Great Trivia Contest is scheduled for March 10th. There are currently 12 teams and room for a few more. The following new businesses are coming to town: Sweet Fire Tobacco, Paper Crane Bookstore and Dice Goblin Games.

Councilmember B. LeClair reported on the Committee on Aging. The Committee is curious on the status of the 45 unit apartment development at 3000 Forest Avenue. City Manager Greg Buckley reported that things are not proceeding at this point because of a restrictive covenant on the land.

9. CITY MANAGER'S REPORT

A. Invited Guests

1. Introduction of New Public Works/Engineering Administrative Assistant, Susan Reilly
Susan Reilly has prior experience in the Public Works and Engineering field from the City of Manitowoc where she worked for about 30 years.

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the Ongoing Recruitments for Fire Chief – Applications due until filled; Recreation Supervisor – Interviews underway; Director of Tourism – Interviews completed; Tourism Media & Marketing Coordinator – Applications being reviewed; and Public Works Utility Person – Interviews are scheduled

2. City Invites any local elementary or pre-school students to lead the Pledge of Allegiance at City Council Meetings

Mr. Buckley asked that interested parties contact the City Manager's Office to schedule

3. Upcoming Candidate Forums: League of Women Voters, Thursday, March 9, 2023, 7:00 PM, Council Chambers; Two Rivers Business Association, Tuesday, March 14, 6:30 PM, Council Chambers

Mr. Buckley reported citizens can come to the Council Chambers to watch the forums live or they will be streamed on Facebook. A correction that the Two Rivers Business Association does start at 7:00 PM.

4. Absentee Ballots for April 4, 2023 Spring Election can be requested on-line at myvote.wi.gov, City Clerk's Office or by mail with an acceptable photo ID

Mr. Buckley reported in person voting starts on March 21st but ballots can be requested now

5. Central Park West 365 Update

Mr. Buckley reported Vinton Construction completed demolishing the stage and Koenig Construction expects to start work on the new park pavilion shortly after completion of the demolition

6. Sandy Bay Highlands Home Construction

Mr. Buckley reported the sale of two lots to Lakeshore Residential LLC. There are six lots remaining

7. Mr. Buckley reported on the following upcoming events:

a. Two Rivers Environmental Advisory Board Presents Storm Water Runoff & Pond, Thursday, March 9, 2023, 6:00 PM, Lester Public Library

b. The Great TRivia Contest, Main Street, Friday, March 10, 2023, 6:00 PM, Community House Gym

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

8. Other

Mr. Buckley reported that the Parks and Recreation Department is holding a Neshotah Park Master Plan Open House to review the plan with staff and the members of the Advisory Recreation Board, there is also an online survey that can be completed.

Mr. Buckley reported the following businesses are coming to Two Rivers: Phenomenal Will Training at 1604 Washington Street; Sweet Fire Tobacco at 1803 Washington St., Unit 2; Paper Crane Bookstore at 1610 Washington St.; and Dice Goblin Hobbies at 1308 Washington St. Hartman's Bakery is re-opening on March 14th.

Mr. Buckley reported there was serious flood damage last week at Grow It Forward Community Food Center in Manitowoc. For information on how to help, visit the Facebook Page for Grow It Forward.

Mr. Buckley reported there are still a limited number of grants available for Lead Water Service Lateral Replacements. This work must be completed by April 30th. For more information contact the Customer Service office.

C. Legislative/Intergovernmental Update

a. Governor's Proposed Budget - Implications for Cities

Mr. Buckley reported that the Republican Legislative Leadership and Governor Evers in his budget presentation have spoken to the need for increased funding to help local governments to fund their services. The Shared Revenue Program that makes up a large portion of the General Fund Budget has either been frozen or cut for the last quarter century. It used to be over 10 percent of State General Purpose Spending and now it is about 3 or 4 percent. Council President Wachowski has reached out to the Governor's Office to convey concerns about funding for all City operations but more specifically to the Public Safety area. Mr. Buckley and Council President Wachowski have a call with the Governor's Regional Liaison for North East Wisconsin to discuss shared revenues.

Council President Wachowski reported the City is responsible for protecting the waterways and but they are considered the State's waterways and the City needs help with the maintenance.

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

Mr. Buckley reported 50 Municipalities from Wisconsin, had the opportunity to speak with Senator Baldwin, and Senator Johnson and Representative Grothman regarding issues facing Electric Utilities. Wisconsin is working hard on reducing the CO2 Emissions but want to keep a diversified energy portfolio. There is also a need to enact energy permitting reform to help with pipelines and new transmission lines around the country to help with the regulatory and environmental review processes. To help alleviate the supply chain crisis for electrical transformers, and through a Defense Production Act authorization is being requested by APPA. Brian Delleman noted that substation size transformers have a lead time of up to four years, the typical pole mounted transformers have a lead time of up to two years. The Department of Energy is advocating for higher efficiency standards for transformers.

c. Other-None

10. CONSENT AGENDA

A. Minutes of Meetings

1. Police and Fire Commission, February 9, 2023
2. Environmental Advisory Board, February 21, 2023
3. Public Works, March 1, 2023

Recommended Action:

Motion to receive and file

B. Applications and Petitions

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

Recommended Action:

Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by Shimulunas, seconded by Dahlke.

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

11. CITY COUNCIL - FORMAL ITEMS

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

Recommended Action:

Motion to waive reading and adopt the resolution.adopt the resolution

Mr. Buckley noted the need to correct the resolution, to change the proposed Transfer from Other Funds into Fund 451 from \$300,000 to \$325,000.

Motion carried with a roll call vote.

Motion made by B. LeClair, seconded by Petri, ;with correction as noted.

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

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

Recommended Action:

Motion to waive reading and deny the resolution Mr. Buckley noted the need for additional information from the developer before proceeding with this borrowing.

Motion carried with a voice vote.

Motion made by B. LeClair, seconded by Petri.

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

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

Recommended Action:

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

12. FOR INFORMATION ONLY

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

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

13. ADJOURNMENT

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

Motion carried with a roll call vote.

Motion made by Dahlke, seconded by Stechmesser.

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

Respectfully Submitted,

Amanda Baryenbruch
City Clerk



CITY COUNCIL MEETING

Monday, March 20, 2023 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

The meeting was called to order by Council President Wachowski at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was Led by Webelos Den of Cub Scout Pack 3940, Two Rivers

3. ROLL CALL BY CITY CLERK

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski. There is one vacancy on the Council at this time.

ALSO PRESENT: Jeff Dawson, Library Director, Brian Dellemann, Electric Utility Director, Matt Heckenlaible, Public Works Director; Mike Mathis, Parks & Recreation Director; Ben Meinnert, Police Chief; Dave Murack, Interim Fire Chief; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Andrew Sukowaty, Water Utility Director; Jack Bruce, City Attorney; Brian Dean, Tourism Director and Greg Buckley, City Manager

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

None.

5. PUBLIC HEARING

- A. Amendment to Zoning Ordinance Section 10-1-15G(4)(b.)(6) for Pilot Program for Front Yard Gardens

Recommended Action:

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

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

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Dahlke.

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

- B. Conditional Use Permit to Allow Boat Rentals at 1509 Monroe Street in the Waterfront Business District, as Requested by Baeten Lakeshore Properties, LLC

Recommended Action:

Motion to approve the Conditional Use Permit, with conditions as recommended by the Plan Commission

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

Motion carried upon a roll call vote.

Motion made by B. LeClair, Seconded by Shimulunas.

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

Mr. Baeten then briefly addressed the Council about his plans for the property.

C. Public Hearing on Resolution to Levy Special Assessments on Properties Fronting on Lincoln Street Between 17th Street and 22nd Street

Recommended Action:

Motion to waive reading and adopt the resolution

The public hearing was opened by Council President Wachowski and three calls for public input were made. Jana Karl – 1816 Lincoln St. spoke on the concerns of the cost of the project and requested to have letters sent to homeowners with a tentative five-year plan of streets reconstruction to help the homeowners save money in advance of the assessments. Jeff Karl – 1816 Lincoln St. questioned the costs and if additional costs are incurred will the City pay for it. Mr. Buckley responded that the City is responsible for any costs in excess of those reflected in the published special assessment rates.

Motion carried upon a roll call vote.

Motion made by Dahlke, Seconded by Koach.

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

6. INPUT FROM THE PUBLIC

Dean LaRose – 1629 Hawthorne Ave, spoke regarding the vacancy on Council and spoke against an appointment to Council.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Dahlke reported that he received the following questions and comments from residents:

- He received many comments about how the Department of Public Works did a great job with the last snowfall.
- A phone call from the concerned resident about speeding on Forest Hills Drive, called to thank the Officers that had two people pulled over and they are noticing people are slowing down in the area.
- A few residents complained about the quality of microphones in Council Chambers and when the spectrum channel will be online.
- A phone call wondering if the City checks the status of the LLC when they apply for licenses/permits.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following Boards:

--Environmental Advisory Board: The Board is looking into "No Mow May". There are two presentations for the Winter Educational Series. The next one is on April 6th, Jim Knickelbine from Woodland Dunes will be presenting on Green Infrastructure and different initiatives that is happening at Woodland Dunes. In May, Steve Lankton from UW-Manitowoc Extension Master Gardener Program will be presenting on pollinators and pollinator gardens. If any residents have ideas on presentations for the Winter Educational Series for next season, reach out to the EAB. The WPPI Tree Grant Resolution was adopted and residents can apply for the grant.

--Main Street: "Fool Around Downtown" is a sales promotion in downtown from April 1st to April 10th. There are prizes and gift certificates along with Cool City Cash. A yarn bomb exhibit on the decorative light poles is coming to downtown to work in conjunction with the banner art. The Cool City Classic Car Show is looking for sponsors.

9. CITY MANAGER'S REPORT

A. Invited Guests

1. Elizabeth Runge, Community Development Director introduced the new Director of Tourism, Brian Dean. Brian is a native of Two Rivers and a graduate of the University of Wisconsin-Madison. He has a highly distinguished career as a policy advisor in Washington D.C., Latin America and for the state of Florida. He began his duties with the City on March 20.

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the Ongoing Recruitments for Fire Chief – Applications will be reviewed by the Police and Fire Commission on March 22, 2023; Public Works Maintenance Worker – the job ad will be posted this week; Tourism Media & Marketing Coordinator – Applications being reviewed; Police Officer – Currently accepting applications. Recreation Supervisor – Kenny Shillcox is starting April 3rd, Director of Tourism – Brian Dean, started March 20th, Public Works Utility Person – Kevin Chaloupka, promoted effective March 13th, Public Works Equipment Operator – James Anderson, promoted effective March 13th.

2. 2023 Capital Projects Financing Finalized (10-Year General Obligation Notes)

Mr. Buckley reported the final pricing was secured by R.W. Baird on March 8th. The average interest rate is 3.78%; this compares to a rate of 4.0% used in financing illustrations and a maximum authorized rate of 4.75% in parameters resolution adopted by City Council.

3. Central Park West 365 Project Update

Mr. Buckley reported the foundations have been poured for the park pavilion building, and the walls will soon start going up. This building is being built by Koenig Construction as a subcontractor to Vinton Construction. There have been donations for pavers from many high school classes.

4. Neshotah Playground Project

Mr. Buckley reported equipment vendor Northland Recreation reports that the equipment is scheduled to ship on August 20th and still waiting for the schedule to install the playground.

5. Lester Library and Zander Park Story Walk

Mr. Buckley reported the materials have been delivered for installation this Spring. This is from a grant from the West Foundation.

6. Parks and Recreation Spring Activity Guide

Mr. Buckley reported the Spring Activity Guide has been published in print and online.

7. Article on Water Utility's Energy-Savings Initiatives

Mr. Buckley reported there is an upcoming article in the WI Section of the American Water Works Association Newsletter about the Two Rivers Water Utility and the Energy-Saving Initiatives. These initiatives include installing a variable frequency drive on a process pump, upgrading to LED lighting and integrating occupancy sensors, and incorporating pump controls throughout the plant. These upgrades created an efficient work environment and will help the City save more than \$25,000 per year in energy costs.

8. Frontier Communications System Rebuild/Fiber Project

Mr. Buckley reported Frontier Communication plans to rebuild all their facilities within the City of Two Rivers with Fiber. Construction is slated to start this spring in the area between the rivers.

9. Winter Parking Ban Ended on March 15

Mr. Buckley reported the Parking Ban ended on March 15th. During the 103 days included in the Winter Parking Ban period, there were a total of 12 days the Parking Ban was in effect and enforced.

10. City Council Candidate Forums On-Line

Mr. Buckley reported the City Council Candidate Forums from the League of Women Voters and the Two Rivers Business Association are available for viewing on the City Website, City Hall Facebook Page and the City Youtube Page.

11. In Person Absentee Voting for the April 4, 2023 Spring Election will begin March 21 through March 31 between the hours of 8:00 AM - 4:30 PM at City Hall

Mr. Buckley reported In Person Absentee Voting will start on March 21st for the Spring Election. If any citizens have questions, they can call the City Clerk.

12. Spring Election, Tuesday, April 4, 2023, 7:00 AM - 8:00 PM, to find your polling place go to myvote.wi.gov or call City Clerk's Office at 920-793-5526

Mr. Buckley reported there are multiple state races on the ballot along with City Councilmembers race and State Referendum questions.

13. Upcoming Events:

- a. Open House on Neshotah Park Master Plan, Hosted by Parks and Recreation Department and the Advisory Recreation Board, Tuesday, March 21, 6:00 PM to 9:00 PM, Senior Center Koska Room
- b. Lester Public Library Foundation Used Book Sale, March 20-25
- c. Two Rivers Fire Department Fish Boil, Friday, April 7, 3:00-7:00 PM, 2122 Monroe Street
- d. Breakfast With the Easter Bunny, Community House, Saturday, April 8
- e. Van Der Brohe Arboretum Tree and Shrub Sale, Ongoing Until April 28; go to vanderbrohearboretum.org/sale for more information
- f. Two Rivers Rotary Annual Dinner and Auction, April 1, 5:00-7:00 PM, Sepia Chapel
- g. Two Rivers Water & Light Department Sponsors Two \$500 Scholarships, Deadline for Application is April 1, 2023
- h. Spring Scavenger Hunt Bingo, Woodland Dunes Nature Center, March 13-24
- i. Two Rivers Kids' Run, Saturday, March 25, 3:00-6:00 PM, Two Rivers High School
- j. Two Rivers 10-Mile, Sunday, March 26, 8:00 AM, Two Rivers High School

14. Other

Mr. Buckley reported that on March 17th, Spectrum completed installation of the new equipment needed to restore the government channel on the local cable TV system. The equipment needs to be tested, calibrated and programed prior to the live broadcasts. The testing should be completed in 4-6 weeks.

Mr. Buckley reported there are limited opportunities for Lead Water Service Lateral Replacement in 2023. Residents interested in receiving a grant of up to \$2,500 should contact Customer Service. The work for the lateral replacements must be completed by April 30th.

Mr. Buckley reported there have been a number of new businesses coming downtown. Hartman's Bakery opened on March 14th, and on April 1st, Paper Crane Bookstore, Dice Goblin Hobbies, and Cosmic Soul Metaphysical are opening for business.

C. Legislative/Intergovernmental Update

Mr. Buckley reported he recently attended the first meeting of the Marine Sanctuary Advisory Council at the Wisconsin Maritime Museum. Each of the four cities and the three counties in the Sanctuary area have non-voting representatives on the Advisory Council. There are a number of voting members from various sectors including the President of Friends of Point Beach. The Advisory Council will be providing input on the management plan for the sanctuary and the facilities plan when NOAA starts making investments in visitor facilities on the shore related to the Sanctuary.

10. CONSENT AGENDA

A. Minutes of Meetings

1. Lester Public Library, February 14, 2023
2. Public Utilities Committee, March 6, 2023
3. Plan Commission, March 13, 2023
4. Committee on Aging, February 6, 2023

Recommended Action:

Motion to receive and file

B. Department Reports, February 2023

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

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Application for New Combination Class "B"/"Class B" Liquor License Application for the period of March 31, 2023 to June 30, 2023 for Meola LLC, 1820 Jefferson Street - Joseph Meola, Agent (dba Sepia Wedding & Event Venue)

Recommended Action:

Motion to approve the application and authorize issuance of the license

2. Application for Operator License - Recommended for Denial by Police Chief - Kathleen Jo Rosenow

Recommended Action:

Motion to deny the application, based on the recommendation of the Police Chief

- D. Summary of Verified Bills for the Month of February 2023 for \$6,182,401.73

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by Koach, seconded by Shimulunas.

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

11. CITY COUNCIL - FORMAL ITEMS

- A. Award of Purchase Contract for Two Single Axle Dump Trucks Equipped with Plows, Wings and Tarping Systems (2023 Budget Includes \$300,000 for the Purchase of One Truck, at \$300,000; Anticipates Ordering Two Trucks, with Second to be Budgeted in 2024, Both for 2024 Delivery)

Recommended Action:

Motion to award the purchase contract to Packer City International Trucks of Appleton, in the total amount of \$500,440.00, with the understanding that this purchase will require budgeting an additional \$200,440.00 in 2024

Motion carried with a roll call vote.

Motion made by Stechmesser, Seconded by B. LeClair.

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

- B. 2022 Annual Municipal Separate Storm Sewer System (MS4) Report to WI Department of Natural Resources

Recommended Action:

Motion to receive and file

Council discussed the report and the testing requirements set by the Department of Natural Resources.

Motion carried with a voice vote.

Motion made by Koach, Seconded by Stechmesser.

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

- C. Ordinance Amendment Modifying Liability Insurance Requirements Associated with Various City Licenses and Permits

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

Motion made by Dahlke Seconded by Stechmesser.

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

- D. Resolution Authorizing Submittal of Funding Application to Wisconsin DNR's Urban Source and Storm Water Planning Grant Program

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Koach, Seconded by B. LeClair.

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

- E. Resolution of Support for Application to Wisconsin DNR's Urban Non-Point Source and Stormwater Planning Grant Programming, with Details on Proposed Uses of Grant Funds

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by D. LeClair.

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

- F. Authorize Reclassification of Police Professional Standards Lieutenant Position to the Rank of Captain

Recommended Action:

Motion to authorize the reclassification, as recommended by the Chief of Police and the Personnel and Finance Committee

Motion carried with a voice vote.

Motion made by B. LeClair, Seconded by Petri.

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

- G. Council Direction Regarding Possible Appointment to City Council, Vacancy Created from Resignation of Jason Ring

Recommended Action:

Motion to leave the position vacant until the 2024 Spring Election

Motion carried with a roll call vote.

Motion made by Koach, Seconded by Dahlke.

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

- H. Proposal and Participant Guidelines for 2023 Pilot Program for Up to 20 Front Yard Produce Gardens, as Recommended by the Environmental Advisory Board

Recommended Action:

Motion to approve the Proposal and Participant Guidelines, as Recommended by the Environmental Advisory board

Motion carried with a roll call vote.

Motion made by Koach, Seconded by B. LeClair.

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

Section 10, Item A.

12. FOR INFORMATION ONLY

- A. City Council Work Session Meeting, Monday, March 27, 2023, 6:00 PM
- B. City Council Regular Meeting, Monday, April 3, 2023, 6:00 PM
- C. Looking Ahead: Possibly Reschedule July 3, 2023 City Council Meeting

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn 8:38 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Petri.

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

Respectfully Submitted,

Amanda Baryenbruch
City Clerk



**TWO
RIVERS**
WISCONSIN

ENVIRONMENTAL ADVISORY BOARD MEETING

Tuesday, March 21, 2023 at 5:30 PM

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

MINUTES

1. CALL TO ORDER: 5:40 pm

2. ROLL CALL AND CHECK ON REMOTE PARTICIPANTS

Board Members Present: Donald DeBruyn, Darla LeClair, Jake Glaser, Jay Orvis, Tracy Koach

Not Present: Douglas Brandt

Staff present: Matthew Heckenlaible and Scott Ahl

Public present: PJ Stephen

There was a discussion as to whether Mr. Brandt has been notified of the meetings. An email was sent to all Board members and there is an email listed for Mr. Brandt.

3. REVIEW LAST MINUTES - APPROVE OR CORRECT

Don DeBruyn made a motion to approve the February 21, 2023 Minutes, seconded by Tracy Koach. Motion passed.

4. PUBLIC INPUT - None

5. GUEST SPEAKER - None

6. CURRENT ITEMS FOR DISCUSSION AND ACTION

- **No Mow May** – Greg Buckley, City Manager, inquired as to whether the Board was considering promoting “No Mow May” and if so, suggested placing it on the agenda to discuss. The Board discussed the topic along with if they wanted to support the movement what would be the appropriate mechanism to suspend enforcement of applicable ordinances as it pertains to long grass complaints. It was decided that a formal resolution would need to be created. Board members asked what the purpose and benefits was associated with “No Mow May”. Per Google – *‘No Mow May is a conservation initiative that encourages people to stop mowing or mow less often for the month of May to create habitat and provide resources for bees and other early-season pollinators.’* It was suggested a portion of lawns be allowed not to be cut. That idea was discussed and it was decided that it would be the entire lawn or nothing. After the discussion concluded, it was strongly suggested that people should be encouraged to cut their lawns at a higher mow height, plant pollinator gardens and that the Board opted to table the discussion of “No Mow May” until fall, 2023, after they have had time to do more research as to the benefits and how to administer an organized program.
- **Front Yard Vegetable Garden Update** – Darla LeClair provided the Board an update that City Council took action at the March 20, 2023, Council Meeting to allow the 2023 Pilot Program to proceed forward, passing the ordinance revisions and limiting the program to 20 participants.
 - The submitted guidelines were provided to the Board Members.

- Need a subcommittee to review applications and work with residents - Darla L. LeClair stated whether a subcommittee of the Board should be considered to be formed to assist in administering the Pilot Program. After a brief discussion, it was concluded that other Board Members would assist if asked. Tracy Koach will reach out to the High School to see if students would want to get some Community Service Hours and help monitor the Pilot Program as well. We could also utilize this Community Service toward Public Involvement related to the City's WDNR Stormwater Permit.
- Amber Daus – Grow It Forward involvement regarding funding
- Create Facebook page – project goals, procedures, links to forms, ordinances and educational materials – Darla LeClair was going to work with City IT staff to get information out through various media venues – website, Facebook, etc.
- Where do we go from here? If Polit Program is successful:
 - Work in tandem with Amber Daus to provide Grow It Forward workshops.
 - Set up a citizen led cooperative for self-policing the program and to create relationships with local food banks for donations of surplus produce e.g., with eggs, participants cannot direct sell and make a profit from their goods.
- **Winter Educational Series** – Darla LeClair provided an overview of the previous presentation along with the up-coming programs including possible topics for next winter.
 - Previous presentation – March 9, 2023, Nick VanDeHey/McMahon Associates - clean water/ stormwater runoff/ DNR requirements – a discussion pertaining to the Northeast Lakeshore TMDL and potential impacts for the City of Two Rivers.
 - Next presentation – April 6, 2023 Jim Knickelbine, Executive Director of Woodland Dunes Nature Center & Preserve, presenting on Green Infrastructure Design and Implementation
 - May 2023 presentation – Steve Lankton, UW-Manitowoc Master Gardener, presenting on pollinators and pollinator gardens
 - Potential topics for Winter 2023-2024 Series
 - Pollinators & You!
 - Backyard Bees – tie in with Monarch City promotions (pollinators & pollinator gardens)
 - Gardening 101
 - Composting
- City match WPPIT new tree grant (Tree Planting Grant Pilot Program 2023) in resolution previously passed at City Council meeting.
- **Have future discussion relative to having the Wastewater Treatment Plant work with farmers on Adaptive Management measures upstream of the plant.**

Director Heckenlaible stated that although Adaptive Management is an option for the Wastewater Treatment Plant to try and obtain Phosphorus and Sediment reduction credits, at this time it is not necessary for the City of Two Rivers. Neither the Wastewater discharge permit nor the proposed Northeast Lakeshore TMDL will be requiring further reductions than what are in current permits and as such, staff would not support taking this type of action at this time.
- **Discuss continuation of Agricultural Education** – Director Heckenlaible stated that it is always beneficial to know what is occurring elsewhere, but we need to concentrate on what we need to accomplish within the City of Two Rivers.
- **Backyard Bees** – help promote pollinator gardens.

7. OTHER ITEMS FOR DISCUSSION AND ACTION

- **Status of new DNR Northeast Lakeshore TMDL - 2023 or 2024** - Director Heckenlaible provided a brief overview of the TMDL. The draft report is out and WDNR was accepting public comment on the draft. Once they receive, review and respond back to those comments and make any necessary significant changes, if necessary, the WDNR would then forward the final report to EPA for review and approval. It is anticipated that the Final Northeast Lakeshore TMDL would be approved by EPA late 2023. The City of Two Rivers is included within 7 reach sheds that are included within Molash Creek, East Twin River, West Twin River and an unnamed tributary presumed to be Forget Me Not Creek. The baseline sediment loading for the City of Two Rivers for discussion purposes is around 20 Tons and we would need to reduce that loading by 20%. Similarly for Phosphorus reduction requirements. Director Heckenlaible stated that obtaining those reduction goals are very achievable and was very optimistic that the City of Two Rivers will be able to meet those requirements. Public Works Staff is planning on applying for a planning grant to determine where we sit today relative to current reductions as compared to the baseline values and what alternatives can be utilized along with a timeframe to implement those alternatives.
- **Explore Grant opportunities for environmentally related activities that are complementary to and cooperative with future City projects ON-GOING**
 - Watch for opportunities for green infrastructure.
 - Grant applications need to be considered two years prior to project.
 - Look at the development of green infrastructure near Water Plant where it would be visible from Memorial Drive and/or from the trails in the area.
 - McMahon Associates will be preparing and submitting an application for an Urban Non-point Source & Stormwater Planning Grant on behalf of the City – ***noted above in TMDL discussion.***

8. NEW ITEMS

- Bat Houses were suggested as a possible future discussion item.

9. NEXT BOARD MEETING - Tuesday, April 18, 2023, at 5:30pm

- 10. ADJOURNMENT:** A motion was made by Jay Orvis to adjourn, seconded by Tracy Koach. Motion passed. 6:38 pm.

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

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



**TWO
RIVERS**
WISCONSIN

ADVISORY RECREATION BOARD MEETING

Wednesday, February 15, 2023 at 6:00 PM

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

MINUTES

1. ROLL CALL

Present Board Members: Daniel Cortte, Travis Kadow, Kathy Peterson, Dorothy Tinkham Delo, Jason Scharping, Robert Reed Jr., Chase Mathias, Adam Wachowski- Council Rep.

Excused Board Members: Brian Gallagher, Justin Klinkner, Chase Mathias, Jeff Dahlke-Council Rep.

Also Present: Greg Buckley- City Manager, Mike Mathis- Parks and Recreation Director, Megan Marsh- Parks and Recreation Clerk

2. APPROVAL OF MINUTES

January 10, 2023

Robert Reed Jr. Established Motion to Approve

Daniel Cortte 2nd the Motion

3. CORRESPONDENCE

Mike- Received emails in regards to Neshotah beach plans about not adding more parking, maintaining green space and adding bocce ball courts.

Dorothy- Had feedback from multiple mothers and women about leaving the playground equipment in the same area-making it safer for mothers with children of all ages to watch for their children. Suggested adding benches for mothers and grandmothers to sit while at the playground.

Rob- Took suggestions over the last month and agreed that paid parking is a great idea to create revenue. Not for residents, but perhaps use a free sticker system. Agreed that adding bocce ball courts would be a great addition to Neshotah Beach and Park.

Dan- Feedback from people he has talked to suggests no paid parking.

Travis- A resident had contacted him in regards to purchasing old playground equipment. Suggested to mark with spray paint or flag where the new playground is going to go.

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

Dean- Make Peirce St a one way street for child safety. Suggested road counters at the beginning of the park/beach for counting the number of the people that go through the beach.

John G- Future baseball field should not be removed and keep it a diamond for the people to come back and want to use the ball diamond for their families, just update the playground and tennis courts.

Ann- Add bocce ball court instead of more tennis or pickleball courts. Wanted to know why the playground is being split up. Keep the baseball field. Suggested no more parking- the park/beach does not have a parking problem. Doesn't agree with athletic turf being that the maintenance is expensive and we already have green space.

Leave playground current equipment where it is and just update to new equipment.

Clean the trees in between the ballpark for a walking path. Get rid of wooden picnic tables- they are falling apart.

Adam- **Answered Public Comments** One way traffic- There are multiple parks close up to the road and are safe both here in town and in other surrounding areas. Playground equipment is for all ages. Splitting up the equipment is to help navigate the whole park and utilize the park as a whole instead of just a portion of the park. Artificial grass was for planning for the future and bringing new families from other places to explore new, upcoming, year round equipment.

5. NEW BUSINESS

1. Neshotah Park and Beach Master Planning

Blake- Central location to the beach and back of the park and connect to make a better hub, better soil for the use, and increase usage of the space.

2. Review planning process timeline and proposed output.

Master Planning Timeline

1. February 15 th ARB Meeting – Feedback and discussion from ARB on master plan goals and timeline presented by Parks & Recreation Direction.
2. March 14 th ARB Meeting – I propose using this ARB meeting as a public forum to receive feedback on a full draft master plan. We will promote this meeting as a public open house. We will also release an online public survey for those who cannot attend the open house.
3. April ARB Meeting – Staff will collect all the feedback from the community and present it to the ARB along with a revised draft master plan. The board will discuss any changes needed to the Master plan and could potentially vote to recommend the plan to City Council on this date.
4. May ARB Meeting – Potential continued conversation and approval of master plan.
5. May/June – Presentation of the master plan to City Council.

6. OLD BUSINESS

7. OTHER BUSINESS

8. DIRECTOR'S REPORTS

1. Neshotah Playground Purchasing Update
2. Central Park Update
3. Spring Program Guide

9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS

Section 10, ItemB.

10. NEXT MEETING

March 21st, 2023

11. ADJOURNMENT

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

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

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Wednesday, March 15, 2023
6:00 PM
City Council Chambers – City Hall**

Call to Order

The meeting was called to order by Committee Chairperson Dahlke at 6:09 PM

Roll Call

Committee Members present were Bonnie Shimulunas and Jeff Dahlke. Committee Member Adam Wachowski was absent. Members of City Staff present were Greg Buckley, City Manager; David Buss, Finance Director; Mike Mathis, Parks & Recreation Director; and Ben Meinnert, Police Chief.

Review Proposal for Reclassification of a Command Position in the Police Department

Police Chief Meinnert presented his proposal to reclassify the Professional Standards Lieutenant position to a Captain position. The reclassification would change the position from an hourly rate, eligible for overtime and comp time, to a salary position. It also provides for improvements in the chain of command and succession planning. The committee discussed the proposal.

Motion to recommend to City Council the reclassification of Police position of Professional Standards Lieutenant to a Captain made by Shimulunas, seconded by Dahlke. Motion carried.

Discuss the Possible Capital Project for Replacement of City Hall HVAC Controls-not budgeted for 2023

City Manager Buckley presented a quote from Schaus Mechanical and gave background on the outdated City Hall HVAC system and its related issues. City Staff will be doing additional research on the project and will likely be coming back to the Council to amend the 2023 budget to cover the necessary renovation costs. The Committee discussed the funding of the project. No action was taken at this time.

Discuss Possible New Full-Time Hire to Fill In for Extended Employee Absence in the Parks and Recreation Department

Mike Mathis and Greg Buckley presented the proposal to cover a long term medical leave of absence with the hiring of a full-time Parks Maintenance Worker with the hope that a similar full time position would become available by the time the leave of absence employee returns or funding for an additional position would become available. The committee discussed various aspects of the proposal.

Motion to recommend to City Council the hiring of a full-time employee to cover the long term leave of absence in the Parks and Recreation Department in tandem with investigating the possibility of utilizing a temporary service agency made by Shimulunas, seconded by Dahlke. Motion carried.

Adjournment

Motion was made by Shimulunas, seconded by Dahlke, to adjourn the meeting 7:24 PM. Motion carried.

Respectfully Submitted,



David Buss, Finance Director

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Wednesday, March 15, 2023
6:00 PM
City Council Chambers – City Hall**

Section 10, ItemB.

Call to Order

The meeting was called to order by Committee Chairperson Dahlke at 6:09 PM

Roll Call

Committee Members present were Bonnie Shimulunas and Jeff Dahlke. Committee Member Adam Wachowski was absent. Members of City Staff present were Greg Buckley, City Manager; David Buss, Finance Director; Mike Mathis, Parks & Recreation Director; and Ben Meinnert, Police Chief.

Review Proposal for Reclassification of a Command Position in the Police Department

Police Chief Meinnert presented his proposal to reclassify the Professional Standards Lieutenant position to a Captain position. The reclassification would change the position from an hourly rate, eligible for overtime and comp time, to a salary position. It also provides for improvements in the chain of command and succession planning. The committee discussed the proposal.

Motion to recommend to City Council the reclassification of Police position of Professional Standards Lieutenant to a Captain made by Shimulunas, seconded by Dahlke. Motion carried.

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Motion to recommend to City Council the hiring of a full-time employee to cover the long term leave of absence in the Parks and Recreation Department in tandem with investigating the possibility of utilizing a temporary service agency made by Shimulunas, seconded by Dahlke. Motion carried.

Adjournment

Motion was made by Shimulunas, seconded by Dahlke, to adjourn the meeting 7:24 PM. Motion carried.

Respectfully Submitted,

David Buss, Finance Director

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

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

FEE \$10.00

Application Date: _____

☒ Town ☐ Village ☒ City of Two Rivers

County of Manitowoc

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

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

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Time: 6:00 PM and ending Time: 11:00 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society
☐ Veteran's Organization ☐ Fair Association or Agricultural Society
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Thomas Bartelme

(b) Address 1676 Atlanta Cir.
(Street) ☐ Town ☐ Village ☒ City

(c) Date organized 12/1971

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Thomas Bartelme

Vice President Fritz Dramm

Secretary Karen Schweitzer - Olson

Treasurer Lynn Bartelme

(g) Name and address of manager or person in charge of affair:

phone number: (920) 645-1787

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

(a) Street number Two Rivers Community House

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Heart - A - Rama

(b) Dates of event May 4, 5, + 6

DECLARATION

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

Officer Thomas Bartelme
(Signature / Date)

Heart - A - Rama
(Name of Organization)

Date Filed with Clerk 3/21/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



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

NOTE:

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

* * * * *

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

Heart - A. Rama
Organization

Thomas Bortelme
By

Mar 4, 5, 16
Date

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

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

FEE \$10.00

Application Date: _____

☐ Town ☐ Village ☒ City of Two Rivers

County of Manitowoc

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

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

☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Time: 6:00 PM and ending Time: 11:00 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Thomas Bartelme (Heart-A-Rama)

(b) Address 1676 Atlanta Cir.
(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 12/1971

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President Thomas Bartelme

Vice President Fritz Dramm

Secretary Karen Schweitzer - Olson

Treasurer Lynn Bartelme

(g) Name and address of manager or person in charge of affair: Thomas Bartelme
phone number: (920) 645-1787

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

(a) Street number Two Rivers Community House

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Heart-A-Rama

(b) Dates of event April 27, 28 + 29

DECLARATION

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

Officer

Thomas Bartelme
(Signature / Date)

Heart-A-Rama
(Name of Organization)

Date Filed with Clerk

3/21/23

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



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

NOTE:

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

* * * * *

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

Heart - A - Rama
Organization

Thomas Bartelme
By

3/20/2023
Date

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: _____
(mm dd yyyy) (mm dd yyyy)To the Governing Body of the: ☐ Town of } TWO RIVERS
☐ Village of }
☒ City of }County of Manitowish Aldermanic Dist. No. _____
(if required by ordinance)Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number <u>92-2664753</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$ <u>25.00</u>
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$ <u>43.39</u>
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>43.39</u>
TOTAL FEE	\$ <u>137.14</u>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Montana Rae's Pub LLC Montana Anderson

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>Anderson</u>	(First) <u>Montana</u>	(Middle Name) <u>Rae</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1620 29th St Two Rivers WI 54241</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>Anderson</u>	(First) <u>Montana</u>	(Middle Name) <u>Rae</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1620 29th St Two Rivers WI 54241</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Montana Rae's Pub LLC Business Phone Number 920-553-8479
2. Address of Premises 1713 Evansburg Post Office & Zip Code 54241
Ed St

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Bar & Grill.stored in walk-in coolers on main floor,
and basement coolers behind bar

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No(b) If yes, under what name was license issued? tippys Bar & Grill

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☒ Yes ☐ No
Already has operators license and training while completion
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
 If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 3/2/23 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <i>Anderson Montana R</i>	Title/Member <i>owner</i>	Date <i>3/14/23</i>
Signature <i>Montana Anderson</i>	Phone Number <i>920-681-1388</i>	Email Address <i>montanaral93@gmail.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Montana Anderson</u>		(first name) <u>Montana</u>		(middle name) <u>Rae</u>	
Home Address (street/route) <u>1620 29th St</u>		Post Office		City <u>TWO RIVERS</u>	State <u>WI</u> Zip Code <u>54241</u>
Home Phone Number <u>920-681-1388</u>		Age <u>29</u>	Date of Birth <u>10/30/93</u>		Place of Birth <u>TWO RIVERS</u>

The above named individual provides the following information as a person who is (check one):

☒ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ Montana Anderson of Montana Rae's Pub LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 3 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☒ Yes ☐ No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
owl 2016 Dubuque, Iowa
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
 If yes, identify. _____
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>Waverly Inn</u>	Employer's Address <u>1402 16th St TR WI</u>	Employed From <u>03/20</u>	To <u>02/23</u>
Employer's Name <u>Brazen</u>	Employer's Address <u>955 Washington St Dubuque IA</u>	Employed From <u>05/17</u>	To <u>03/20</u>

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Montana Anderson
(Signature of Named Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Two Rivers County of Manitowoc

The undersigned duly authorized officer/member/manager of Montana Rae's Pub LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Happy's
(Trade Name)

located at 1713 East St Two Rivers WI 54241

appoints Montana Anderson
(Name of Appointed Agent)

1620 29th St Two Rivers WI 54241
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 3 years

Place of residence last year 1620 29th St Two Rivers WI 54241

For: Montana Rae's Pub LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Montana Anderson
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Montana Anderson, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Montana Anderson 3/16/23
(Signature of Agent) (Date)

1620 29th St Two Rivers WI 54241 Agent's age 29
(Home Address of Agent) Date of birth 10/30/93

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

MARCH 15, 2023

I, TIM TOMCHEK, will SURRENDER my LIQUOR LICENSE TO MONTANA ANDERSON UPON THE APPROVAL OF THE CITY COUNCIL ON MONDAY, APRIL 3. THE CHANGE TO TAKE EFFECT ON SCHEDULED DAY OF CLOSING FRIDAY, APRIL 7TH.





**TWO
RIVERS**
WISCONSIN

CITY CLERK

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

Section 11, Item A.



March 24, 2023

Mr. Patrick C. Beeman
1200 33rd Street
Two Rivers, WI 54241

Dear Patrick,

Your sex offender residency appeal was received on March 10, 2023. Following review by our Police Department, your request, along with a recommendation for denial of your request by our Police Department, is being forwarded to the City Council for action at their meeting on Monday, April 3, 2023. You are welcome to attend this meeting in which Council may chose to allow you to speak regarding your request.

The meeting will take place at:

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

The meeting starts at 6:00 PM. A meeting agenda will be posted at <https://www.two-rivers.org/meetings> no later than Friday, March 31, 2023.

Sincerely,

Amanda Baryenbruch
City Clerk/Human Resources Director

Enclosures: 03/24/2023 Memo from Assistant Chief Wiesner



www.two-rivers.org

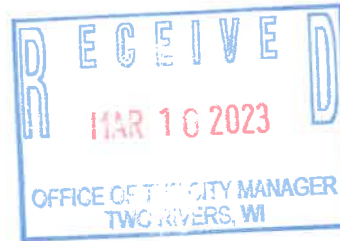


920.793.5526



920.793.5512

Patrick C. Beeman
1200 33rd Street
Two Rivers, WI. 54241
(920)769-6101



DATE: March 9th, 2023

RE: Variance

Dear City Manager;

My name is Patrick C. Beeman, F/K/A: Patrick C. Huff. I am writing to you because I believe that I would be a great candidate for the "Variance".

I lived in Manitowoc County since 2007, which is when I had committed a crime of 3rd Degree Sexual Assault in Cleveland, WI. And I was convicted in May 2007 for this crime. Since then, I have not reoffended. I know that I have committed other crimes that are lesser, but I am learning from my mistakes. And I am moving forward with my life. I am trying to be a great father, even though I never had a father to show me what a true father is. I am currently trying to make a better life for myself and my 2 sons. In this fall, I will be attending LTC to start my 2 year course for Automotive Maintenance Technician Degree.

I am currently involved with a woman by the name of Paula Bierke, who is my girlfriend. She is the one that lives at 1200 33rd Street, Two Rivers, WI. Her and I have known each other for almost two years. And she would even say that I have changed for the better since she first met me. I am also currently a United States Disabled American Veteran of the military. Which I have many people from the V.A. to check up on me and wants me to have the best support in life.

I am respectfully asking to be consider for variance to live in this city, Two Rivers, WI. So that I may further my life on the right track and be a better man. And someone who could have my sons. Because If I can't live here, I am homeless and I can't have my sons as I have no place to house them at. I am currently living at the Quality Inn Hotel in Manitowoc, and I can't have my sons until I have a stable place to live. But all my mail goes to my girlfriend's house in Two Rivers.

Thank You for your time and consideration.

Sincerely,

Patrick C. Beeman



Police Department
1717 East Park Street
Post Office Box 87
Two Rivers, WI 54241-0087

EMERGENCY DIAL911
Non-Emergency Police Response.....(920)686-7200

Police Business Office.....(920)793-1191
 Mon.-Fri. 7:00 a.m. to 4:30 p.m.
Fax(920) 793-5500
Emailtrpolice@two-rivers.org

TO: Amanda Baryenbruch, City Clerk
FROM: Assistant Chief Melissa Wiesner
DATE: March 24, 2023
SUBJECT: Sex Offender Residency Appeal

On 03/09/23, Patrick C. Beeman (Huff) sent a letter to the Two Rivers City Council requesting a waiver of the City of Two Rivers sex offender residency restrictions as outlined in Ord. 9-9. Mr. Beeman has not and does not reside within the City. He is requesting to reside with his girlfriend whom previously resided in the City of Manitowoc but recently moved to Two Rivers in December 2022.

It was determined that Mr. Beeman was convicted of 3rd Degree Sexual Assault of a Child, § 940.225(3) in 2007. Mr. Beeman is on the WI Department of Justice Sex Offender Registry until 01/05/2036 and is not currently under Department of Corrections (DOC)/Division of Community Corrections Supervision.

Based on Mr. Beeman's sex offense and the fact that he does not meet the criteria for an exception to the residency requirement, Mr. Beeman was advised he would not be permitted to reside within the City of Two Rivers. Assistant Chief Wiesner met with Mr. Beeman to talk with him about the ordinance and variance or appeal process but Mr. Beeman would not talk with Assistant Chief Wiesner. Mr. Beeman instead raised his voice, swore at Assistant Chief and threatened to sue the city. Chief Meinnert provided the information regarding the appeal process to Mr. Beeman's girlfriend upon her request.

Mr. Beeman had been a long-time resident of the City of Manitowoc where he is currently residing, and despite his sex offense and registry status, is able to legally reside. Mr. Beeman stated that he has not reoffended but admits to committing "other crimes that are lesser" since his sex offense. Since his 2007 offense, Mr. Beeman has been arrested for several Probation Violations, Warrants, multiple charges for Disorderly Conduct, Escape from Jail, an additional sexual contact with an underage female, and charges of Harassment and Conspiracy and is in court proceedings for his most recent November 2022 Manitowoc charges of Battery, Disorderly Conduct and Obstructing an Officer. Mr. Beeman states one of his reasons for living in Two Rivers is for his two sons, however both sons currently reside in the Madison area with their mother who has full placement of the children.

The Police Department recommends that no waiver or variance of the sex offender residency restriction be granted to Mr. Beeman. This recommendation is based upon the severity of the offense in which he has been convicted, Mr. Beeman's criminal history, that he has not previously resided in the City of Two Rivers, his girlfriend has not resided in the City of Two Rivers for 5 years, and the likelihood that affordable housing is available within a jurisdiction where he could reside without being in violation of the law.



**TWO
RIVERS**
WISCONSIN

PUBLIC WORKS
Engineering Division
1717 E. Park Street
P.O. BOX 87
Two Rivers, WI 54241-0087

Section 11, ItemB.



Date: April 3, 2023
To: Greg Buckley, City Manager
From: Matthew R Heckenlaible, PE, City Engineer / Public Works Director
Re: Bid Award Recommendation: Contract 1-2023 – Zlatnik Drive Asphalt Paving

Bids were received and opened on March 30, 2023, for Contract 1-2023, Zlatnik Drive Asphalt Paving, between 17th Street to Pierce Street. The work consists of pulverizing the existing pavement surface, placement of new bituminous asphalt pavement and restoration.

One bid was received for this project. It is my recommendation to award the contract to the responsive Low Bidder:

Contract	Eng. Cost Estimate	Low Bid Amount	Contractor
1-2023	\$94,700.00	\$ 86,352.00	Northeast Asphalt, Inc.

Revenue sources for the project include the following:

	Construction Bid Costs	Construction Bid Costs w/ 15% Eng. & Contingency
City (Street Capital)	\$86,352.00	\$99,304.80

Portions of these dollars will be reimbursed through pavement special assessments and WDOT LRIP funds.

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



www.two-rivers.org



920.793.5539



920.793.5537

March 20, 2023

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

Attention: Mr. Gregory E. Buckley, City Manager

Subject: Analysis of Bids and Recommendation for Award of Contract
3 - Lincoln Street Lateral Replacement

Bid Deadline: March 20, 2023 at 1:00 p.m. local time

Ladies and Gentlemen:

The purpose of this letter is to analyze the bids received for the Lincoln Street Lateral Replacement project and to recommend award of a contract. This project involves replacement of sanitary sewer laterals and lead service lines from the property line to inside or just outside each building. Supplemental items include exploratory excavation, removal, and replacement of unsuitable backfill, and the relocation of water meters at homes as required.

The pre-bid estimate for the base bid was \$311,625. Ten general contractors, subcontractors, and material suppliers requested sets of the plans, specifications, and bidding documents. Five contractors submitted bids.

A summary of the bids is as follows:

Contractor	Base Bid	Supplemental Items	Total Bid (Base Bid + Supplemental)
Van Rite Plumbing Inc.	\$216,775.00	\$4,050.00	\$220,825.00
Mammoth Construction	\$246,725.00	\$2,050.00	\$248,775.00
Essential Sewer and Water	\$273,550.00	\$8,100.00	\$281,650.00
Alfson Excavating LLC	\$278,600.00	\$4,150.00	\$282,750.00
M & E Construction LLC	\$344,000.00	\$14,500.00	\$358,500.00

All of the bids were properly submitted. The low bidder is Van Rite Plumbing Inc. of Green Bay, Wisconsin, an experienced utility contractor who has completed similar projects for the City as part of larger street projects. We recommend that Van Rite Plumbing Inc. be awarded a contract for the base bid and supplemental bid total of \$220,825.00.

This will be a unit price contract. That is, the contractor will be paid for the work actually performed on the basis of 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 both the Wisconsin DNR Safe Drinking Water Loan Program (SDWLP) and Clean Water Fund (CWF) loan programs, 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.

Very Truly Yours,
TOWN & COUNTRY ENGINEERING, INC.



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

GJD:sai

J:\JOB#S\Two Rivers\TR-38-M10 2023 SDW and CWF Loan Assistance\Bidding\3 - Lincoln Street Lateral Replacements\Recommendation Letter - Lincoln St laterals.docx

BID TABULATION

Section 11, Item C.

Project: 3 - Lincoln Street Lateral Replacement; City of Two Rivers
 Engineer's Project Number: TR 38(3) Bid Deadline: March 20, 2023 at 1:00 p.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	PRE-BID ESTIMATE		Van Rite Plumbing Inc.		Mammoth Construction	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
BASE BID									
1.	Pre-Construction Meeting w/ Owner, Contractor, & City Staff	45	each	\$ 125.00	\$ 5,625.00	\$ 100.00	\$ 4,500.00	\$ 85.00	\$ 3,825.00
2.	Wall Core (1" Diameter Pipe)	45	each	\$ 50.00	\$ 2,250.00	\$ 10.00	\$ 450.00	\$ 10.00	\$ 450.00
3.	Reconnect Water Service Inside Building	45	each	\$ 750.00	\$ 33,750.00	\$ 750.00	\$ 33,750.00	\$ 900.00	\$ 40,500.00
4.	1" HDPE Water Service - Open-Cut	200	lin. ft.	\$ 65.00	\$ 13,000.00	\$ 50.00	\$ 10,000.00	\$ 80.00	\$ 16,000.00
5.	1" Water Service - Pulled	400	lin. ft.	\$ 100.00	\$ 40,000.00	\$ 60.00	\$ 24,000.00	\$ 40.00	\$ 16,000.00
6.	Televising for Existing Sanitary Lateral Inspection	45	each	\$ 100.00	\$ 4,500.00	\$ 100.00	\$ 4,500.00	\$ 100.00	\$ 4,500.00
7.	6" Sanitary Lateral - Open-Cut (Schedule 40 PVC)	200	lin. ft.	\$ 65.00	\$ 13,000.00	\$ 50.00	\$ 10,000.00	\$ 48.00	\$ 9,600.00
8.	4" Sanitary Lateral - Open-Cut (Schedule 40 PVC)	200	lin. ft.	\$ 65.00	\$ 13,000.00	\$ 50.00	\$ 10,000.00	\$ 46.00	\$ 9,200.00
9.	Wall Core (6" Diameter Pipe or Less)	5	each	\$ 150.00	\$ 750.00	\$ 50.00	\$ 250.00	\$ 100.00	\$ 500.00
10.	Televising for Sanitary Lateral Acceptance	45	each	\$ 150.00	\$ 6,750.00	\$ 85.00	\$ 3,825.00	\$ 70.00	\$ 3,150.00
11.	6" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	200	lin. ft.	\$ 20.00	\$ 4,000.00	\$ 20.00	\$ 4,000.00	\$ 30.00	\$ 6,000.00
12.	4" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	200	lin. ft.	\$ 20.00	\$ 4,000.00	\$ 15.00	\$ 3,000.00	\$ 25.00	\$ 5,000.00
13.	Reconnect Sanitary Lateral Inside Building (Above Basement Floor)	5	each	\$ 1,000.00	\$ 5,000.00	\$ 1,200.00	\$ 6,000.00	\$ 1,200.00	\$ 6,000.00
14.	Reconnect Sanitary Lateral Inside Building (Below Basement Floor)	30	each	\$ 5,000.00	\$ 150,000.00	\$ 3,150.00	\$ 94,500.00	\$ 2,800.00	\$ 84,000.00
15.	Reconnect Sanitary Lateral Outside House	10	each	\$ 1,000.00	\$ 10,000.00	\$ 500.00	\$ 5,000.00	\$ 600.00	\$ 6,000.00
16.	1" HDPE Water Service Pulled with 6" HDPE Sewer Service	600	lin. ft.	\$ 10.00	\$ 6,000.00	\$ 5.00	\$ 3,000.00	\$ 60.00	\$ 36,000.00
	TOTAL BASE BID				\$ 311,625.00		\$ 216,775.00		\$ 246,725.00
SUPPLEMENTAL BID ITEMS									
S1.	Exploratory Excavation	5	each	\$ 1,000.00	\$ 5,000.00	\$ 500.00	\$ 2,500.00	\$ 110.00	\$ 550.00
S2.	Removal and Replacement of Unsuitable Backfill	50	cu. yds.	\$ 30.00	\$ 1,500.00	\$ 25.00	\$ 1,250.00	\$ 10.00	\$ 500.00
S3.	Relocate Water Meter at Home	2	each	\$ 500.00	\$ 1,000.00	\$ 150.00	\$ 300.00	\$ 500.00	\$ 1,000.00
	TOTAL SUPPLEMENTAL BID ITEMS				\$ 7,500.00		\$ 4,050.00		\$ 2,050.00

BID TABULATION

Section 11, Item C.

Project: 3 - Lincoln Street Lateral Replacement; City of Two Rivers
 Engineer's Project Number: TR 38(3) Bid Deadline: March 20, 2023 at 1:00 p.m. local time

ITEM NO.	DESCRIPTION OF WORK	BID QUANT.	UNITS	Essential Sewer and Water UNIT PRICE	AMOUNT	Alfson Excavating LLC UNIT PRICE	AMOUNT	M & E Construction LLC UNIT PRICE	AMOUNT
BASE BID									
1.	Pre-Construction Meeting w/ Owner, Contractor, & City Staff	45	each	\$ 110.00	\$ 4,950.00	\$ 150.00	\$ 6,750.00	\$ 500.00	\$ 22,500.00
2.	Wall Core (1" Diameter Pipe)	45	each	\$ 10.00	\$ 450.00	\$ 450.00	\$ 20,250.00	\$ 250.00	\$ 11,250.00
3.	Reconnect Water Service Inside Building	45	each	\$ 1,050.00	\$ 47,250.00	\$ 1,100.00	\$ 49,500.00	\$ 2,500.00	\$ 112,500.00
4.	1" HDPE Water Service - Open-Cut	200	lin. ft.	\$ 80.00	\$ 16,000.00	\$ 50.00	\$ 10,000.00	\$ 50.00	\$ 10,000.00
5.	1" Water Service - Pulled	400	lin. ft.	\$ 80.00	\$ 32,000.00	\$ 45.00	\$ 18,000.00	\$ 10.00	\$ 4,000.00
6.	Televising for Existing Sanitary Lateral Inspection	45	each	\$ 110.00	\$ 4,950.00	\$ 125.00	\$ 5,625.00	\$ 100.00	\$ 4,500.00
7.	6" Sanitary Lateral - Open-Cut (Schedule 40 PVC)	200	lin. ft.	\$ 68.00	\$ 13,600.00	\$ 85.00	\$ 17,000.00	\$ 50.00	\$ 10,000.00
8.	4" Sanitary Lateral - Open-Cut (Schedule 40 PVC)	200	lin. ft.	\$ 68.00	\$ 13,600.00	\$ 78.00	\$ 15,600.00	\$ 50.00	\$ 10,000.00
9.	Wall Core (6" Diameter Pipe or Less)	5	each	\$ 110.00	\$ 550.00	\$ 450.00	\$ 2,250.00	\$ 350.00	\$ 1,750.00
10.	Televising for Sanitary Lateral Acceptance	45	each	\$ 110.00	\$ 4,950.00	\$ 125.00	\$ 5,625.00	\$ 200.00	\$ 9,000.00
11.	6" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	200	lin. ft.	\$ 68.00	\$ 13,600.00	\$ 25.00	\$ 5,000.00	\$ 35.00	\$ 7,000.00
12.	4" Sanitary Lateral - Pipe Burst (Schedule 17 PE)	200	lin. ft.	\$ 68.00	\$ 13,600.00	\$ 15.00	\$ 3,000.00	\$ 15.00	\$ 3,000.00
13.	Reconnect Sanitary Lateral Inside Building (Above Basement Floor)	5	each	\$ 600.00	\$ 3,000.00	\$ 2,000.00	\$ 10,000.00	\$ 2,500.00	\$ 12,500.00
14.	Reconnect Sanitary Lateral Inside Building (Below Basement Floor)	30	each	\$ 2,250.00	\$ 67,500.00	\$ 2,500.00	\$ 75,000.00	\$ 3,000.00	\$ 90,000.00
15.	Reconnect Sanitary Lateral Outside House	10	each	\$ 275.00	\$ 2,750.00	\$ 2,000.00	\$ 20,000.00	\$ 3,000.00	\$ 30,000.00
16.	1" HDPE Water Service Pulled with 6" HDPE Sewer Service	600	lin. ft.	\$ 58.00	\$ 34,800.00	\$ 25.00	\$ 15,000.00	\$ 10.00	\$ 6,000.00
	TOTAL BASE BID				\$ 273,550.00		\$ 278,600.00		\$ 344,000.00
SUPPLEMENTAL BID ITEMS									
S1.	Exploratory Excavation	5	each	\$ 1,200.00	\$ 6,000.00	\$ 600.00	\$ 3,000.00	\$ 1,000.00	\$ 5,000.00
S2.	Removal and Replacement of Unsuitable Backfill	50	cu. yds.	\$ 15.00	\$ 750.00	\$ 7.00	\$ 350.00	\$ 150.00	\$ 7,500.00
S3.	Relocate Water Meter at Home	2	each	\$ 675.00	\$ 1,350.00	\$ 400.00	\$ 800.00	\$ 1,000.00	\$ 2,000.00
	TOTAL SUPPLEMENTAL BID ITEMS				\$ 8,100.00		\$ 4,150.00		\$ 14,500.00

RESOLUTION
Amending 2023 Streets and City Hall Capital Budgets
To Transfer Funds Needed for City Hall HVAC Control System Project
From Streets Capital Projects Where Costs Have Come In Below Budget

WHEREAS, the City's 2023 Capital Projects Funds budget, as adopted, provides funding for a variety of capital projects; and

WHEREAS, the 2023 City Hall Capital Projects Fund (Fund 459) anticipated preliminary expenses in planning for improvements to the building's HVAC control system, which dates back to the building's major renovation 30 years ago, but frequent system failures over the Winter of 2022-23 have made apparent the need for repairs and replacement of components throughout that control system in the current year; the estimated cost for such work is \$300,000; and

WHEREAS, based on contracts already awarded in 2023 for two major projects budgeted in the Streets Capital Projects Fund (Fund 451)—Lincoln Street reconstruction and Zlatnik Drive asphalt resurfacing—those projects came in well below budget (inclusive of a 15 percent allowance for engineering and contingencies), making \$288,000 available for other capital projects;

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes, the following amendment to the 2023 Budgets for Capital Projects Funds 451 and 459, to provide resources for needed investment in the City Hall HVAC control system in 2023:

Fund/Account	2023 Current Budget	2023 Amended Budget	Net Change from Amendment
	(as previously amended on March 6)		
Fund 451, Street Construction			
Revenues			
451-49223 Transfer from Other Funds	\$ 325,000	\$ 37,000	\$ (288,000)
Expenditures			
451-53300-8700 Asphalt Resurfacing (Zlatnik Dr.)	\$ 188,000	\$ 100,000	\$ (88,000)
451-53300-8730 Conc. Pavement (Lincoln St.)	\$ 500,000	\$ 300,000	\$ (200,000)
Fund 459, City Hall Equipment			
Revenues			
459-49223 Transfer from Other Funds	\$ 0	\$ 288,000	\$ 288,000
Expenditures			
459-51600-8170 Other Improvements	\$ 135,000	\$ 423,000	\$ 288,000

Approved this 3rd day of April, 2023.

Council Member

Gregory E. Buckley, City Manager

**PROCLAMATION
OF ARBOR DAY
APRIL 28, 2023**

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

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

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

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

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

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

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

NOW, THEREFORE, the City Council of the City of Two Rivers, declares April 28, 2023 as

ARBOR DAY

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

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

Dated this 3rd day of April, 2023.

Adaw Wachowski, City Council President

Greg Buckley, City Manager



**TWO
RIVERS**
WISCONSIN

COMMUNITY DEVELOPMENT

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

Section 11, Item F.



TO: Greg Buckley, City Manager
City Council

FROM: Elizabeth Runge, Community Development Director

DATE: March 30, 2023

SUBJECT: Budget Amendment Request for New Dock Door Leveler for City Owned Industrial Building at 1429 Wentker Ct.

Background

The City owns two industrial buildings located at 1429 and 1429A Wentker Court. These two buildings serve as business “business incubators” by offering affordable rent pricing. The two buildings are occupied by GT Machine and Flavor Hut. Revenues and expenses associated with the two buildings are budgeted in Fund 417, Industrial Park Development. A nominal amount—\$3,000 in the 2023 Budget—is budgeted annually for minor repair and maintenance needs that may arise.

New Dock Door Leveler

The building located at 1429 Wentker Court needs a new dock leveler. GT Machine occupies this building and they manufacture machine parts based upon supplier specifications and requests. Their operations require the use of a dock door, and the leveler as a part of loading their products for delivery. The braces on the loading dock have broken off, the dock leveler cannot be welded back together due to liability because it is 40 years old. The age of this leveler means that it has outlived its useful life and metal fatigue is a factor. It has been deemed unrepairable.

GT Machine received a quote for a new Kelley AFX7X6-50 Series Air Powered Dock Leveler, that is in stock, with the capacity to lift 50,000 pounds. The quote is \$11,490.00. This estimate does not include any additional electric conduit that may be necessary for the operations of the new leveler.

A new dock door leveler is necessary for the 1429 Wentker Court building to remain functional and is essential for the operations of GT Machine—a tenant that currently pays the City \$5,760 in monthly rent for this facility.

To fund this improvement, a budget amendment is requested to cover this unanticipated capital cost. There is sufficient fund balance in Capital Projects Fund 417 (Industrial Park Development) to cover this added expense.



RESOLUTION
Amending 2023 Industrial Park Development Capital Budget
To Provide Funding for Emergency Replacement of Loading Dock Leveler
At City-Owned Industrial Incubator
At 1429A Wentker Court

WHEREAS, revenues and expenses associated with the City-owned industrial buildings at 1429A and 1429B Wentker Court are budgeted in Fund 417, the Industrial Park Development Fund; and

WHEREAS, the 2023 budget for this fund includes budgeted resources of \$3,000 for minor repair and maintenance projects at these properties, but does not provide funding for major capital projects; and

WHEREAS, the 40 year-old dock leveler at 1429A Wentker, leased from the City by GT Machine, recently failed, cannot be repaired and requires replacement at a cost of approximately \$12,000; and

WHEREAS, the ability to make use of this loading dock is essential to the tenant's operations in this City-owned building; and

WHEREAS, there are sufficient monies in the fund balance of Fund 417 to fund this emergency capital expenditure;

NOW, THEREFORE, BE IT RESOLVED that the Council authorizes, hereby approves the following amendment to the 2023 Budget for Fund 417 as follows:

	2023 Current	2023 Amended	Net Change from
Fund/Account	Budget	Budget	Amendment
Fund 417, Industrial Park Development			
Expenditures			
451-56700-8170 Capital Outlay, Other Improvements	\$ 0	\$ 12,000	\$ 12,000

Approved this 3rd day of April, 2023.

Council Member

Gregory E. Buckley, City Manager