



CITY COUNCIL MEETING

Monday, April 15, 2024 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

A. Public Hearing on Zoning Ordinance Amending Section 10-1-15G(4)(b) of the Municipal Code, Height and Area Exceptions as it Relates to the Placement of Garages in Front and Street Side Yards

Recommended Action:

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

6. INPUT FROM THE PUBLIC

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CITY MANAGER'S REPORT

A. Status Update/Reports

1. Staffing Updates

2. Newly Elected Council Members: Mark Bittner, Doug Brandt, Shannon Derby

3. Thank you, Election Workers

4. Roosevelt Avenue Construction Update

5. Senior Center Volunteer Awards

6. Status of Proposed Development: The Confluence

7. Recent Funding Awards for Shoreline Planning, Design, and Improvements

8. City Hall Pillars Repair

9. Line Worker Appreciation Day, Thursday, April 18

10. Upcoming Events:

a. World on the Move Exhibit, March 20 to April 23, Lester Public Library

- b. Brat Fry Fundraiser, Roberts E. Burns American Legion Post 165, Saturday, April 20, 10:00 am - 4:00 pm, Piggly Wiggly
 - c. Heart-a-Rama, April 25 - 27 and May 2 - 4, 6:00 PM, J.E. Hamilton Community House
 - d. Arbor Day at the Arboretum, Saturday, April 27, 10:00 AM, Van Der Brohe Arboretum, 3800 Lincoln Avenue
 - e. Two Rivers 10-Mile-2-Mile Kids' Run, April 27-28, Two Rivers High School
 - f. County Recycling Center & Programs, Presented by the Environmental Advisory Board, Tuesday, May 7, 6:00 PM, Lester Public Library
11. Other

B. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Presentation of Minutes

- 1. City Council Work Session, March 25, 2024
- 2. City Council Regular Meeting, April 1, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

- 1. Public Utilities Committee, April 1, 2024
- 2. Public Works Committee, April 2, 2024
- 3. Plan Commission, April 8, 2024
- 4. Explore Two Rivers Board of Directors, March 5, 2024
- 5. Personnel and Finance Committee, March 21, March 28, April 4, April 11, 2024
- 6. Environmental Advisory Board, March 19, 2024

Recommended Action:

Motion to receive and file

C. Department Reports, March 2024

- 1. City Clerk
- 2. Community Development
- 3. Electric
- 4. Fire
- 5. Inspections
- 6. Library
- 7. Public Works
- 8. Safety
- 9. Water

Recommended Action:

Motion to receive and file

D. Summary of Verified Bills for the Month of February, 2024 for \$1,727,302.52

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

- A.** Proclamation of Arbor Day 2024
Recommended Action:
Motion to read and adopt the proclamation
- B.** Proclamation of Municipal Clerks Week, May 5-11, 2024
Recommended Action:
Motion to waive reading and adopt the proclamation
- C.** Resolution on Urban Boundary Adjustment
Recommended Action:
Motion to waive reading and adopt the resolution
- D.** Authorizing Resolution Application for Knowles-Nelson Stewardship Program Funding to Assist in Acquiring or Developing Lands for Public Outdoor Recreation Purposes
Recommended Action:
Motion to waive reading and adopt the resolution
- E.** Review and Revision of 2023 City Goals and Objectives
Recommended Action:
Motion to approve the 2023 goals review and adopt the revised listing of 2024 City Goals and Objectives, as recommended by the Personnel and Finance Committee
- F.** Action on City Manager's 2024 Pay Adjustment (3 percent budgeted)
Recommended Action:
Motion to authorize a three-percent increase in the City Manager's annual salary, retroactive to January 1, 2024, as recommended by the Personnel and Finance Committee

12. FOR INFORMATION ONLY

- A. City Council Re-Organizational Meeting, Tuesday, April 16, 2024, 6:00 PM
- B. City Council Work Session, Monday, April 22, 2024, 6:00 PM
- C. City Council Regular Meeting, Monday, May 6, 2024, 6:00 PM

13. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

--Discuss City Manager's Evaluation

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

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 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.

ORDINANCE

AN ORDINANCE to amend Municipal Code Sections 10-1-15G(4)(b) "Height and area exceptions" to modify the use of garages in front yards and street side yards.

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

SECTION 1. That Section 10-1-15G(4)(b) of the Municipal Code shall hereby be amended as follows:

(b) In front yards and street side yards:

[1] Open fire escapes, open porches, decks, patios or terraces, including those with roofs but not walls, extending not more than six feet into a required front yard or street side yard, provided that these projections do not encroach in any vision clearance triangle.

[2] Overhanging eaves and gutters projecting three feet or less into the yard.

[3] Open off-street vehicle parking spaces when approved by the plan commission in business, industrial, institutional and multifamily residence districts.

[4] Open off-street vehicle parking on a paved or graveled driveway, provided no vehicle may be parked within five feet of a front property line or within three feet of a side lot line. The maximum width of driveways on private property shall not exceed 35 percent of the lot width or 35 feet, whichever is less. However, any lot may have a driveway up to 20 feet in width.

[5] Garges in embankments. Where the mean natural grade of a front or street side yard is more than eight feet above the curb level, a private garage may be erected within said yard, provided as follows:

[a] That such private garage shall be located not less than five feet from the street lot line;

[b] That the floor level of such private garage shall be not more than one foot above the curb level; and

[c] That at least one-half the height of such private garage shall be below the mean grade of the yard.

[6] Produce gardening in front yards existing prior to August 1, 2016. Such front yard produce gardens may not be expanded. New front yard produce gardens are prohibited, except as may be authorized by resolution of city council as part of a pilot program that may be put in effect in 2023 and shall expire not later than December 31, 2023. Participation by a property in said pilot program shall not create any vested right to continue such new gardens beyond December 31, 2023.

[7] Produce gardening is permitted in street side yards. Such gardens shall not encroach into the minimum required street side yard.

[8] Garages in front yards.

[a] In the aggregate shall not occupy more than 30 percent of any required rear yard and not more than 50 percent of non-required rear yard areas;

[b] Shall be located on a lot being not less than 5 acres in size;

[c] The primary structure on the lot shall be located at least 500 feet from the street;

[d] Garages shall reflect the same minimum setbacks allowed for a principal structure on the lot.

[e] Shall be located no closer than three feet from any part of any other building, or structure, except swimming pools as described in subsection H.

[f] Shall comply with all applicable municipal and state code provisions.

[9] Garages in street side yards.

[a] Shall be no closer than the required front yard setback;

[b] Street side yard setback shall be 25 feet from the lot line;

[c] In the aggregate, shall not occupy more than 30 percent of any required street side yard nor more than 50 percent of non-required rear yard areas.

[d] Shall be located no closer than three feet from any part of any other building, or structure, except swimming pools as described in subsection H.

[e] Shall comply with all applicable municipal and state code provisions.

[f] Permitted only where there is a previously existing driveway.

and to renumber subsequent sections as appropriate.

SECTION 3. This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this 15th day of April, 2024.

Adam Wachoswki
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney



CITY COUNCIL WORK SESSION

Monday, March 25, 2024 at 6:00 PM
Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

Council President Wachowski called the meeting to order at 6:25 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

ALSO PRESENT: Elizabeth Runge, Community Development Director/City Planner; Matthew Heckenlaible, Public Works Director; Dave Dassey, IT; and Greg Buckley, City Manager

Motion to consider any Council member requests to participate in this meeting from a remote location. The President noted request from Councilmembers D. LeClair to participate from a remote location. Motion carried upon a roll call vote. Motion by Stechmesser, seconded by B. LeClair. Voting Yea: Dahlke, B. LeClair, Petri, Stechmesser, Shimulunas, Wachowski.

4. REVIEW DRAFT ORDINANCE FOR TRIAL PROGRAM OF ALLOWING BUSINESS SIGNS AFFIXED TO THE PUBLIC SIDEWALK SURFACE IN LOCATIONS ADJACENT TO THOSE BUSINESSES

City Manager Greg Buckley gave a summary on the draft ordinance. City Attorney Bruce gave an update on the third version of this draft ordinance regarding a trial program to allow sidewalk decal signs for businesses. Following discussion, there was consensus that the updated final draft of the ordinance will be placed on the April 1 City Council agenda for action.

5. DISCUSS USE OF 2024 BUDGET FUNDING FOR BUSINESS FACADE AND SIGN GRANTS

- A. Review of Funding Included in the Budget
- B. Direction on the Extent to Which Such Funding May be Used for Downtown Murals
- C. Direction Regarding Possible Increased Facade Grant Funding for The Hook Lanes and Games, 1916 Washington Street

City Manager Greg Buckley reviewed the funds for the business façade and sign grants. Fund 291 Economic Development Fund has \$20,000 with no restriction on where to use it and not tied to Tax Incremental Funding. Fund 237, Tax Incremental District 8 Old HighSchool has \$30,000 that must be used within one half mile of TID 8 boundaries and have a contract in place by August 20, 2024. Fund 242, Tax Incremental District 13, has \$50,000 before projects within half mile of TID 13 boundaries; this would include the whole downtown area.

Following extensive discussion, Council members agreed by consensus to decide on guidelines for use of the \$100,000 in funding at a future meeting. Mr. Buckley will place this matter on the April 1, 2024 Council agenda.

6. CLOSED EXECUTIVE SESSION

The Council did not go into closed session.

8. ADJOURNMENT

Motion to adjourn this meeting at 7:27 PM.

Motion carried with a voice vote.

Motion made by Dahlke, seconded by B. LeClair.

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

Respectfully submitted,

Lisa M. Kuehn, Deputy City Clerk



CITY COUNCIL MEETING

Monday, April 01, 2024 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

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

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. There is one vacancy on the Council at this time.

ALSO PRESENT: Jeff Dawson, Library Director; Mike Mathis, Parks and Recreation Director; Elizabeth Runge, Community Development Director/City Planner; Brian Dellemann, Electric Utility Director; Dave Buss, Finance Director; Dave Murack, Fire Chief; Ben Meinnert, Police Chief; Andrew Sukowaty, Water Utility Director, Rick Powell, IT Supervisor; and Greg Buckley, City Manager

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

None.

5. INPUT FROM THE PUBLIC

None.

6. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Stechmesser stated that other Councilmembers and himself received input about the sidewalk decal pilot program.

Councilmember D. LeClair stated that she received a letter from an anonymous citizen attacking another resident and it was very personal. Council President Wachowski stated he received the same letter months ago.

Councilmember Dahlke reported on the following communications:

- He received an email questioning if the trees will be replaced in the terrace if the City is removing them. Parks and Recreation Director, Mike Mathis stated there is a tree planting budget. In 2024, the entire budgeted amount will go to replanting trees on Lincoln Street. In past years, the Parks and Recreation Department received donations from other sources to plant trees. The priority is to remove dead and dangerous trees. The City must also adhere to all planting policies which varies based on terrace width and overhead utilities. The Wisconsin Department of Natural Resources has a list of recommended trees to be placed based on the surrounding landscape. The

The City Manager noted recent efforts by the Parks and Recreation Department to secure State and Federal grant funds to supplement local funds for tree planting.

- He received several comments about the access to Abundant Life Church for the Spring Election on April 2, 2024. He stated there is signage placed for the route around the closure of Roosevelt Avenue and there is an entrance from southbound Memorial Drive.
- He received several compliments about the fish boil hosted by the Two Rivers Fire Department.

Council President Wachowski stated that he received a complaint about a street light that is placed in an alleyway. He forwarded the complaint to Councilmember D. LeClair, City Manager Greg Buckley and Electric Utility Director Brian Dellemann.

7. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember B. LeClair reported on the Committee on Aging. There are currently 1,048 members at the Senior Center which is an increase from 2019 when there was only 700 members. Last month, the Senior Center provided 350 trust car rides, 1523 meals and 89 meals served at the Senior Center. April 10, 2024, is the Volunteer Banquet at Machut’s Supper Club. There will be a mobile dentist hygienist offering services. The Senior Center is looking for volunteers to drive the Trust Car and participate in Bingo on Fridays.

Councilmember Dahlke reported on the Finance Committee stating the committee is finalizing its review of City Goals and Initiatives.

Councilmember D. LeClair reported on the following boards:

- Main Street: everything is ready to start summer projects, currently waiting on the weather to cooperate.
- Environmental Advisory Board: April 6, 2024, is the second-to-last program of the Winter Educational Series, on the topic of Curbing Carbon Emissions with guest speaker WPPI Energy President Mark Peters.

Council President Wachowski reported on the Pool Advisory Committee. They are currently working on strategic goals. The next meeting will be on Thursday, April 4 at 6 PM in the Council Chambers at City Hall.

8. CITY MANAGER’S REPORT

A. Invited Guests
None.

B. Status Update/Reports
1. Staffing Update

Mr. Buckley reported on the ongoing recruitments: Finance Director – recruitment ongoing, interviews scheduled; Recreation Clerk – applications close April 8; Recreation Coordinator – applications close April 1; Electric Meter Tech – position filled, employee introduction at upcoming meeting

2. Update on Search for Elijah Vue

Police Chief Ben Meinnert provided an update on the search for Elijah Vue

3. Spring Election & Presidential Preference Primary April 2, Polls Open 7:00 AM to 8:00 PM

Mr. Buckley reported the polls at St. Peter the Fisherman and Abundant Life Church will be open from 7:00 AM to 8:00 PM. Central Count will take place at City Hall. The April 2 ballot includes the election of 3 City Councilmembers; 5 candidates will appear on the ballot, it is a vote for not more than 3 race.

4. April 2024 Marks 100 Years Since Two Rivers Voters Adopted Council-Manager Form of Government

Mr. Buckley reported in 1924, encouraged by the City's auditor, the community newspaper and representatives of a national "good government" group, the National Civic League, over 500 Two Rivers voters petitioned to the City Council to reorganize the community's local government under Chapter 64 of Wisconsin Statutes, "providing for the City Manager Plan." Voters approved the ballot proposal in the April 1924 regular municipal election, 1080-799. A 2001 petition drive sought a ballot issue ("direct legislation") on a charter ordinance to change the form of government. Petition was ruled invalid by the State, but City Council proceeded to ask voters, in an advisory referendum, if they wished to retain the current form of local government. The voters said "yes" 1,419 to 884. Over the past 100 years, Two Rivers has been served by 12 city managers.

5. Explore Two Rivers Opportunity Grant Program

Mr. Buckley reported on the Explore Two Rivers Opportunity Grant. This program acknowledges the pivotal role of Two Rivers' arts, cultural, nature, and heritage venues in driving tourism and fostering a thriving community. Annually, these diverse attractions contribute significantly to the generation of Room Tax revenue, thereby amplifying their economic impact. A portion of these Room Tax funds are allocated to provide Opportunity Grants, which range from \$500 to \$5,000 and are awarded quarterly by Explore Two Rivers.

6. Annual Utility Shut Off Moratorium Ends on April 15

Mr. Buckley reported help is available for those behind on their utility bills as Wisconsin's utility shutoff moratorium nears its annual April 15 end. The annual moratorium, which runs from November 1 to April 15, prohibits utility providers from disconnecting residential heating services for nonpayment. As of April 1, delinquent electric accounts total about \$420,000.

7. Reminder: Pilot Program for Front Yard Produce Gardens

Mr. Buckley reported registration for the 2024 Pilot Program is now open. Call 920-793-5539 for more information.

8. Lake Michigan Bird Observatory (LMBO) Grant Project

Mr. Buckley reported the Lake Michigan Bird Observatory (LMBO) is looking for feedback on what barriers people have supporting pollinators and birds through their lawn care practices. There is a survey available for individuals to complete. If you elect to take the free gift of 3 oak saplings that are offered to those completing the survey, the Parks and Recreation Department would be happy to accept a donation of these saplings, to be planted in City parks and natural areas. The Parks and Recreation Department is partnering with the LMBO as part of their grant project, "Utilizing Biochar and Tree Planting to Benefit Coastal Communities". The project, funded by the Day Break Fund, will provide \$10,000 to Two Rivers for street tree planting on the cities southside. Two Rivers will be one of five partner communities that will receive funding for 2025. Parks and Recreation staff will also receive training in the use and creation of biochar as a soil enhancement used when planting the trees. Biochar will be provided free of charge for the 2025 project.

9. Upcoming Events:

- a. World on the Move Exhibit, March 20 to April 23, Lester Public Library
- b. Van der Brohe Arboretum & Bird Sanctuary Tree/Shrub/Plant Sale, Order by April 26
- c. "Curbing Carbon Emissions", Thursday, April 4, 6:00 PM, Behringer Room Community House-- Environmental Advisory Board Educational Series
- d. Main Street Fool Around Downtown, Monday, April 1-Sunday, April 7
- e. Solar Eclipse Viewing, Monday, April 8, 12:30 PM-3:30 PM, Woodland Dunes

10. Other

Mr. Buckley reported on the following items: the City closed today on \$3.02 million in financing for 2024 capital projects. The interest rate for this financing is 3.59%. Congratulations to Washington House on a new sign. The synthetic ice has been removed for the season at Central Park West. With the upcoming snowstorm in the forecast, please keep cars off the street, if at all possible.

C. Legislative/Intergovernmental Update

9. CONSENT AGENDA

A. Presentation of Minutes

- 1. City Council Regular, March 18, 2024

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

- 1. Environmental Advisory Board, March 19, 2024
- 2. Community Pool Ad Hoc Committee, March 20, 2024

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 Dahlke, Seconded by Shimulunas.

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

10. CITY COUNCIL - FORMAL ITEMS

- A. Right-of-Way Privilege Agreement Between the City of Two Rivers and Riverside Seafood Inc., to Allow for Placement of Private Process Sewer Facilities Beneath the Wilson Street Right-of-Way

Recommended Action:

Motion to have City Manager and City Clerk sign the agreement

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

- B. Council Direction Regarding 2024 Budget Funding for Business Facade and Sign Grants

Recommended Action:

Motion to authorize use of funds as specified in City Manager's Staff Report

Motion carried with a roll call vote.

Motion made by Stechmesser, Seconded by Koach.

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

- C. Consideration of Draft 4 of Proposed Amendment to City Sign Code, to Allow Sidewalk Signs for a Trial Period--Review and Consider Setting Public Hearing

Recommended Action:

Motion to set a public hearing on this proposed amendment to the City's Zoning Code for 6:00 PM on Monday, April 22, 2024

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by B. LeClair, to set a public hearing on this proposed amendment to the City's Zoning Code for 6:00 PM on Monday, April 22, 2024 and to include an indemnification requirement for all signs that project in the City Right-of-Way.

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

11. FOR INFORMATION ONLY

- A. Personnel and Finance Committee Meeting, Thursday, April 4, 2024, 8:00 AM
- B. City Council Regular Meeting, Monday, April 15, 2024, 6:00 PM
- C. City Council Work Session, Monday, April 22, 2024, 6:00 PM

12. 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 potential redevelopment projects in the downtown area and possible City financial assistance to such projects; discuss possible property acquisition by the City

Motion carried by a roll call vote.

Motion made by Petri, Seconded by Stechmesser to convene in Closed Session at 6:57 PM.

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

13. RECONVENE IN OPEN SESSION

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

Motion carried with a voice vote.

Motion made by B. LeClair, Seconded by Stechmesser to reconvene in Open Session at 7:26 PM.

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

- A. Resolution Directing Staff to Proceed with Amending the Project Plan and Boundary of TID 12

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote

Motion made by Koach, Seconded by Stechmesser.

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

14. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 7:27 PM

Motion made by Dahlke, Seconded by D. LeClair.

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

Respectfully Submitted,

Amanda Baryenbruch
City Clerk



TWO RIVERS
WISCONSIN

PUBLIC UTILITIES COMMITTEE MEETING

Monday, April 01, 2024 at 5:00 PM

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

MINUTES

1. **CALL TO ORDER:** 5:00 pm

2. **ROLL CALL**

Committee Members Present: Darla LeClair, Tim Petri, Jeff Dahlke

Staff & Others: Matthew Heckenlaible, Scott Ahl, Dave Casebeer, Brian Dellemann, Andrew Sukowaty

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the March 5, 2024, Public Utilities Meeting

Tim Petri made a motion to approve the March 5, 2024, Public Utilities Meeting minutes, seconded by Jeff Dahlke. Motion carried.

4. **PUBLIC INPUT**

Michael Pitsch, 111 Starlight Drive, Francis Creek, voiced a concern over the service being provided by Charter Communications/Spectrum Mid-America in that he believes he is not getting the internet speeds that are being advertised by them. Mr. Pitsch is bringing this to our attention because Charter/Spectrum is based out of Two Rivers for this area. Mr. Pitsch has a background in computer engineering and has performed various tests to try and substantiate his claims. He is inquiring as to if there are other providers in the Two Rivers area and what is the basis for just Charter/Spectrum servicing this area. Brian Dellemann, Electric Utility Director, responded that the primary reason Charter/Spectrum is the primary provider in Two Rivers goes back to the cable television days and franchise agreements. Brian also noted that there are other providers in the area.

5. **CONSTRUCTION PROJECTS**

A. Roosevelt Avenue reconstruction

Construction began the week of March 25th with removal of pavement and placement of temporary water service tie ins.

Beginning the week of April 1st, temporary water service tie-ins continued. Excavation to the sanitary sewer main at Roosevelt and 12th began and will continue throughout the week.

Access to the southside polling location at Abundant Life Church was improved with additional signage guiding traffic from 12th Street down Hawthorne Avenue to this location.

6. WASTEWATER UTILITY: UPDATES AND ACTION

A. Sludge screw press project update

Dave Casebeer provided an update that the screw press is still running. The past two weeks have been producing much drier sludge and it is a learning curve on what should be done to keep it consistent.

B. Riverside Foods update - Right-of-way Privilege Agreement

Matthew Heckenlaible provided a copy and overview of the right-of-way privilege agreement that will be discussed at the City Council meeting. In short, Riverside Foods is proposing to install and modify private process sewers under Wilson Street from the west side to a grease trap on the east side of Wilson Street to aid in managing the fat, oil and grease (FOG) being discharged from their facility. This is to aid in minimizing these FOG issues within the public collection system and at the wastewater treatment plant.

C. 100 HP blower motor

Dave Casebeer informed the committee that a 2003 motor seized up about two months ago and we had it removed and taken in for diagnostics and hopefully repair. Quotations were obtained to repair and purchase a new motor. The cost to repair the motor far exceeded the cost to replace it; and, by ordering last week, it saved us approximately \$250 in shipping costs. The new motor could arrive as soon as the week of April 8.

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

A. Substation update

Brian Dellemann updated the committee as to the status of the transformer repairs caused by the July 2023 failure. The contractor should be tentatively on site to begin repairs the week of April 8, 2024, weather pending. If the weather is cold or wet, the contractor may need to build an enclosure (at a substantial cost) that is meant to keep the internal components dry. Hoping for good, dry weather. All costs are going to be submitted to the insurance company for processing.

B. New digger truck status update

Brian Dellemann stated that they just received word that their digger truck that was originally scheduled to be delivered in September of 2023 has arrived at the dealer for inspection. It might be ready for delivery later this spring.

The dealer was asked regarding the status of a recently ordered bucket truck that is supposed to arrive in 2025. The reason for the question was whether to budget the cost of the truck for receipt in 2025 or will it drag out into 2026.

C. Large project update

Brian Dellemann stated that with the very mild winter they were able to begin some of their larger projects such as aerial to underground conversion. The conduits are in and just need to pull the wires through and make the necessary connections. The electric utility provided advance notice to other private utilities that were connected to the existing poles and provided

them the opportunity to go underground at the same time. Most other utilities took advantage of this opportunity, except for Frontier Communication.

Other projects that they are working on are the pole replacement along the Roosevelt Avenue corridor, the extension of a primary service to the end of Browns Drive for some proposed new development and planning for the next phase of Sandy Bay Highlands subdivision.

D. End of Winter Moratorium - April 15th

Brian Dellemann wanted to remind the committee that the winter disconnection moratorium ends on April 15th and that all accounts that have past due balances are receiving notifications to contact Customer Service to become current on the accounts or make appropriate arrangements. If customers do nothing, they will look at disconnection notices. Presently, there is in excess of \$400,000 of delinquent payments. Dellemann stated that dollar amount usually drops significantly as April 15th comes around.

8. **WATER UTILITY: DIRECTOR UPDATE, DISCUSSION AND ACTION, AS NEEDED**

A. Scattered lead water service replacements (2024) - Proposed program discussion

Matthew Heckenlaible recapped that the council took action by modifying city ordinances to lay the framework of allowing the city to borrow Safe Drinking Water Fund money. By doing this, it allows the city the ability to loan out those dollars to private residences for the replacement of lead and galvanized iron water services.

Heckenlaible also informed the committee as to how engineering and water utility presently create estimates with an overview of a revised estimate form and an updated agreement form. The updates to the forms outline the current terms as to when full payment for the water services would be due and what payment options exist if the balance of work is in excess of \$250 with the ability to finance the balance over a period of five years.

B. Lead and copper sampling

Andrew Sukowaty informed the committee that all 60 testing locations have been obtained and arrangements are being made to collect the required samples. The sample results to date look promising thus far, but he will tabulate all the results and report the final results once they are available.

C. Caustic feed

Andrew Sukowaty stated that upon the completion of the lead and copper sampling, they will be discontinuing the caustic chemical feed. Once they are completely off the caustic feed, it will save the water utility approximately \$60,000 per year.

D. Water tower maintenance

Andrew Sukowaty's update was that they are still awaiting responses back from the consultant and that they are putting together necessary paperwork prior to the fall contract renewal.

E. Generator update

Andrew Sukowaty informed the committee that approximately 3-months ago, their primary 500KW backup generator failed with most of the internal electronic components failing and non-replaceable due to the age of the generator. He is working on obtaining estimates for a new generator and is anticipating costs between \$80,000 and \$100,000.

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

A. Urban Non-Point Planning Grant

Matthew Heckenlaible informed the committee that he and Scott Ahl had a virtual kickoff meeting with McMahon in the early part of February to discuss the grant and scope of work in order to update the city’s stormwater program. The process will also determine what it will take to achieve compliance with our WDNR MS4 permit and the newly approved Northeast Lakeshore TMDL.

B. Northeast Lakeshore TMDL

The TMDL has been approved. Any future updates will be what the city needs to do in order to obtain compliance. As mentioned to the Environmental Advisory Board, engineering will be looking for participation and input as to what types of projects and processes will need to be undertaken to achieve compliance.

C. Sandy Bay Highlands - Phases 3 & 4

Matthew Heckenlaible informed the committee that the WDNR has issued a determination that the small wetland within the proposed cul-de-sac is exempt and that we will be able to fill it in as part of our proposed project. We are still awaiting the final WDNR paperwork prior to finalizing utility and pavement designs. Hoping to have construction underway in late spring of 2024.

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

A. North landfill update

We are still awaiting WDNR approval on the modified work plan to deal with the seep in the westerly portion of the north landfill.

B. Recycling annual report

The Annual Recycling Report has been prepared and is in the review process. Once that is completed, it will be submitted to WDNR by the end of April.

11. ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION - None

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

Proposed for Monday, May 6, 2024, at 5:00 pm prior to Council Meeting

13. ADJOURNMENT: 5:54 pm

Tim Petri made a motion to adjourn the meeting, seconded by Jeff Dahlke. Motion carried.

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



**TWO
RIVERS**
WISCONSIN

PUBLIC WORKS COMMITTEE

Wednesday, April 03, 2024 at 5:15 PM

Washington Bridge -- Committee Room -
City Hall, 3rd Floor 1717 E. Park Street,
Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER AT WASHINGTON STREET BRIDGE (EAST RIVER STREET AND WASHINGTON STREET):** 5:15 pm
2. **ROLL CALL**
Committee Members Present: Tracey Koach, Bill LeClair, Scott Stechmesser
Staff and Others: Matthew Heckenlaible, Scott Ahl, Greg Buckley
3. **DISCUSS WASHINGTON BRIDGE PEDESTRIAN ACCOMMODATIONS**
 - The area marked with traffic control pilons on the east side of the bridge is what the original barrier wall vision was to achieve. 375 feet of full height barrier wall with 25 foot tapers leading into and out of a full height barrier wall and railing.
 - The intent of the proposed project is to widen the sidewalk to allow for safer pedestrian and bicyclist accommodations when crossing the east side of the bridge. The original conceptual design is to widen the sidewalk by two (2) feet and add a barrier wall between the pedestrians/bicyclists and the vehicular traffic. All costs associated with these accommodations are 100 percent city costs.
 - Due to WDOT sight limitation requirements, the full height barrier wall needs to be shortened up by approximately 75 feet on the south side (12th Street intersection) and 110 feet on the north side (East River Street intersection).
 - That leaves 190 feet of full barrier wall and 50 feet of taper (25 feet each end) for a total length of 240 feet.
 - Options
 - Do nothing, leave the existing 8 foot sidewalk as is.
 - Expand the sidewalk the two (2) feet as proposed and construct the reduced 190 feet of full height barrier wall along with the two 25 foot tapers at each end.
 - Expand the sidewalk the two (2) feet as proposed without the barrier wall ending up with ten (10) feet of walk.
 - Don't construct the barrier wall; but, since the barrier wall was proposed to be approximately one foot in width, consider expanding the sidewalk by three (3) feet making the total width eleven (11) feet. We will need to verify with WDOT that this is an option, but we believe that it should be acceptable.
4. **SUSPEND MEETING:** 5:25 pm

Bill LeClair made a motion to suspend the meeting so the committee can reconvene in the Committee Room at City Hall, seconded by Tracey Koach. Motion carried.
5. **RECONVENE IN COMMITTEE ROOM AT CITY HALL:** 5:38 pm

Scott Stechmesser called the meeting back to order.

6. REVIEW AND APPROVAL OF MINUTES

Minutes from the March 6, 2024, Public Works Committee Meeting

Bill LeClair made a motion to approve the March 6, 2024, Public Works Committee Meeting minutes, seconded by Tracey Koach. Motion carried.

7. PUBLIC INPUT - None

8. ONGOING PROJECT STATUS AND ACTION, IF NEEDED

A. Sandy Bay Highlands - Phases 3 & 4

Matthew Heckenlaible informed the committee that the WDNR has issued a determination that the small wetland within the proposed cul-de-sac is exempt and that we will be able to fill it in as part of our proposed project. We are still awaiting the final WDNR paperwork prior to finalizing utility and pavement designs. Hoping to have construction underway in late spring of 2024.

B. 2024 Projects

1. Roosevelt Avenue reconstruction

Construction began the week of March 25 with the removal of pavement and placement of temporary water service tie-ins.

Beginning the week of April 1, temporary water service tie-ins continued. Excavation to the sanitary sewer main at Roosevelt Avenue and 12th Street began and will continue throughout the week.

2. Scattered laterals – informational

Matthew Heckenlaible recapped that the council took action by modifying city ordinances to lay the framework of allowing the city to borrow Safe Drinking Water Fund money. By doing this, it allows the city the ability to loan out those dollars to private residences for the replacement of lead and galvanized iron water services.

Heckenlaible also informed the committee how engineering and water utility presently create estimates with an overview of a revised estimate form and an updated agreement form. The updates to the forms outline the current terms as to when full payment for the water services would be due and what payment options exist if the balance of work is in excess of \$250 with the ability to finance the balance over a period of five years.

3. Sidewalk replacement

Engineering staff have started looking at and marking some sidewalks in the upper northeast portion of the city prior to the last two snow events and will continue marking out sidewalks as time and conditions allow.

Public Works staff has undertaken a few sidewalk repair projects up near Vietnam Veterans Park which are TID eligible expenses.

Public Works staff are also addressing poor sidewalk around the Community House/Senior Center. These repairs are coming out of the sidewalk repair fund, so our sidewalk contract could be smaller than anticipated due to these much needed sidewalk repairs.

4. 19th Street - East River Street to Jefferson Street (LRIP) - no update

5. East River Street - 19th Street to vacated 18th Street (LRIP) - no update

6. Washington Street Bridge - pedestrian accommodations

The committee continued its discussion regarding alternatives presented when out on the Washington Street Bridge. The conclusion was to make the walk as wide as possible without any protective barrier wall.

Bill LeClair made a motion to expand the sidewalk on the east side of the Washington Street Bridge as wide as possible, 2 foot minimum (up to 3 foot if WDOT allows it), without the construction of the protective barrier wall or railing. Tracey Koach seconded the motion. Motion carried.

Additional discussion ensued regarding the cost and any potential cost savings. No formal cost estimates have been prepared. But it would seem to be logical there would be a cost savings with the removal of the 1-foot wide barrier wall and railing whether the sidewalk would end up being two or three feet wider.

Bill LeClair made a motion to apply any recognized surplus from the elimination of the barrier wall and railing towards the future costs associated with the advance pedestrian notification systems (RRFBs) at both the Lake Street/12th Street and Washington Street intersection and the Madison Street and Memorial Drive intersection. Tracey Koach seconded the motion. Motion carried.

9. **PROPERTY OWNER REQUESTS** - None

10. **DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION**

A. **Tree grates (Washington Street)**

A few grates still need to be addressed along Washington Street and will be done as time permits.

B. **WISDOT small bridge/culvert inventory**

Engineering replied back to Manitowoc County that we, the City, will do the inspection for the few (4 to 6) small bridge/culverts that may exist within the city.

11. **COMMITTEE AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENDA AND ACTION, IF NEEDED**

A. **Sidewalk issue - 22nd Street near East River Street - Concern regarding broken and raised sidewalk in the area. Staff will investigate and take necessary action.**

There are a few minor deficiencies within the first 50 feet south of 22nd Street on East River Street on both sides and a few minor deficiencies on the south side of 22nd Street between East River Street and Jefferson Street. The front edge of the sidewalk sunk to trap water/grit against the colored concrete. The front edge of the sidewalk is lower than the adjacent terraced sidewalk or concrete driveway apron, again, trapping water. There are a few minor cracks that haven't separated and are still flush with each other. In my opinion, none of these deficiencies rise to a level that would warrant immediate actions to be taken.

B. Parking - Monroe Street from Washington Street to 22nd Street - Request to repaint parking stalls.

We will assess how much painting can be completed by the department as well as completing concrete pavement work and other scheduled projects. It is noted that it should be looked at for inclusion, if possible.

C. Dip in pavement on 19th Street between Madison Street and School Street - Staff will investigate and report back.

Clarification was made that this is down near the bar closer to School Street and appears to be a patch. Staff will investigate again and if deemed an emergency, will take appropriate action.

12. DISCUSS STAFF RECOMMENDATIONS (TRAFFIC AND PARKING CONTROL) - ACTION, ENDORSEMENT OR MODIFICATIONS, AS NEEDED

A. Parking duration along north side of 17th Street between West Park Street and Adams Street (Senior Center)

Engineering staff has not prepared an official recommendation or reviewed with other department staff.

B. Removal of two-hour general parking time restriction on East Park Street

Engineering staff has not prepared an official recommendation or reviewed with other department staff.

C. Speed limit signs on Woodland Drive between Memorial Drive and STH 310

On hold – not a priority.

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

A. Wisconsin Department of Transportation adjustment of Urban Area Boundary – proposed resolution

Every 10 years the Wisconsin Department of Transportation (WDOT) looks at modifying urban area boundary limits which define whether projects can be funded through rural or urban funding sources. City staff, along with the city of Manitowoc and members of the WDOT, participated in virtual meetings to discuss the existing boundaries and if any modifications should be made. The boundaries represent the possibility of projects that may include WDOT urban funding that may occur within the next 10 years. For the most part, the area impacting the City of Two Rivers was not adjusted significantly except for an area near Cottage Lane which is primarily within the Town of Two Rivers and is residential, agricultural, and wooded. As part of this process, a resolution needs to be approved by the city council. Matthew Heckenlaible read the proposed resolution that will be brought forward at the next city council meeting on April 15, 2024.

Tracey Koach made a motion in support of the resolution as read and to forward it to the full City Council for approval at the April 15, 2024 meeting. The motion was seconded by Bill LeClair. Motion carried.

B. Winter season update**1. 2024-25 salt**

Public Works needs to take delivery of 500 tons of salt for the balance of our 2024 order. On March 20th, the WDOT's consultant inspected our salt sheds for nonconformance issues. There is some dry rot noted on the western side of the shed that should be addressed in order to extend the life of the building. At that time, I took some measurements, and it appears we have enough room within the salt sheds and the sand shed to take delivery of the 500 tons of salt.

By April 1st, public works needed to respond back to WDOT as to what our 2024-25 salt order would be. Per discussions with Scott Ahl and Superintendent Travis Christensen, they have not seen the salt sheds empty in several years. In order to take on some other repairs to the salt sheds we should have limited quantities of salt on hand. The salt sheds can hold approximately 1,100 tons of salt. Over the past two seasons, by taking our 500 tons of salt, it fills the sheds to their maximum capacity. As such, for the 2024-25 season, public works reserved 100 tons of salt.

2. March 22nd

I don't recall too much about either of these two storms except that we needed to plow both the primary and secondary (residential) streets.

For the significant April 1st storm, two guys were called in Tuesday evening to address the slushy primary routes. The temperatures along the lakeshore were ample to melt the remaining snow and slush that was on the streets.

3. March 24th - See above**14. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING**

Proposed for Wednesday, May 1, 2024, at 5:15 pm

15. ADJOURNMENT: 6:42 pm

A motion was made by Bill LeClair to adjourn the meeting, seconded by Tracey Koach. Motion carried.

Respectfully submitted by: *Matthew R Heckenlaible*

Public Works Director / City Engineer



MINUTES

1. CALL TO ORDER

Matt Heckenlaible called the meeting to order at 5:30 PM.

2. ROLL CALL

Present: Rick Inman, Kay Koach, Kristin Lee, and Matt Heckenlaible.

Excused: Greg Buckley, Adam Wachowski, and Eric Pangburn.

Also Present: Community Development Director Elizabeth Runge, Council Member Bonnie Shimulunas, Colleen Inman, and Recording Secretary Adam Talor.

3. ACTION ITEMS

A. Review of Extraterritorial Certified Survey Map completed by Brad Buechel, Licensed Surveyor, Parcel 018-002-010-000.00, address 3220 10th Street.

The CSM is proposing to subdivide the existing parcel. A previous CSM in 2005 noted that a 60’ radius cul-de-sac was being reserved for public street purposes. However, the cul-de-sac has not been dedicated as such. The current CSM is proposing to split the property and in turn create two (2) landlocked parcels, which are not compliant with city ordinances. The public works memo outlines the outstanding issues regarding required street frontage and principal uses.

Motion to deny the Extraterritorial Certified Survey Map.

Motion made by Inman, seconded by Koach.

Roll Call Vote:

Voting Yea: Inman, Koach, Lee, Heckenlaible.

Motion Carried

B. Review request to rezone D and D Woodcrafters, from I-2 to B-1, located at 2004/2006 – 14th Street, submitted by applicant and owner Dale Eslinger.

Motion to approve the rezone request and forward it to the City Council.

Motion made by Koach, seconded by Lee.

Roll Call Vote:

Voting Yea: Inman, Koach, Lee, Heckenlaible.

Motion Carried

C. Review and possible action on Zoning Ordinance Amendment related to zoning districts containing self-storage as a conditional use.

The Plan Commission discussed the proposed draft ordinance for the Main Street and Waterfront Corridor Overlay (MSWO) District. The purpose is to assist the implementation of the City of Two Rivers Updated Comprehensive Plan and the Harbor Master Plan, and to encourage high quality redevelopment and revitalization of lands located within the MSWO District.

Plan Commission members expressed interest were supportive of continuing work on this since it will help the downtown and BID District improve. Discussion focused on land use regulations, prohibited uses in this area, and possible building design standards.

A motion was made directing staff bring this item back to the Plan Commission in May with some of the modifications discussed and when more of the members are present.
Motion made by Lee, seconded by Koach.

Roll Call Vote:
Voting Yea: Inman, Koach, Lee, Heckenlaible.
Motion Carried

D. Overview of TID 12 Proposed Project Plan and Boundary Amendment.

Staff presented the potential business investments within the TID Plan and Boundary Amendment.

No motion required on this item at this time.

4. ADJOURNMENT

Motion to adjourn at 6:30 PM.
Motion made by Koach, seconded by Lee.
Respectfully submitted, Adam Taylor, Recording Secretary



**TWO
RIVERS**
WISCONSIN

EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Tuesday, March 5, 2024 at 7:45 AM

Two Rivers Parks and Recreation
Department – Koska Room
Two Rivers, WI 54241

MINUTES

1. **CALL TO ORDER**
2. **ROLL CALL**
 - a. **ATTENDING:** Gina Krahn, Nancy Nabak, Jeff Dawson, Joy Krieger, Brenda Koprowski, John Wyrostek, Mike Mathis. Ric Carey
 - b. **ABSENT:** Tonya Prosser
3. **APPROVAL OF MEETING MINUTES:**
 - a. December 2023 Motion by Ric, seconded by Gina. Motion carried by unanimous vote.
 - b. February 2024 Motion to accept as presented with updates on motions from previous meeting made by Gina, seconded by John. Motion carried by unanimous vote.
4. **EXPLORE TWO RIVERS BOARD CHAIR REPORT**
5. **BUDGET UPDATE**
 - a. **Room Tax YTD Update (Working on year-over-year comparisons)** Reviewed data and noted decline in December 2024 year over year comparison. Discussed using past data to make forecasting predictions for 2024 and 2025 as part of ongoing budgeting work.
 - b. **2024 Budget Review (Proposed in depth discussion at April Meeting)** Board agreed to spend more time at the meeting in April reviewing the 2024 budget in conjunction with the marketing plan for the year.
6. **GRANTS**
 - a. **Opportunity Grant (Action Item: vote to approve)** Motion to accept the Opportunity Grant Application and Opportunity Grant Scoring Rubric with amended language emphasizing the funding for the grant comes from room tax revenue and that the granting range is \$500 to \$5000. Motion by Gina, seconded by John, Motion carried by unanimous vote.
Board also made a motion that the Tourism Director can approve grant applications up to \$4,999. All grants at or greater than \$5,000 should be approved by the board. In addition, any grant application received that may present a conflict of interest for the Tourism Director should be brought to the Explore Board for approval. Motion by Ric, seconded by John, Motion carried by unanimous vote.
7. **TOURISM DIRECTOR'S REPORT**
 - a. **Past 30 days** – See Director's Report
 - b. **Looking ahead**

c. Discussion

8. MARKETING REPORT

a. Affiliations

- i. **Explore TR DMO application update.** Joe has been in communication with Julia Hertel - Executive Director - Destinations Wisconsin. Julia advised pursuing the Association Level DMO level. There was consensus within the board to pursue this level. Julia also indicated that down the road the level could be upgraded as part of the application process after we receive our 501(C)6 Determination letter from the IRS.
- ii. **Chamber of Manitowoc County – Marketing Committee** Joe has been asked to join the Chamber of Manitowoc marketing Committee and has accepted.
- iii. **Harbor Towns – Strategic Planning** Committee Joe participated in the strategic planning session of the Harbor Towns group. They drafted a new mission and vision statement that will be approved at the next meeting later this spring. Joe will meet with this group at the Governor’s Conf. on Tourism on March 10th.
- iv. **Wisconsin Agricultural Tourism Association – Became Organizational Member** Joe has registered Explore Two Rivers with this organization. The annual meeting was held on March 6, 2024 and Joe attended. Agrotourism is an area we can pursue as we move through 2024 and into 2025 to attract new visitors.

b. Social Media

- i. Explore Two Rivers Facebook page update. Page activated 2/22/2024.
- ii. Explore Two Rivers Instagram update. Working with the IT Dept. to get access.
- iii. Explore Two Rivers LinkedIn update.

c. Website

- i. **Update on content (review changes)** The Explore page has been updated with some realignment of categories and consolidation. The next update will involve adding the new “Opportunity Grant” tab and drop-down menu. In addition, the “Places to Stay” tab will be separated into categories in the drop-down menu so that the page does not run on and becomes more user friendly.

d. Print Media

- i. **Review and pick Explore Two Rivers business envelopes.** The Explore Board reviewed and selected new designs for a business envelope, oversized information envelopes, and Explore Two Rivers Thank You cards w/envelope.
- ii. **Fox Cities Magazine**
 - 1. **Update on partnering with TRBA for a full page add in the 2024 Worth the Drive edition.** Joe is meeting with the President of TRBA on March 22 to review the ad from 2023 and to create a joint marketing plan for 2024.
 - 2. **Board approval to move forward on joint purchase of \$1,800.00 ad. Shared cost will be each. ETR \$600.00 + TRBA \$1,200.00 (Action Item)** This was not reviewed and approved as Joe needed to confirm the shared price with TRBA.

9. NEXT MEETING DATE April 9, 2024, at 7:45am in the Council Chambers of City Hall

10. ADJOURNMENT Motion by Ric, seconded by John. Motion carried by unanimous vote.

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, March 21, 2024
8:00 AM
Council Chambers – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Dahlke at 8:07 AM

Roll Call

Personnel & Finance Committee Members present were Jeff Dahlke, Adam Wachowski, and Bonnie Shimulunas. City staff present: Gregory Buckley, City Manager.

Review and Recommend Updates to City Goals and Objectives (Last Updated February 2023)

Committee members and City Manager continued their review of the 2023 adopted Goals and Objectives for the City, with comments as to the status of each goal/objective provided by the City Manager. It was agreed that the review would continue at the next committee meeting.

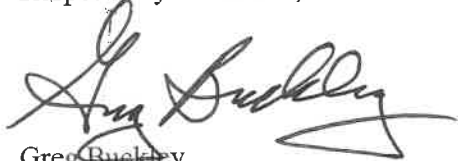
Set Date and Time for Next Meeting

It was agreed by consensus to schedule the next meeting on Thursday, March 28, 2024 at 8:00AM in City Council Chambers – City Hall.

Adjournment

Motion was made by Wachowski, seconded by Shimulunas, to adjourn the meeting at 9:05 AM. Motion carried by voice vote, without dissent.

Respectfully Submitted,



Greg Buckley
City Manager

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, March 28, 2024
8:00 AM
Council Chambers – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Dahlke at 8:07 AM

Roll Call

Personnel & Finance Committee Members present were Jeff Dahlke, Adam Wachowski, and Bonnie Shimulunas. City staff present: Gregory Buckley, City Manager.

Review and Recommend Updates to City Goals and Objectives

Committee members and City Manager continued their review of progress on the City’s 2023 Goals and Objectives. The review was concluded, with consensus that the City Manager will return with a revised goals/objectives listing for a meeting on Thursday, April 4, 2024.

Consider Recommendation Regarding City Manager’s Pay Adjustment for 2024 (Budgeted at 3 Percent)

Committee members expressed a preference for conducting a review at the next committee meeting.

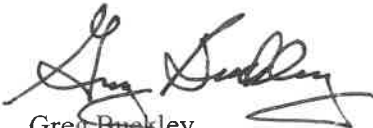
Set Date and Time for Next Meeting

The next meeting is scheduled for Thursday, April 4, 2024 at 8:00AM in City Council Chambers – City Hall.

Adjournment

Motion was made by Wachowski, seconded by Shimulunas, to adjourn the meeting at 10:00 AM. Motion carried by voice vote, without dissent.

Respectfully Submitted,



Greg Buckley
City Manager

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, April 4, 2024
8:00 AM
Council Chambers – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Dahlke at 8:06 AM

Roll Call

Personnel & Finance Committee Members present were Jeff Dahlke, Adam Wachowski, and Bonnie Shimulunas. City staff present: Gregory Buckley, City Manager. Also present was citizen Mark Bittner.

Review and Recommend Updates to City Goals and Objectives

The City Manager led a review of the 2023 Goals and Objectives, highlighting changes agreed upon by the Committee in its prior meetings on March 21, 2024 and March 28, 2024 and noting several other proposed edits.

Committee member Wachowski had to leave the meeting at 9:10 AM. The meeting continued with members Dahlke and Shimulunas present.

The review of the Goals and Objectives concluded, with consensus that a “final” copy would be distributed in advance of the next committee meeting (on April 11) and the Committee would make a recommendation to the full City Council regarding the revised Goals and Objectives at that meeting. The matter will then be forwarded to the City Council for action at its April 15, 2024 meeting.

Consider Recommendation Regarding City Manager’s Pay Adjustment for 2024 (Budgeted at 3 Percent)

The City manager distributed a short statement regarding his accomplishments over the past year, relative to the 2023 Goals and Objectives. It was agreed that this matter would receive further consideration at the next committee meeting, on April 11.

Mr. Buckley noted that a candidate for Finance Director is scheduled for a “meet and greet” at 9:00 AM on April 11, 2024—he encouraged Committee members to stop into the Council chambers following their meeting on that date, to greet the candidate.

Adjournment

Motion was made by Shimulunas, supported by Dahlke, to adjourn the meeting at 10:00 AM. Motion carried by voice vote, without dissent.

Respectfully Submitted,



Greg Buckley
City Manager

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, April 11, 2024
8:00 AM
Committee Room – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Dahlke at 8:07 AM

Roll Call

Personnel & Finance Committee Members present were Jeff Dahlke, Adam Wachowski, and Bonnie Shimulunas. City staff present: Gregory Buckley, City Manager.

Final Review of Recommended Updates to City Goals and Objectives (Follows Three Meetings Where Progress on 2023 Goals and Objectives Was Reviewed)

City Manager Buckley reviewed eight revisions to the proposed updated City Goals and Objectives for 2024 that were discussed at the April 4, 2024 committee meeting. In the discussion that followed, it was agreed that the following objective should be added under Goal 1: “Evaluate future industrial park land needs.”

Following discussion, Shimulunas moved, supported by Wachowski, to approve the progress report and proposed revisions to City Goal and Objectives, and to recommend approval by the full City Council. The motion was approved by voice vote, without dissent.

Review City Manager’s Performance for 2023; Recommendation to City Council Regarding 2024 Pay Adjustment

Mr. Buckley again distributed the single-page report on his 2023 job performance, focusing on progress toward the City’s 2023 Goals and Objectives, that he had presented at the April 4, 2024 committee meeting. He noted that he was requesting a three percent increase, as provided for in the 2024 City Budget, consistent with other non-union City employees.

Closed Executive Session

The City Manager stated that this closed session was placed on the agenda at the request of Chairman Dahlke and that, consistent with the request of the Chair, he (Buckley) would be absenting himself from the closed session.

Motion by Wachowski, seconded by Shimulunas, to enter into closed executive session at 8:23 AM, per Wisc. Stats. Section 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The motion was approved by the following roll call vote. Voting yes: Dahlke, Shimulunas and Wachowski. Voting no: none.

Mr. Buckley left the room at this time.

Reconvene In Open Session

Motion by Wachowski, supported by Shimulunas, to adjourn the closed session and re-enter open session at 9:00 AM. The motion was approved by voice vote, without dissent.

Consider Recommendation to City Council Regarding City Manager’s Evaluation and Compensation

Mr. Wachowski shared with the City Manager certain matters regarding his evaluation that the committee had discussed in closed session. Those included concerns from some Council members about the timeliness of receiving the complete Council agenda packet for regular meetings (Friday versus Thursday) and areas where the City’s customer service might be improved.

Following discussion, Shimulunas moved, supported by Wachowski, to recommend to the City Council that an upward adjustment of three percent to the City Manager’s salary be approved, to be effective retroactive to January 1, 2024.

The motion was approved by the following roll call vote. Voting yes: Wachowski, Shimulunas and Dahlke. Voting no: none. Mr. Dahlke noted for the record that he does not support the retroactive aspect of the pay raise, but instead supports the increase taking effect April 15, 2024.

Mr. Buckley stated that he would include this recommendation on the April 15 City Council agenda and would provide the opportunity for closed session discussion by the City Council, should the Council wish to enter into such a closed session. He noted that he would prefer that such a closed session include no staff other than he and the City Attorney.

Adjournment

Shimulunas, supported by Wachowski, to adjourn the meeting at 9:12 AM. Motion carried by voice vote, without dissent.

Respectfully Submitted,



Greg Buckley
City Manager

Request 3 Percent Increase, Consistent With Budgeted Pay Adjustment for City Non-Union Employees, Based on Substantial Progress on 2023 Goals, Notably:

1. Progress on City goals related to economic development:
 - a. Woodland Industrial Park (Braun Truss, Tenaska Energy Storage)
 - b. Downtown Redevelopment (funds committed to facade grants, proposed TID 12 developments), community investment at Central Park West
 - c. Continued Success in Single Family Residential Development (Sandy Bay Highlands)
 - d. Equalized Valuation Growth
 - e. Tourism Activity as Measured by Room Tax
 - f. Work, Still in Progress, on West River Lofts and The Confluence Projects
2. City Financial Position
 - a. Ongoing Improvements to the Financial Position of City Utilities
 - b. Related Improvement to the General Fund's Unrestricted Fund Balance
 - c. Ongoing Infrastructure Investment Funded Through a Prudent Capital Program that Manages Debt Service Appropriately
3. Strategic Community Development
 - a. Securing Grant Assistance for Planning Improvements to South Side Shoreline (over \$500,000)
 - b. Maximizing Outside Resources to Fund Lead Service Lateral Replacement, Both Public and Private Side
4. Quality of Life Improvements
 - a. Successful Completion of Central Park West Project--Planning, Fund-Raising, Construction, Implementation
 - b. Major Neshotah Park Improvements
5. City Personnel and Service Delivery
 - a. Leading a Highly Effective Staff Team That is Responsive to Community Service Needs
 - b. Successful Recruitment and Retention of Well-Qualified Department Heads—Cite Recent Additions within the Past Two Years



ENVIRONMENTAL ADVISORY BOARD MEETING

Tuesday, March 19, 2024 at 5:30 PM

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

MINUTES

1. **CALL TO ORDER:** 5:34 pm

2. **ROLL CALL**

Board Members: Darla LeClair, Tracey Koach, Donald DeBruyn, Jake Glaser, Jay Orvis, Douglas Brandt, Shannon Derby, Corinne Weis

Staff & Others: Matthew Heckenlaible, Scott Ahl, Joe Metzen

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the February 20, 2024, Environmental Advisory Board meeting

Tracey Koach made a motion to approve the February 20, 2024, Environmental Advisory Board minutes, seconded by Doug Brandt. Motion carried.

4. **PUBLIC INPUT**

Tourism Director Joe Metzen joined the meeting to find out what the Environmental Advisory Board was all about and see if there were ways that tourism and EAB could collaborate on future projects.

5. **NEW ITEMS FOR DISCUSSION AND ACTION, IF NEEDED** - None

6. **ONGOING ITEMS FOR DISCUSSION AND ACTION, AS NEEDED**

A. **Paddler's Park**

1. Trial bee lawn mixes

Darla started off stating that she was not aware of any volunteers that were stepping up to assist in planting a bee lawn in the area of Paddler's Park. Darla suggested tabling this until additional assistance could be gathered.

Don DeBruyn suggested that rather than digging, tilling and starting up from bare ground, they just look at overseeding the area with a variety of seed mixes and then remember 'not' to mow that area.

Corinne Weis agreed with that strategy and stated that would need to be coordinated/communicated with Parks staff. The type of seed mixes being considered would be just a clover mix with clover and one additional species or clover with a second alternative species.

A question of who would be paying for the seed arose, of which there was not a response provided.

2. Riparian planting - native species

Corinne Weis came across a planting seed mix available from a magazine/nursery in Minnesota. It came in a roll 15 feet long by 2 feet wide. She stated that she would be willing to purchase one and try it but would be looking to see if she could get a donation slip from the city for her own recording keeping. Corinne stated that she would love to see the shoreline reclaimed and then use this as an educational piece to show what other shoreline property owners could do in restoring their shorelines.

Jay Orvis had a concern with the fluctuation water elevations and spending too much time, energy, and money into something that may end up under water in the future.

Would need to find a seed mix that would tolerate a fluctuation of water levels.

Corinne stated that she would talk with Mike Mathis, Parks Director, to look at coordinating this type of restoration.

3. Volunteers - No outside parties or individuals have stepped up to assist.

B. Two Rivers Fire Department Garden

1. Trial non-traditional/dwarf vegetable plants for FYVG 2024

Darla again stated that she has not found any outside assistance but would speak with the Fire Chief to see if they would take care of it. She will report back.

2. Volunteers - No outside parties or individuals have stepped up to assist.

C. Northeast Lakeshore TMDL

1. WDNR is seeking TMDL service volunteers for stream monitoring

Matthew Heckenlaible handed out an informational sheet that is on the WDNR's Northeast Lakeshore TMDL webpage seeking assistance for monthly stream monitoring. If there was interest in volunteering for this, a group of people could work together to split the duties and it would be advisable to 'buddy up' for safety reasons. Could look at getting credit for community participation towards the WDNR MS4 permit requirements.

Matthew Heckenlaible then went on to speak about the status of the WDNR Urban Non-point Source Stormwater Grant that we have received and what we intend to do with it. City staff had a virtual kickoff meeting with McMahan on March 7 to discuss moving forward with the update of the 2024 City Wide Stormwater Master Plan. Items that the plan will look at modifying include:

- Public Education & Outreach program (EAB Educational Series)
- Construction Site Erosion Control program
- Post-Construction Stormwater Management program
 - Ordinance modifications
 - Long term maintenance of private BMPs
- Pollution Prevention programs
 - Long term maintenance of city owned BMPs

- Catch basin cleaning
 - Street Sweeping
 - Do we need to change the way/when we do things?
 - Nighttime sweeping with parking bans?
- Leaf Collection
 - Do we need to change the way we do things?
 - No raking leaves in the street - leave on terrace?
- Stormwater Pollution Prevention Plans – may not have been reviewed in several years – how do we manage stormwater runoff at municipal owned facilities (shops, cemetery, etc.)
- Review what type of internal staff training has been conducted relative to SWPPPs
- Stormwater Quality Management Plan/TMDL Plan of Action (compliance)
 - What additional Best Management Practices need to be implemented and where?
 - Ponds
 - Green Infrastructure (Swales, bio-filtration, bio-retention, manmade wetlands)
 - Conversion of turf grass areas to native vegetation areas
 - Retrofitting into existing landscape or into reconstruction projects – to be determined
- How do we finance the Stormwater Utility to fund all of the above activities?
 - Flat fee for all residential properties or set a base ERU rate and calculate impervious surfaces for every property and charge based upon impervious surface similar to commercial/industrial.
- For new development discharging into existing stormwater practices, should there be a buy in fee?
- Stormwater Utility Credit Policy (review & modify?)

Will be looking for input from EAB and probably the Public Utilities Committee for input and feedback as we move forward.

Darla LeClair stated that she wanted to make sure that the Board knew that the primary purpose was to assist and educate the community in stormwater and how we get compliance with our stormwater permit. It appears that a lot of people are unaware of what is required to obtain compliance and would suggest that the Board becomes educated so that they can speak more intelligently to the public. We also need to educate the City Council and make sure that they are aware of what it will take to obtain compliance with the MS4 permit requirements.

D. Update on Vegetable Gardening

1. AB 379 / SB 376 updates

The legislative sessions have adjourned. The bills have been introduced and sent to appropriate committees. SB 376 held a public hearing on January 10, 2024, while AB 379 held its public hearing on September 20, 2023, which then had been referred to Committee on Rules on January 4, 2024.

E. Front Yard Vegetable Garden status update

1. Publicizing now

Darla LeClair stated that this is Pilot Program – Year 2 and anticipates it to be run similar to year one, hopefully with better turnout. Darla stated that she anticipates that the application fee would be waived again in order to attract additional applicants.

2. Lining up supply partners – No discussion.

3. Forms and links available on City website

2023 forms and links are on the website and awaiting the opportunity (time) to be updated to 2024. Darla stated that she is hoping to have the user guide that is on-line with active and functional links to other websites and forms.

4. Where do we go from here?

- a. Set up a citizen led cooperative – No discussion.
- b. Self-policing – No discussion.

F. Winter Educational Series

1. 2023-2024 Series Dates

- a. April 4th - Carbon emissions
- b. May 7th - Recycling industry update

2. Possible subjects for series #3 - Need to choose so we can start lining up presenters.

- a. Light confusion
- b. Wisconsin wildlife protection programs
- c. The importance of sustainable development for future generations
- d. Repurposing old materials into new, functional items
- e. Vertical plantings, pollinator/bee lawns, home composting
- f. Promoting the benefits of planting trees (repeat program subject)

Corinne had prepared a short survey that could be passed out to attendees to find out where and how they heard about the Educational Series and what future topics they would be interested in hearing more about. This was something that Shannon was going to work on.

Darla stated that she thought that there were significantly more topics and potential speakers on the list and will find and share it in the future.

G. Senior Center Vertical Planting & Mural Project – status update?

This project is on hold pending additional discussions with Main Street and Parks & Recreation.

7. OTHER ITEMS THAT MAY COME BEFORE THE BOARD, WITH CONSIDERATION AND ACTION, IF NEEDED – None.

8. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT BOARD MEETING

Proposed for Tuesday, April 16, 2024, at 5:30 pm

9. ADJOURNMENT: 6:40 pm

Doug Brandt made a motion to adjourn the meeting, seconded by Corinne Weis. Motion

Section 10, Item B.

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



MEMO

DATE: April 10, 2024
TO: City Council and City Manager Greg Buckley
FROM: Amanda Baryenbruch, City Clerk/Human Resources Director
SUBJECT: Monthly Report

HUMAN RESOURCES UPDATES:

- Ongoing Recruitments:
 - o Finance and Administrative Services Director – currently recruiting and scheduling interviews
 - o Recreation Clerk – scheduling interviews
 - o Recreation Coordinator – accepting applications
- Recent Hires:
 - o Water Distribution Foreman (Internal Promotion) – Announcement pending

OPERATOR’S LICENSES ISSUED:

On May 4, 2020, the City Council authorized the City Clerk to issue Operator’s Licenses. The following licenses have been issued since the 9/18/2023 Council meeting:

Name	Address	Duration
Kassidy Laurin	1916 Madison Street Two Rivers, WI 54241	2 Year

ELECTIONS:

The Spring Election and Presidential Preference was held on April 2, 2024. Included on the ballot was the office of City Councilmember. On April 3, 2024, the Municipal Board of Canvassers convened to total the election results and announce the top 3 candidates as

- o Mark Bittner
- o Shannon Derby
- o Douglas Brandt

These candidates will take office on April 16, 2024, at the City Council Reorganizational Meeting

LICENSES:

Renewals for the July 1, 2024 – June 30, 2025, licensing year have been sent out. This includes alcohol, operator, landscaping/tree removal, cigarette, and beer garden licenses.





From: Elizabeth Runge, Community Development Director

Date: April 15, 2024

Re: Staff Report

Key Activities:

- Prepared Plan Commission Packets for April meeting.
- Submitted WEDC Idle Site application for funding.
- Continuing preparation of a TIF amendment document.
- Participated in meetings and discussions regarding housing construction, new business opportunities and business assistance.
- Prepared zoning ordinance modifications.
- Responded to requests for information related to development, zoning, loans and development funding questions.



Electric Department April 2024 Report

Electric Consumption in kWh: March Data

2019	2020	2021	2022	2023	2024
6,904,213	6,779,558	6,870,833	7,230,115	7,067,336	6,601,367

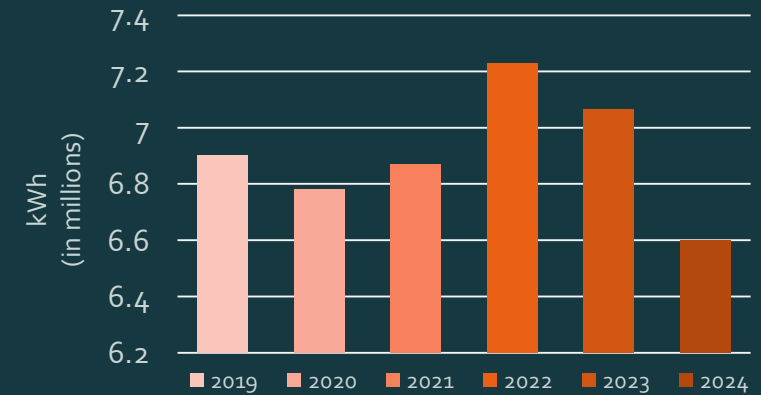
% Change from 2019-2024: **-4.39%** % Change from 2023-2024: **-6.59%**

Year-to-Date

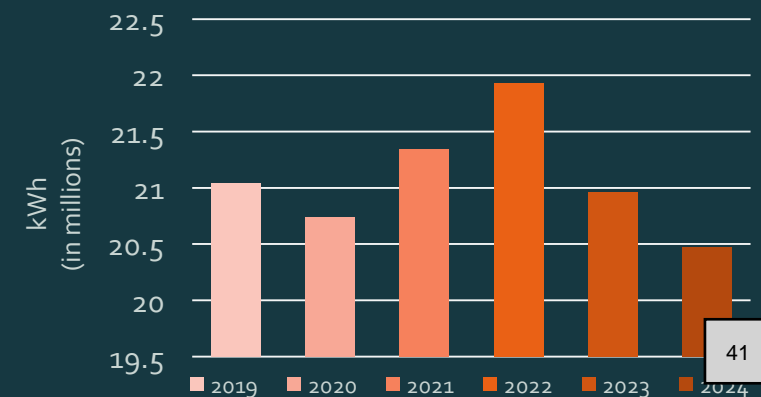
2019	2020	2021	2022	2023	2024
21,040,570	20,739,583	21,341,034	21,925,577	20,966,126	20,469,142

% Change from 2019-2024: **-2.72%** % Change from 2023-2024: **-2.37%**

Electric Consumption March Data



Electric Consumption Year-to-Date

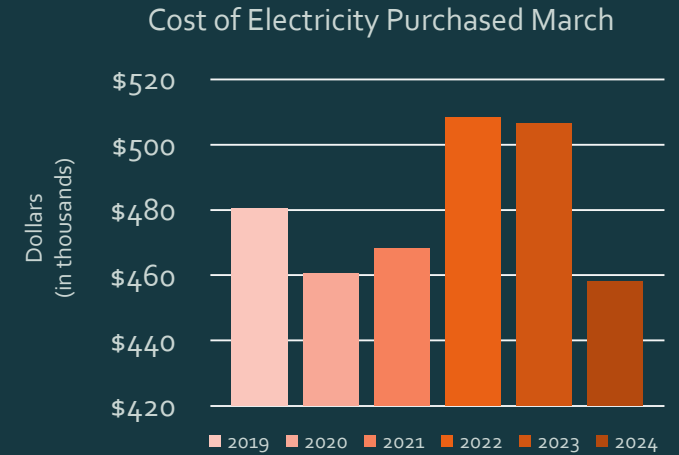




Electric Department April 2024 Report

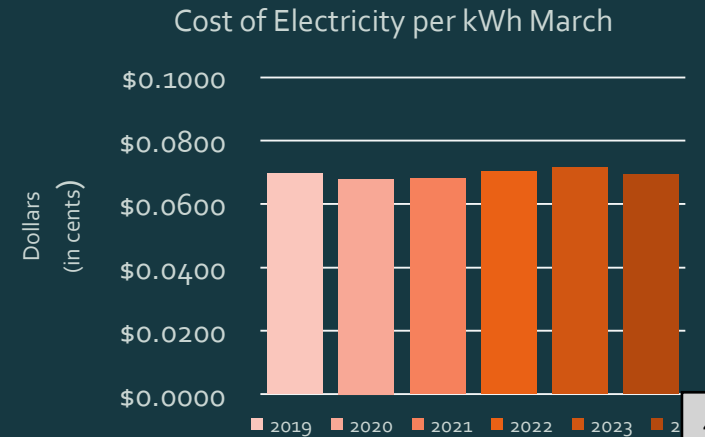
Cost of Electricity Purchased in Dollars: March Data

2019	2020	2021	2022	2023	2024
\$ 480,439.18	\$ 460,489.17	\$ 468,102.95	\$ 508,443.68	\$ 506,456.44	\$ 458,096.98



Cost of Electricity per kWh:

2019	2020	2021	2022	2023	2024
\$ 0.0696	\$ 0.0679	\$ 0.0681	\$ 0.0703	\$ 0.0717	\$ 0.0694



% Change from 2019-2024: **-0.28%**

% Change from 2023-2024: **-3.18%**



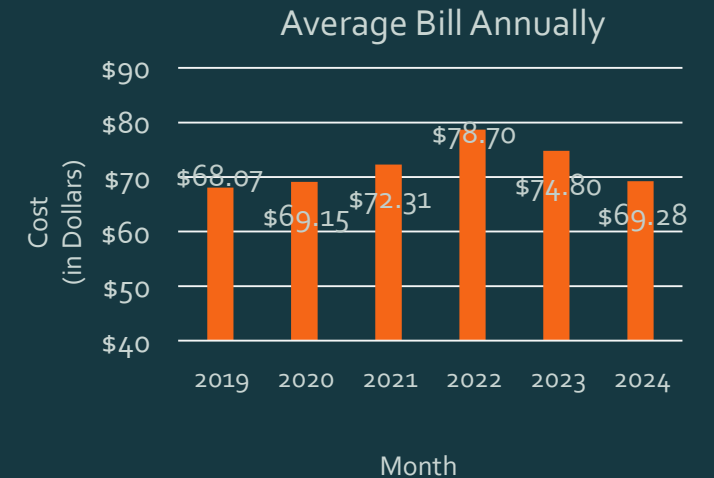
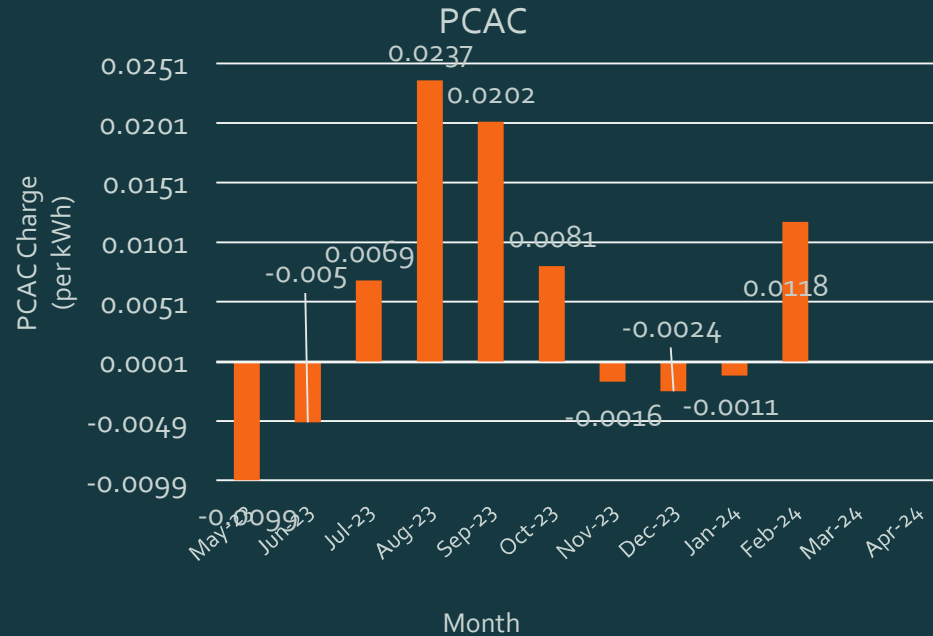
Electric Department March 2024 Report

PCAC

Month	PCAC/FAC Charge (per kWh)	Average Monthly Bill
May 2023	-0.0099	\$66.92
June 2023	-0.0050	\$69.86
July 2023	0.0069	\$77.00
August 2023	0.0237	\$87.08
September 2023	0.0202	\$84.98
October 2023	0.0081	\$77.72
November 2023	-0.0016	\$71.90
December 2023	-0.0024	\$71.42
January 2024	-0.0011	\$72.20
February 2024	-0.0118	\$65.78
March 2024	-0.0050	\$69.86
April 2024		
Average	0.0020	\$74.07

Average Bill Annually

2019	2020	2021	2022	2023	2024
\$68.07	\$69.15	\$72.31	\$78.70	\$74.80	69.28





Electric Department April 2024 Report

February - Large Work Orders in progress:

- City Wide:
 - Central – Tree trimming
 - Northside – Overhead to Underground Conversion Project
 - Southside – Pole and Equipment Replacements
 - Eastside – Pole and Equipment Replacements

Outage/Callouts	Location	Duration	Cause if known
03/10/24	1111 27 th St	N/A	Phone Drop Down
03/11/24	910 18 th St	N/A	Garage Fire
03/23/24	7 th St & Columbus St	N/A	Phone Drop Down
03/28/24	Margaretha St & 11 th St	1 hr	Half Power; Bad Connection

Work Completed by Electrical Inspector & Electric Meter Technician	
Number of Service Upgrades/Changes	2
Number of Electric Meters Installed	5
Total Number of Electric Meters Tested	0
Service Disconnects & Reconnects (Normal Hours)	3



Roosevelt Avenue Pole Replacements for Road Construction Project

City of Two Rivers Fire Department Monthly Report January 2024

Section 10, Item C.

		Monthly			Year to Date 2024			Year to Date 2023			
Total Incident Responses			154		154		150		150		
EMS Response	Total EMS Incidents		145		145		143		143		
	Treated and Transported		111		111		106		106		
	No Transport		34		34		37		37		
	Interfacility Transports		38		38		48		48		
	Intercepts		1		1		5		5		
	Other (Cancelled/No Pt found)		0		0		3		3		
EMS Revenue	Date of Service Report		Monthly		Year to Date 2024		Year to Date 2023				
EMS Operations Billing Information	SDC and TRIP Revenue		\$3,145.45		\$3,145.45		\$2,125.72				
	Charges		\$173,107.10		\$173,107.10		\$211,758.50				
	Payments		\$59,185.31		\$59,185.31		\$91,498.89				
	Adjustments		\$101,976.87		\$101,976.87		\$120,259.61				
	Change + or - in Accounts Receivable		\$71,130.23		\$71,130.23		\$91,498.89				
Monthly Collection Percentage			34.19%		34.19%		43.21%				
Fire Incidents	Total Fire Incidents		9		9		7				
	Structural		0		0		1				
	Fire Other		2		2		1				
	Unauthorized		0		0		0				
	Hazardous Condition		3		3		1				
	False / Cancelled		1		1		0				
	Service Calls		3		3		4				
Overlapping calls			29		29		19				
Occup/ Inspect	Total Inspections		31		31		35				
	General		31		31		35				
	Special/Other/Consults		0		0		0				
	Violations		20		20		35				
	Corrections		12		12		5				
Training	Total Hours		602		602		544				
	Fire Training		542		542		364				
	EMS Training		60		60		120				
	Community Based Outreach		20		20		60				
See attached training summary											
Public Education			Monthly			Year to Date 2023			Year to Year 2023		
Totals / Events	Staff Hours	Participants	5	20	10	5	20	10	6	16	29
CPR Classes	Staff Hours	Participants	5	20	10	5	20	10	6	16	29
Station Tours	Staff Hours	Participants	0	0	0	0	0	0	0	0	0
Presentations	Staff Hours	Participants	0	0	0	0	0	0	0	0	0
Maintenance			Monthly			Year to Date 2024			Year to Year 2023		
Total Hours			300		300		300		369.05		
Building Care, Cleaning, Maintenance			60		60		60		77.1		
Grounds Care			40		40		40		6.5		
Vehicle Checks			150		150		150		252		
Vehicle Cleaning			10		10		10		5		
Vehicle Maintenance			40		40		40		28.45		
Current Events											
Fire/EMS Reports											
Budget outlay and planning for the year											
Operations/Training 2024 outline and Fire/EMS task book training began											
POP program future (meeting)											
Mental Health Training for all staff (2 days)											
A5 remount build approved											
Engine 10 replacement approved by city council											

Fire Department Monthly Report February 2024

Section 10, Item C.

			Monthly			Year to Date 2024			Year to Date 2023		
Total Incident Responses					170			324			298
EMS Response	Total EMS Incidents				153			298			281
	Treated and Transported				105			216			210
	No Transport				10			44			66
	Interfacility Transports				38			76			87
	Intercepts				1			2			6
	Public Assist				1			1			7
EMS Revenue	Date of Service Report		Monthly			Year to Date 2024			Year to Date 2023		
EMS Operations Billing Information	SDC and TRIP Revenue		\$6,675.53			\$9,820.98			\$7,449.88		
	Charges		\$73,901.96			\$247,009.06			\$387,441.88		
	Payments		\$43,052.69			\$102,238.00			\$152,913.19		
	Adjustments		\$87,343.54			\$189,320.41			\$277,080.39		
	Change + or - in Accounts Receivable		-\$13,441.58			\$57,688.65			\$74,914.53		
Monthly Collection Percentage			58.26%			41.39%			39.47%		
Fire Incidents	Total Fire Incidents				17			26			17
	Structural				1			1			2
	Fire Other/Water Related				4			6			3
	Unauthorized				1			1			0
	Hazardous Condition				1			4			5
	False / Cancelled				9			12			4
	Service Calls				1			4			5
Overlapping calls					32			61			49
Occup/ Inspect	Total Inspections				30			61			72
	General				30			61			72
	Special/Other/Consults				0			0			0
	Violations				7			27			40
	Corrections				4			16			15
Training	Total Hours				364			966			963
	Fire Training				304			846			603
	EMS Training				60			120			240
	Community Based Outreach				20			40			120
See attached training summary											
Public Education			Monthly			Year to Date 2024			Year to Date 2023		
Totals / Events	Staff Hours	Participants	6	13	385	11	33	395	13	34	91
CPR Classes	Staff Hours	Participants	4	6	5	9	26	15	10	26	30
Station Tours	Staff Hours	Participants	1	1	6	1	1	6	2	6	42
Presentations	Staff Hours	Participants	0	0	0	0	0	0	1	2	8
Maintenance			Monthly			Year to Date 2024			Year to Date 2023		
Total Hours			295			895			550.7		
Building Care, Cleaning, Maintenance			60			120			117		
Grounds Care			40			80			77		
Vehicle Checks			145			300			296.5		
Vehicle Cleaning			10			20			32		
Vehicle Maintenance			40			80			28.2		
Current Events											
CCT/Paramedic Refresher/Cold Water Resue											
Assist with search for missing child											
2 Percent dues submitted											
POP Hunter Decker FF/EMT began recruit training											
TRFD honor guard event (TTRFD)											
Anniversary: FF/P Richard Barbier 1/15/21											

INSPECTIONS DEPARTMENT

**MONTHLY SUMMARY
MARCH 2024**

	Permits Issued		Permit Revenue		Project Value		Type	Inspections	
	Month	YTD	Month	YTD	Month	YTD		Month	YTD
Building (residential)	19	36	3,633	6,683	491,469	784,128	Bldg	15	40
Building (commercial)	2	3	300	350	33,500	38,500	Elec	7	23
Electrical	13	31	1,930	3,950	413,448	500,893	Heating	5	29
Heating	7	32	970	3,272	569,504	1,926,032	Plumbing	6	19
Home Occupation	-	-	-	-	-	-	Misc	7	24
Moving	-	-	-	-	-	-	Sign	-	-
Plumbing	13	41	1,440	6,029	54,615	1,187,754			
Sign	3	5	150	250	3,000	9,940			
Tank	-	-	-	-	-	-			
Wrecking	1	1	298	298	38,000	38,000		40	135
Totals	58	149	8,721	20,832	1,603,536	4,485,247			

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2024	2023	2024	2023	2024	2023
Building	39	40	7,033	8,420	822,628	1,095,485
Electrical	31	46	3,950	4,040	500,893	171,576
Heating	32	46	3,272	3,215	1,926,032	394,507
Home Occupation	-	-	-	-	-	-
Moving	-	-	-	-	-	-
Plumbing	41	43	6,029	6,470	1,187,754	303,286
Sign	5	4	250	200	9,940	6,280
Tank	-	-	-	-	-	-
Wrecking	1	3	298	205	38,000	5,200
Totals	149	182	20,832	22,550	4,485,247	1,976,334

Other Activities

- Prepared notices, ordinances & related documents for public hearings
- Prepared agenda packet and minutes for Plan Commission meeting
- Received and responded to requests for information from the general public and staff
- Inspectors attended annual code update training (bldg, plbg & elec)

**Lester Public Library
Director's Report
March 2024**

News

- The World on the Move exhibit arrived in crates on February 29th. The crates were stored on the library floor by the fireplace.
- A seven-foot section of fascia blew off the library during a powerful wind storm. Great Lakes Roofing will be able to repair the damage.
- Electric work in the library included fixing outlets by the interior door, replacing outdoor lights near the front doors with LED fixtures, repairing the light that shines on the flag, and replacing an important sensor that operates the lighting system (that sensor alone was over \$1,000).
- From the American Library Association: "The number of titles targeted for censorship surged 65 percent in 2023, reaching the highest levels ever documented by ALA. The new numbers released today (March 14) show efforts to censor **4,240 unique book titles** in schools and libraries. ALA's Office for Intellectual Freedom documented **1,247 demands** to censor library books, materials, and resources in 2023. Four key trends emerged from the data gathered from 2023 censorship reports: Pressure groups in 2023 focused on public libraries in addition to targeting school libraries. 1). The number of titles targeted for censorship at public libraries increased by 92 percent over the previous year; school libraries saw an 11 percent increase. 2). Groups and individuals demanding the censorship of multiple titles, often dozens or hundreds at a time, drove this surge. 3). Titles representing the voices and lived experiences of LGBTQIA+ and BIPOC individuals made up 47 percent of those targeted in censorship attempts. 4). There were attempts to censor more than 100 titles in each of these 17 states: Colorado, Connecticut, Florida, Idaho, Illinois, Iowa, Kentucky, Maryland, Missouri, North Carolina, Ohio, Pennsylvania, Tennessee, Texas, Utah, Virginia, and Wisconsin." "Every challenge to a library book is an attack on our freedom to read. The books being targeted again focus on LGBTQ+ and people of color. Our communities and our country are stronger because of diversity. Libraries that reflect their communities' diversity promote learning and empathy that some people want to hide or eliminate," said ALA President Emily Drabinski.

Library Foundation

The Lester Public Library Foundation Spring Book Sale was a success. The total in sales was \$1,083.75. The library pays sales tax on book sales, we deducted \$51.61 in tax for a total of \$1032.14 that was divided in two, half for the Foundation and half for the library – resulting in \$516.07 each.

Library Legislation – No Report**Activities**

- 03/04/24 – Two Rivers City Council Meeting
- 03/05/24 – Explore Two Rivers Board Meeting
- 03/05/24 – Lester Public Library Management Team Meeting
- 03/05/24 – Urban Forestry Grant Partner Meeting, with Terry Ehle, Parks & Rec Staff,
Urban Forestry Representative, Woodland Dunes Staff
- 03/07/24 – Two Rivers Business Association Monthly Meeting
- 03/07/24 – Met with Stanley Palmer, President, Lester Public Library Board of Trustees
- 03/08/24 – Was a guest on WOMT Radio Breakfast Club to promote the World on the
Move Exhibit
- 03/12/24 – Lester Public Library Management Team Meeting
- 03/12/24 – Lester Public Library Board of Trustees Meeting
- 03/13/24 – Lester Public Library All Staff Meeting
- 03/13/24 – City of Two Rivers Department Heads Meeting
- 03/14/24 – City of Two Rivers Room Tax Commission Meeting
- 03/16/23 – World on the Move Installation
- 03/17/24 – World on the Move Docent Training
- 03/18/24 – Two Rivers City Council Meeting
- 03/19/24 – Lester Public Library Management Team Meeting
- 03/20/24 – Met with Great Lakes Roofing
- 03/20/24 – Met with Tracey Koach
- 03/21/24 – Toured the 4th grade class from Monroe Elementary, Manitowoc, through
World on the Move, with Terry Ehle and Toni Pierce
- 03/21/24 – Hosted Wisconsin Shipwreck Coast National Marine Sanctuary Advisory
Council and toured them through the World on the Move exhibit
- 03/22/24 – Toured four 8th grade classes from LB Clarke through World on the Move,
with Terry Ehle and Toni Pierce
- 03/27/24 – City of Two Rivers Department Heads Meeting
- 03/27/24 – Dr. Pao Lor's presentation - An Almost Forgotten People: The Hmong
American Experience

Jeff Dawson, Director, Lester Public Library 4/1/2024

MARCH
2024



PUBLIC WORKS MONTHLY REPORT



TWO
RIVERS
WISCONSIN

ENGINEERING



ROOSEVELT AVENUE



Construction began the week of March 25th with removal of pavement and placement of temporary water service tie-ins.

Beginning the week of April 1st, temporary water service tie-ins continued. Excavation to the sanitary sewer main at Roosevelt and 12th began and will continue throughout the first part of April.

Landfill

We are still awaiting WDNR approval on the modified work plan to deal with the seep in the westerly portion of the north landfill.

Engineering Cont'd

2024 Scattered Lead Service Lateral Replacements

City council took action by modifying city ordinances to lay the framework of allowing the city to borrow Safe Drinking Water Fund money. By doing this, it allows the city the ability to loan out those dollars to private residences for the replacement of lead and galvanized iron water services.

The Public Utilities Committee was informed as to how engineering and water utility presently create estimates with an overview of a revised estimate form and an updated agreement form. The updates to the forms outline the current terms as to when full payment for the water services would be due and what payment options exist if the balance of work is in excess of \$250 with the ability to finance the balance over a period of five years.

A rectangular box with a dark red border containing a landscape image of rolling green hills under a blue sky. The text "Sandy Bay Highlands" is overlaid in the center in a bold, dark font.

Sandy Bay Highlands

The WDNR has issued a determination that the small wetland within the proposed cul-de-sac is exempt and that we will be able to fill it in as part of our proposed project. We are still awaiting the final WDNR paperwork prior to finalizing utility and pavement designs. Hoping to have construction underway in late spring of 2024.

PUBLIC WORKS

Snow Update

Public Works brined once during March as well as salted salt routes two times and plowed the entire city once.



Sidewalk Replacement

Engineering staff have started looking at and marking some sidewalks in the upper northeast portion of the city prior to the last two snow events and will continue marking out sidewalks as time and conditions allow.

Public Works staff has undertaken a few sidewalk repair projects up near Vietnam Veterans Park.

Public Works staff are also addressing poor sidewalk around the Community House/Senior Center. These repairs are coming out of the sidewalk repair fund, so our sidewalk contract could be smaller than anticipated due to these much needed sidewalk repairs.

Sewer Work

Public Works cleaned biweekly and monthly sewers as well as two sections of annual sewers.



WASTEWATER

Screw Press

The screw press is still running. The past two weeks have been producing much drier sludge and it is a learning curve on what should be done to keep it consistent.

Riverside Foods

The Public Utilities committee was provided a copy and overview of the right-of-way privilege agreement that will be discussed at the City Council meeting. In short, Riverside Foods is proposing to install and modify private process sewers under Wilson Street from the west side to a grease trap on the east side of Wilson Street to aid in managing the fat, oil and grease (FOG) being discharged from their facility. This is to aid in minimizing these FOG issues within the public collection system and at the wastewater treatment plant.

2024 Public Works/WWTP Tracking		2024		Section 10, Item C.	
		March	Year-to-Date	March	Year-to-Date
ENGINEERING 2024					
	Landfill Leachate Pumpage (gallons)	564,777	2,136,257	728,060	2,188,620
scott	Precipitation	1.89	4.81	3.2	9
sue	Number of Encumbrance property checks	26	69	14	55
scott/bill	Digger's Hotline Locates	126	197	71	107
STREET DIVISION 2024 (Manhours)		March	Year-to-Date	March	Year-to-Date
53200	Shop/Vehicle Maintenance	873.00	2,385	519.25	1,646
53300	Street Maintenance	13.00	152	50.00	129
53310	Street Cleaning	192.00	271		23
53320	Street Signs/Painting	185.50	342	37.00	182
53330	Snow & Ice	102.75	1,500	840.50	2,502
53337	PT Snowplowers			18.00	71
53380	Bridge - maintenance		22		
53381	17th Street Bridge opening	1.00	3	8.50	60
53620	Refuse/Garbage				1
53625	Recycling/Leaf Collection		19		9
53640	Weed Cutting				
53650	Work for Others	465.50	550	55.00	381
53700	Landfill Maintenance				1
53710	Landfill Sampling				
*****	PBS Sewers	5	13	3	11
*****	Salted Streets	2	7	3	20
*****	Plowed all city streets	1	10	1	6
*****	Open 17th Street Bridge	6	56	44	113
WASTEWATER UTILITY 2024		March	Year-to-Date	March	Year-to-Date
	Wastewater Treated, Gallons	56,982,000	171,975,000	90,610,000	201,626,000
	MONTHLY AVERAGE: Daily Flow, Gallons	1,947,000	1,927,667	2,923,000	6,681,000
	MONTHLY AVERAGE: Daily BOD, Lbs.	5,546	4,764	3,877	12,140
Plant Discharges (MONTHLY AVERAGE)					
	Biological Oxygen Demand (BOD), mg/l	8.3	9.80	15.3	56
	Suspended Solids, mg/l	5.1	7.40	6.0	31
	Ammonia, mg/l	0.43	0.36	1.43	5
	Phosphorus, mg/l	0.23	0.29	0.19	1
	Fecal Coliform, per 100ml	27	37	61	388
	pH, Min (6.0)	6.8	6.8	6.8	20
	pH, Max (9.0)	7.1	7.1	7.1	21
Chemicals					
	Polymer, Gallons	88	264	88	264
	Ferric Chloride, Gallons	2,418	7,250	2,410	6,890
P&Fonly	Chemical Purchases for the month	-	\$ -	-	11,498
	Mishicot Payment to City	\$ 6,967.17	\$ 20,927.56	\$ 11,824.13	24,171
	Emergency call-ins	2	6	2	6



**Two Rivers
March 2024**

Prepared By: Patrick Murphy – MEUW Regional Safety Coordinator

SAFETY REPORT

ACCOMPLISHMENTS

1. Training

- Fall protection and harness inspections

2. Audits/Inspections

No Inspections in March

3. Compliance/Risk Management

Continuing 2024 annual safety program reviews with SC input

Mutual Aid guidance document (in progress)

GOALS AND OBJECTIVES

1. Training

- First Aid/CPR/AED refresher

2. Audits/Inspections

None

3. Compliance/Risk Management

- Promote EOC familiarization, meetings/citywide tabletop (future)
- Continue to promote good investigation and root cause analysis for all incidents.
- Promote incident and near miss reporting
- Stop the Bleed kits to be added to city vehicles with a need (ongoing)
- City wide FA/CPR/AED re-certification in April 2024

**Mar-24 CITY OF TWO RIVERS
ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT**

ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION

TOTAL PRODUCTION	27,160,670 GAL/MONTH
LESS BACKWASH WATER	2,895,920 GAL/MONTH
WATER TO CITY	24,264,750 GAL/MONTH
MAX. DAILY WATER PRODUCTION	969,490 GAL/DAY
MIN. DAILY WATER PRODUCTION	809,840 GAL/DAY
AVERAGE DAILY WATER PRODUCTION	876,150 GAL/DAY

TOTAL PRODUCTION	27160670 GAL/MONTH
WATER TO CITY	24264750 GAL/MONTH

PUMP OPERATION

LOWLIFT PUMPS

1	2	3	
240	240	264	HR/MO
7.74	7.74	8.52	HR/DAY

HIGHLIFT PUMPS

1	2	3	4	
0	0	744	0	HR/MO
0.00	0.00	24.00	0.00	HR/DAY

USED FOR PRODUCTION ONLY

CHEMICAL USAGE

PRE MEMBRANE HYPOCHLORITE
 POST SODIUM HYPOCHLORITE
 RESERVOIR HYPOCHLORITE
 50% SODIUM HYDROXIDE
 ORTHOPHOSPHATE
 FLUORIDE
 50% CITRIC ACID

POUNDS USED	PMG	PPM
2127.5	0.09	0.00
2183.0	0.08	0.00
136.8	0.01	0.00
982.0	0.00	0.00
1443.5	0.00	
620.3	0.02	0.00
0 gals	----	----

RESERVOIR OPERATIONS

HOURS OF OPERATION

PUMP HOURS PER MONTH

HR/MONTH			
PUMP 7	PUMP 8	PUMP 9	TOTAL
336	0	408	744

TOTAL GALLONS PUMPED PER MONTH

MAXIMUM GALLONS PER DAY

MINIMUM GALLONS PER DAY

AVERAGE GALLONS PER DAY

6,514,000	GAL/MONTH
222,000	GAL/DAY
198,000	GAL/DAY
210,129	GAL/DAY

REPORT PREPARED BY

Garret Wachowski

DATE

4/2/2024

AS

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/12/2024	136447	Shawn Williams Creative-Social Media	Social Media Audit, Strategy, Photo & Vid	258-56700-2910	922	1,150.00-
Total 136447:						1,150.00-
03/15/2024	136746	American Med Supply	LifePak-500 Replacement Battery LP500	100-55140-2900	AMS-14657	170.65-
Total 136746:						170.65-
03/07/2024	136830	Accurate Appraisal LLC	March 2024 Services	100-51530-2130	4629	5,350.00
Total 136830:						5,350.00
03/07/2024	136831	Amazon Business - Debit Memo	Supplies - City Hall	100-51410-3100	1F9R-117W-VKDK	128.58
03/07/2024	136831	Amazon Business - Debit Memo	Supplies - Fire	100-52200-3850	1RTJ-QNFC-V4RV	340.85
03/07/2024	136831	Amazon Business - Debit Memo	Supplies - DPW	100-53320-8170	1WR6-C34V-W77N	139.81
Total 136831:						609.24
03/07/2024	136832	AnSer Services	After hours answering service - Elec & W	650-59665-2900	6502-030124	220.00
Total 136832:						220.00
03/07/2024	136833	Ball Auto & Truck Parts Inc	Wiper Blades - P&R	100-55400-3900	326438	28.33
Total 136833:						28.33
03/07/2024	136834	Carahsoft Technology Corporation	MicroStation SELECT Subscription 5/12/	100-53100-2410	39134074INV	4,170.00
Total 136834:						4,170.00
03/07/2024	136835	Center Point Large Print	Alp-Lib	280-55111-3430	2060269	44.94
03/07/2024	136835	Center Point Large Print	Alp - Lib	280-55111-3430	2063101	286.44
Total 136835:						331.38
03/07/2024	136836	City of Two Rivers Petty Cash	Replenish Petty Cash Check Book	816-54100-2100	3/1/2024	547.75
Total 136836:						547.75
03/07/2024	136837	Complete Office of Wisconsin	Supplies - Elec	660-59588-3900	656027	29.19

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136837:						29.19
03/07/2024	136838	Country Visions Cooperative	Diesel - DPW	100-16120	STATEMENT 2/29/2024	5,982.97
Total 136838:						5,982.97
03/07/2024	136839	Erickson Sports LLC	Shirts / Youth Wrestling - P&R	100-55300-3900	1659	152.00
03/07/2024	136839	Erickson Sports LLC	Embroidery	100-51410-3100	1674	64.00
Total 136839:						216.00
03/07/2024	136840	Frank's Radio Service Inc.	Radio Service Agreement / February 202	100-52100-2441	124722	194.24
03/07/2024	136840	Frank's Radio Service Inc.	Radio Service Agreement / March 2024 -	100-52200-2900	124918	105.00
03/07/2024	136840	Frank's Radio Service Inc.	Radio Service Agreement / March 2023 -	100-52100-2441	124919	194.24
Total 136840:						493.48
03/07/2024	136841	Gannett Wisconsin Media	Annual Subscription 3/1/24-2/28/25 - Libr	280-55111-3230	DC0025555 - 3/1/24-2/28/2	62.61
Total 136841:						62.61
03/07/2024	136842	Garage Door Specialty LLC	Service - FD	100-52200-3500	5334	995.00
Total 136842:						995.00
03/07/2024	136843	Grainger	Supplies - WWTP	690-59834-3900	9037882447	45.04
Total 136843:						45.04
03/07/2024	136844	J & H Controls Inc	Belimo Actuator & Freight - P&R	100-55140-2900	10000025517	234.41
Total 136844:						234.41
03/07/2024	136845	James Leasing LLC	2023 Annual Personal Property Tax	660-59921-3900	15882	3,971.68
Total 136845:						3,971.68
03/07/2024	136846	John Fabick Tractor Company	PM1 Maintenance - Water	650-59678-2900	SIGP0013614	265.00
03/07/2024	136846	John Fabick Tractor Company	Generator Maintenance (Waste Water Pl	690-59833-2900	SIGP0013616	798.00
03/07/2024	136846	John Fabick Tractor Company	Generator Maintenance (Parkway Lift St	690-59833-2900	SIGP0013618	265.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/07/2024	136846	John Fabick Tractor Company	PM1 Maintenance - Water Res.	650-59672-2900	SIGP0013620	265.00
03/07/2024	136846	John Fabick Tractor Company	PM1 Maintenance - Elec/DPW	660-59588-2900	SIGP0013622	265.00
Total 136846:						1,858.00
03/07/2024	136847	Kaat's Water Conditioning Inc	Bottled water, 6303 Riverview Dr 03/01/	419-53600-2900	02/29/2024	17.74
Total 136847:						17.74
03/07/2024	136848	Liberty Mutual Insurance	Endorsements 5, 6 and 7	100-16310	14795506	65,180.64
Total 136848:						65,180.64
03/07/2024	136849	Manitowoc Disposal Inc	Recycling & Refuse Collect 2/18/2024-3/	640-53620-2900	2/18/24-3/2/24	16,805.35
Total 136849:						16,805.35
03/07/2024	136850	Manitowoc Public Utilities	Electric Service - 2124 Woodland Dr - W	690-59820-2210	2/23/2024	30.05
Total 136850:						30.05
03/07/2024	136851	McMahon Associates Inc	20th St Pond (Eggers) - Eng	680-19107	934145	43.50
03/07/2024	136851	McMahon Associates Inc	Sandy Bay Highlands Stormwater Analys	290-56700-2900	934146	331.00
Total 136851:						374.50
03/07/2024	136852	Motorola	Cable, Charger, Accessories - PD	461-52100-8150	8281830853	976.91
Total 136852:						976.91
03/07/2024	136853	Nelson, Keith	Refund - Overpayment of 2023 Real Est	100-16000	3/4/2024	17.83
Total 136853:						17.83
03/07/2024	136854	Northeast Wisc Tech College	T. Duessing Apprenticeship	660-59930-2920	SFT0000126632	217.25
Total 136854:						217.25
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403143	390.00
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	650-59675-2900	2403224	755.00
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403412	182.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403413	182.50
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403414	182.50
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403415	182.50
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403416	182.50
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403417	182.50
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403418	182.50
03/07/2024	136855	Northern Lake Service Inc	2024 Lead & Copper Testing	690-59820-2900	2403419	182.50
Total 136855:						2,605.00
03/07/2024	136856	Notary Records Section	Notary Renewal - L. Kuehn	100-51410-3100	107999629	20.00
Total 136856:						20.00
03/07/2024	136857	Old Dominion Brush	Parts - DPW	100-16120	8896475	856.52
Total 136857:						856.52
03/07/2024	136858	Payment Service Network	Services 2/1/24-2/29/24	690-59840-3900	290656	7.95
Total 136858:						7.95
03/07/2024	136859	Payment Service Network	CC Processing Fees / Elijah Search Don	100-52100-3901	291459	25.70
Total 136859:						25.70
03/07/2024	136860	Quadient Finance USA Inc.	Postage - Closing Date 2/22/24	100-16210	2/22/2024	2,000.00
Total 136860:						2,000.00
03/07/2024	136861	Renegade Pest Management	Pest Control - City Hall	100-51600-3500	12378	70.00
Total 136861:						70.00
03/07/2024	136862	RESCO	Supplies-Elec	660-19154	3023305	11,519.20
03/07/2024	136862	RESCO	Supplies-Elec	660-59593-3900	3023308	123.28
03/07/2024	136862	RESCO	Stock - Elec	660-19154	3023589	3,388.31
03/07/2024	136862	RESCO	Supplies-Elec	660-19154	3024069	261.25
Total 136862:						15,292.04

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/07/2024	136863	Sabel Mechancial LLC	Partial payment Screw Press - WWTP	690-19107	240091	157,690.00
Total 136863:						157,690.00
03/07/2024	136864	Sarfire Creations	Tru Branding Tumblers/Engraving - Elec	660-59921-3900	INV0024	290.00
Total 136864:						290.00
03/07/2024	136865	School Outlet	Folding Chairs - P&R	454-55400-8850	S52923	1,677.48
Total 136865:						1,677.48
03/07/2024	136866	Shawn Williams Creative-Social Media	Social Media Audit, Strategy, Photo & Vid	258-56700-2100	924	1,150.00
Total 136866:						1,150.00
03/07/2024	136867	Stadler, Lee	Energy Star Rebate - Television	660-29253	3/6/2024	25.00
Total 136867:						25.00
03/07/2024	136868	Stitches By Design LLC	Embroidery - Two Rivers Utilities	650-59921-3100	2983	160.00
Total 136868:						160.00
03/07/2024	136869	Storm the Lawn Pro LLC	2024 Services Prepayment / Fire Dept	100-52200-3500	2024 PREPAYMENT - TR	479.33
Total 136869:						479.33
03/07/2024	136870	Stuart C Irby Co	Supplies - Elec	660-59593-3900	SO13879582.001	435.00
Total 136870:						435.00
03/07/2024	136871	Superior Chemical LLC	Supplies - DPW	100-53200-3500	385568	85.71
Total 136871:						85.71
03/07/2024	136872	TargetSolutions Learning LLC	Membership/Maintenance/Career Tracki	100-52200-2920	INV90724	3,491.63
Total 136872:						3,491.63
03/07/2024	136873	Thuermer Law Office	Municipal Prosecuting - February 2024	100-51340-2121	FEBRUARY 28, 2024	1,655.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136873:						1,655.00
03/07/2024	136874	Travelers CL Remittance Center	Bond Number 107995969 Notary Bond -	100-52115-3210	1064J2253	20.00
03/07/2024	136874	Travelers CL Remittance Center	Bond Number 107999629 Notary Bond -	100-51410-3100	8216K8253	20.00
Total 136874:						40.00
03/07/2024	136875	Truck Equipment Inc	Services - TRPD	100-52100-8160	1088698-00	599.98
Total 136875:						599.98
03/07/2024	136876	Two Rivers Automotive Inc.	Diesel Exhaust Fluid - FD	100-52210-2410	5172-305032	65.70
Total 136876:						65.70
03/07/2024	136877	Two Rivers Historical Society	Mar 2024 Monthly Support Pymt	258-56700-2910	MAR2024	250.00
Total 136877:						250.00
03/07/2024	136878	Veterans' Plumbing LLC	Services - Library	280-55110-2410	11292	536.21
Total 136878:						536.21
03/07/2024	136879	Vision Architecture LLC	High Lift Bldg Design Services	258-56700-2130	1095	4,200.00
Total 136879:						4,200.00
03/07/2024	136880	Wisc State Laboratory/Hygiene	Flouride Samples	650-59642-2900	769011	29.00
Total 136880:						29.00
03/07/2024	136881	Wisconsin Public Service	1300 35th Street - Rec	100-55400-2220	0401271669-07;2/24	98.52
03/07/2024	136881	Wisconsin Public Service	1916 COLUMBUS ST - Elec	660-59588-2220	0401271669-10; 2/24	274.89
03/07/2024	136881	Wisconsin Public Service	Bridge Bldg - Engineering	100-53341-2220	0401271669-30;2/24	101.02
03/07/2024	136881	Wisconsin Public Service	GENERATOR	660-59588-2220	0401271669-38;2/24	19.66
Total 136881:						494.09
03/07/2024	136882	WPPI - Debit Memo	Feb 2024 Purchased Power	660-59902-2900	25-22024	499,511.68

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136882:						499,511.68
03/14/2024	136883	4 K's Pest Control LLC	Pest control - Sr. Center	100-54150-2900	2/26/24 - TR SENIOR CEN	50.00
Total 136883:						50.00
03/14/2024	136884	ADRC of the Lakeshore	Congregate meal donations - February 2	250-23150	02/29/2024	457.95
Total 136884:						457.95
03/14/2024	136885	AECOM Technical Services Inc	Landfill Support	419-53600-2900	2000866918	1,422.50
Total 136885:						1,422.50
03/14/2024	136886	Airgas USA LLC	Cylinder Rent - WWTP	690-59833-2900	5505820448	370.53
Total 136886:						370.53
03/14/2024	136887	Amazon Business - Debit Memo	Supplies - P&R	100-55140-3500	17V1-XDHM-TKFR	266.32
03/14/2024	136887	Amazon Business - Debit Memo	Supplies - SC	250-55150-3900	1MPX-4GQL-WDFV	75.58
03/14/2024	136887	Amazon Business - Debit Memo	Supplies - Wtr	650-59643-3900	1VMF-D9W4-WHXW	369.58
Total 136887:						711.48
03/14/2024	136888	Center Point Large Print	Alp - Lib	280-55111-3430	2077645	44.94
Total 136888:						44.94
03/14/2024	136889	Document Sales & Distribution	Building Permit Seals	100-52400-3100	24-000622	342.49
Total 136889:						342.49
03/14/2024	136890	Feest, Bailey	REFUND - Behringer Room Rental 3/9/2	100-46743	3/11/2024	126.00
Total 136890:						126.00
03/14/2024	136891	Fricke Printing Services Inc	Business Cards Various Employees - Ele	660-59921-3900	254801	149.75
Total 136891:						149.75

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/14/2024	136892	Gannett Wisconsin LocalIQ	Advertising for Bids - Eng	451-53300-8730	0006224069	225.75
Total 136892:						225.75
03/14/2024	136893	Graybar	Supplies-Elec	660-19107	9336186260	22.19
03/14/2024	136893	Graybar	Supplies-Elec	660-19107	9336194990	96.94
03/14/2024	136893	Graybar	Supplies-Elec	660-19107	9336243911	61.87
Total 136893:						181.00
03/14/2024	136894	Hendricks, Catherine M.	Slow Flow Yoga - 1/22/24-2/26/24	100-55300-2900	3/7/2024	630.00
Total 136894:						630.00
03/14/2024	136895	HydroCorp	Monthly Charge CCR PRogram	650-59664-2900	0076783-IN	3,280.00
Total 136895:						3,280.00
03/14/2024	136896	JSM Secure Inc.	Add Camera to Golf Simulator - P&R	454-55400-8850	75989	981.71
Total 136896:						981.71
03/14/2024	136897	Kemira Water Solutions Inc	Chemical - WWTP	690-59824-4910	9017820924	11,695.45
Total 136897:						11,695.45
03/14/2024	136898	Klein, Patricia Ann	Simply Seniors Exercise Class - 2/1/24-2	100-55300-2900	03/08/2024	80.40
Total 136898:						80.40
03/14/2024	136899	Lester Public Library Foundation	Half of Spring Book Sale 2024	280-48300	3/12/2024	516.07
Total 136899:						516.07
03/14/2024	136900	Lor, Pao	Speaker/World on the Move - Lib	280-55111-3510	3/12/2024	500.00
Total 136900:						500.00
03/14/2024	136901	Luckow, James	Energy Star Rebate - 2 Refrigerators	660-29253	3/12/2024	50.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136901:						50.00
03/14/2024	136902	Mammoth Construction LLC	Repair curb box @ 2106 43rd Street	650-59675-2900	1733	1,552.50
03/14/2024	136902	Mammoth Construction LLC	Replace curb box @ 3126 Monroe Street	650-59675-2900	1734	3,300.00
03/14/2024	136902	Mammoth Construction LLC	Repair curb box @ 2415 Hayes Street	650-59675-2900	1735	1,125.00
Total 136902:						5,977.50
03/14/2024	136903	Manitowoc Co Treasurer	County Jail & Driver Improvement Surch	100-21125	03/05/2024	944.04
Total 136903:						944.04
03/14/2024	136904	Manitowoc Disposal Inc	March 2024 Small Box - Rec	640-53620-2900	76852	170.00
Total 136904:						170.00
03/14/2024	136905	Manitowoc Public Utilities	Standy Water - Wtr	650-59602-2900	02/29/2024	836.00
Total 136905:						836.00
03/14/2024	136906	Marco	Usage 11/25/23-2/24/24 - Lib	456-51600-8170	36048142	680.48
Total 136906:						680.48
03/14/2024	136907	Miller Implement Co Inc	Sod Cutter - P&R	454-55400-8150	DEAL NO. 30926	6,445.00
Total 136907:						6,445.00
03/14/2024	136908	Northern Lake Service Inc	2024 Lead & Copper Testing	650-59675-2900	2403438	207.50
03/14/2024	136908	Northern Lake Service Inc	2024 Lead & Copper Testing	650-59675-2900	2403439	182.50
03/14/2024	136908	Northern Lake Service Inc	2024 Lead & Copper Testing	650-59675-2900	2403440	182.50
Total 136908:						572.50
03/14/2024	136909	OpenPoint LLC	OpenPoint Subscription - March 2024	660-59923-2403	1503	1,960.00
Total 136909:						1,960.00
03/14/2024	136910	Pomp's Tire Services	Tires - FD	100-52210-2410	40074869	3,186.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136910:						3,186.84
03/14/2024	136911	Ramaker & Associates inc	CIMS Cloud Hosting and Tech Support 5/	100-54910-2900	128605	1,200.00
Total 136911:						1,200.00
03/14/2024	136912	Riverside Foods	Payment #4 - TID #8	237-56700-8130	3/14/2024	80,000.00
Total 136912:						80,000.00
03/14/2024	136913	Santa's Crew LLC	Cool City Christmas 2024	262-55320-2901	3/12/24	300.00
Total 136913:						300.00
03/14/2024	136914	Schaus Mechanical	BAS upgrades & control valve replaceme	459-51600-8170	10417	25,000.00
Total 136914:						25,000.00
03/14/2024	136915	Shawn Williams Creative-Social Media	Social Media Audit, Strategy, Photo & Vid	258-56700-2910	922 - #2	1,150.00
Total 136915:						1,150.00
03/14/2024	136916	Shopko Optical	Kayden Hynek / Smongeski Fund Payme	816-54100-2100	3/2/24 - K. HYNEK	100.00
Total 136916:						100.00
03/14/2024	136917	State of Wisconsin	February 2024 penalty surcharges	100-21125	03/05/2024	2,768.95
Total 136917:						2,768.95
03/14/2024	136918	Streicher's	Projectiles/Inert Powder - PD	100-52100-3141	11676175	331.00
Total 136918:						331.00
03/14/2024	136919	Superior Chemical LLC	Hand Towel/Hand Soap - Elec	660-59588-3900	385993	126.37
Total 136919:						126.37
03/14/2024	136920	Swanson, Jo Marie	Refund - Cancellation of Nonsense trip	250-55150-3800	2/29/24	120.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136920:						120.00
03/14/2024	136921	T.A. Motorsports - Grand Rental	Blowers & Trimmers - P&R	454-55400-8150	28575	3,239.88
Total 136921:						3,239.88
03/14/2024	136922	TAPCO	RETURN - Pedetal	100-16120	CM022440	350.00-
03/14/2024	136922	TAPCO	18th & Washington - Standard Knockdow	100-16120	I773732	1,619.14
Total 136922:						1,269.14
03/14/2024	136923	Town & Country Engineering Inc.	Screw Press Testing & Site Visit	690-19107	26437	3,413.80
03/14/2024	136923	Town & Country Engineering Inc.	2024 SDW & CWF Loan Assistance	650-19107	26438	1,979.20
Total 136923:						5,393.00
03/14/2024	136924	Two Rivers Youth Sports Inc.	Girls Fastpitch Clinic - Feb 13, 20, 27 20	100-55300-2900	3/1/2024	437.50
Total 136924:						437.50
03/14/2024	136925	Unique	Placements - February 2024	280-55110-2130	6123733	46.60
Total 136925:						46.60
03/14/2024	136926	USA Blue Book	Marking Paint - Eng	100-53100-3900	INV00303758	191.81
Total 136926:						191.81
03/14/2024	136927	Utility Sales and Service Inc	Maintenance on Stick Saw - Elec	660-59588-3900	0076752-IN	1,312.88
Total 136927:						1,312.88
03/14/2024	136928	Utility Service Co Inc	Annual Maintenance on Wtr Towers	650-16300	597770	37,167.75
03/14/2024	136928	Utility Service Co Inc	Annual Maintenance on Wtr Towers	650-16300	597772	36,100.11
Total 136928:						73,267.86
03/14/2024	136929	Village of Mishicot Treasurer	February 2024 Municipal Court Forfeiture	100-21125	03/05/2024	725.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136929:						725.00
03/14/2024	136930	Water Quality Investigations LLC	CCT Implementation - Wtr	650-59923-2900	0224_40	560.25
Total 136930:						560.25
03/14/2024	136931	Wintucki, Diana	Vacation Rental License Fee Refund	100-44800	3/12/2024	150.00
Total 136931:						150.00
03/14/2024	136932	Wisc Dept of Transportation	Washington Street Bridge	452-53300-9983	395-0000342588	1,076.19
Total 136932:						1,076.19
03/14/2024	136933	Wisc Dept of Transportation	Deposit in TVRP Program Account - PD	100-45131	03/06/2024	267.00
Total 136933:						267.00
03/14/2024	136934	Wisconsin Library Association	Membership Renewal - Dawson (through	280-55110-3300	19902	277.34
Total 136934:						277.34
03/14/2024	136935	Wisconsin Public Service	1520 17TH ST - Rec	100-55140-2220	0401271669-04;2/24	2,325.20
03/14/2024	136935	Wisconsin Public Service	CEMETERY	100-54910-2220	0401271669-05;2/24	95.67
03/14/2024	136935	Wisconsin Public Service	PARK SHELTER	100-55200-2220	0401271669-14;2/24	17.33
03/14/2024	136935	Wisconsin Public Service	RESEVOIR	650-59661-2220	0401271669-2;2/24	91.83
03/14/2024	136935	Wisconsin Public Service	SOUTH TWR	650-59661-2220	0401271669-25;2/24	67.02
03/14/2024	136935	Wisconsin Public Service	EAST TWR	650-59661-2220	0401271669-26;2/24	63.67
03/14/2024	136935	Wisconsin Public Service	HIGH LIFT	650-59626-2220	0401271669-32;2/24	290.51
03/14/2024	136935	Wisconsin Public Service	FILTER PLANT	650-59643-2220	0401271669-33;2/24	2,425.01
Total 136935:						5,376.24
03/14/2024	136936	WOMT	Weekly 2-Minute Feature	258-56700-2910	415-00002-007	522.50
03/14/2024	136936	WOMT	Weekly 2-Minute Feature	258-56700-2910	415-00003K-0007	427.50
Total 136936:						950.00
03/14/2024	136937	Zoro Tools Inc.	Hose bibs for CCC program	650-59665-2900	INV13829597	111.80

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136937:						111.80
03/21/2024	136938	Amazon Business - Debit Memo	Supplies - SC	100-54150-3900	11XV-KY9K-X61G	45.76
03/21/2024	136938	Amazon Business - Debit Memo	Supplies - P&R	100-23160	14PL-MRCC-Y1M6	452.20
03/21/2024	136938	Amazon Business - Debit Memo	Supplies - Clerk	100-51440-3100	19QX-C6MR-XGWT	210.92
03/21/2024	136938	Amazon Business - Debit Memo	Supplies - DPW	100-53200-3900	19QX-C6MR-Y34P	372.56
03/21/2024	136938	Amazon Business - Debit Memo	RETURN CREDIT - DPW	100-53200-3900	1MJL-TYKV-YY4H	70.19-
03/21/2024	136938	Amazon Business - Debit Memo	Supplies - WWTP	690-59820-3900	1X1J-9J1G-X61G	379.99
Total 136938:						1,391.24
03/21/2024	136939	Aurora Health Care	Drug Screen	100-53200-2900	1909906	320.50
Total 136939:						320.50
03/21/2024	136940	Blackstone Publishing	A Audio - Lib	280-55111-3470	2144474	171.97
Total 136940:						171.97
03/21/2024	136941	Center Point Large Print	Alp-Lib	280-55111-3430	2080534	24.57
03/21/2024	136941	Center Point Large Print	Alp-Lib	280-55111-3430	2082658	333.78
Total 136941:						358.35
03/21/2024	136942	Cool City Cleaners Inc	Towels - WWTP	690-59820-2900	0896	56.00
03/21/2024	136942	Cool City Cleaners Inc	Towels - WWTP	690-59820-2900	1340	56.00
Total 136942:						112.00
03/21/2024	136943	Dax, Ben	Refund - Gym Time 2/25/24 & 3/31/24	100-46743	3/18/2024	52.80
Total 136943:						52.80
03/21/2024	136944	Forster, Robert	Translation	100-52100-2100	INCIDENT#24-01020	40.00
Total 136944:						40.00
03/21/2024	136945	Hager, Kim	Facility Deposit Refund / 8.21.23 Neshot	100-23100	3/19/2024	100.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136945:						100.00
03/21/2024	136946	Haugen, Alicia	Facility Deposit Refund / 8.9.23 Neshota	100-23100	03/19/2024	100.00
Total 136946:						100.00
03/21/2024	136947	Hofmann Monuments	bricks central Park West	415-55410-8200	FEBRUARY 21, 2024	450.00
03/21/2024	136947	Hofmann Monuments	bricks central Park West	415-55410-8200	FEBRUARY 21, 2024 (2)	1,682.00
03/21/2024	136947	Hofmann Monuments	bricks central Park West	415-55410-8200	MARCH 5, 2024	131.00
Total 136947:						2,263.00
03/21/2024	136948	Hubbart Electric Inc	Bulbs - P&R	100-55140-2900	20988C	192.14
Total 136948:						192.14
03/21/2024	136949	InfoSend Inc.	Utility Bill Mailing - February 2024	690-59840-3110	258119	4,433.03
Total 136949:						4,433.03
03/21/2024	136950	Jaeger, Jill	Energy Star Rebate - Clothes Washer	660-29253	3/19/2024	40.00
Total 136950:						40.00
03/21/2024	136951	James Imaging Systems Inc.	Contract R14490-MPS-01 2/29/2024-3/2	660-59921-3900	1418242	299.44
03/21/2024	136951	James Imaging Systems Inc.	Contract R14490-MPS-01 1/29/2024-2/2	660-59921-3900	1418149	349.22
03/21/2024	136951	James Imaging Systems Inc.	Contract R113705-01 - Coverage Period	100-55140-3100	1422516	216.61
03/21/2024	136951	James Imaging Systems Inc.	Contract R113707-01 - Coverage Period	100-55140-3100	1422527	1,251.86
03/21/2024	136951	James Imaging Systems Inc.	Contract R113706-01 - Coverage Period	100-53100-3100	1422517	676.09
Total 136951:						2,793.22
03/21/2024	136952	James Leasing LLC	Lease Agreement JL-I71-01 - 2/24/24-3/2	100-51900-5310	15882-BALANCE DUE	13.42
03/21/2024	136952	James Leasing LLC	Lease Agreement JL-502 3/6/2024-4/5/2	100-54150-2900	16130	128.99
Total 136952:						142.41
03/21/2024	136953	Karl's Excavating Inc	Shredded Top Soil-Rec	100-54910-3900	432300	192.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136953:						192.00
03/21/2024	136954	Lakeshore Restoration	New Sign Grant	290-56700-7530	3/15/2024	500.00
Total 136954:						500.00
03/21/2024	136955	League of Wisc Municipalities	2024 Membership - M. Heckenlaible	680-59770-2900	2024 MEMBERSHIP	500.00
Total 136955:						500.00
03/21/2024	136956	Liberty Mutual Insurance	Installment #7	100-16310	14818351	64,613.51
Total 136956:						64,613.51
03/21/2024	136957	Mammoth Construction LLC	Contract 2-2023 #6	680-19107	2-2023 #6	82,456.66
Total 136957:						82,456.66
03/21/2024	136958	Manitowoc Co Register Of Deeds	January 2024 Charges	100-52400-2900	JANUARY 2024 CHARGE	60.00
Total 136958:						60.00
03/21/2024	136959	Manitowoc Co Solid Waste	Account #162 Feb 2024 Service - Eng	640-53620-2900	27815	9,136.73
03/21/2024	136959	Manitowoc Co Solid Waste	Account #239 Solid Waste Removal - W	690-59855-2900	27844	2,167.68
Total 136959:						11,304.41
03/21/2024	136960	Manitowoc Co Treasurer	Real Estate Tax Payment - Parcel 053-00	100-16000	3/15/2024	1,946.76
Total 136960:						1,946.76
03/21/2024	136961	Manitowoc Disposal Inc	Recycling & Refuse Collect 3/3/2024-3/1	640-53620-2900	3/3/2024-3/16/2024	16,805.35
Total 136961:						16,805.35
03/21/2024	136962	Manitowoc Trophy	Name Badge	100-52115-3852	44837	8.00
Total 136962:						8.00
03/21/2024	136963	Mid-American Research Chemical	Thermal Lock - Rec	100-55140-3500	0813345-IN	595.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
03/21/2024	136963	Mid-American Research Chemical	Supplies - Cemetary	100-54910-3900	0813718-IN	524.60
Total 136963:						1,120.10
03/21/2024	136964	M-Public Safety Consulting	RTF Training Session Branch 3-4-24	100-52300-2920	1500	1,500.00
Total 136964:						1,500.00
03/21/2024	136965	North Central Emergency Vehicles	Parts - FD	100-52300-2410	0042495	230.42
Total 136965:						230.42
03/21/2024	136966	N-Tech Consulting	Agreement Managed Firewall	670-59930-2900	15815	249.00
Total 136966:						249.00
03/21/2024	136967	Oshkosh Fire & Police Equipment	Gear/T Gunderson - FD	455-52200-8150	193370	2,300.00
Total 136967:						2,300.00
03/21/2024	136968	Penworthy Company LLC, The	Jef-Lib	280-55112-3530	0597894-IN	262.60
Total 136968:						262.60
03/21/2024	136969	Pomp's Tire Services	Tires-DPW	100-16120	40074948	430.84
Total 136969:						430.84
03/21/2024	136970	Premium Waters Inc	Balance Due on Account 580038	690-59820-2900	580038-01-24	124.51
Total 136970:						124.51
03/21/2024	136971	Renew Church	Facility Deposit Refund / 8.13.23 Jaycee	100-23100	3/19/2024	100.00
Total 136971:						100.00
03/21/2024	136972	Rysticken, Lynn	2023 Property Tax Refund - Parcel 163-0	100-59200-5900	3/20/2024	934.75
Total 136972:						934.75
03/21/2024	136973	Schaus Mechanical	Preventative Maintenance - FD	100-52200-2900	SD10549	1,045.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136973:						1,045.00
03/21/2024	136974	Schlegel, Hans	Energy Star Rebate - Clothes Washer	660-29253	3/19/2024	40.00
Total 136974:						40.00
03/21/2024	136975	SEERA	Focus Program - 02/29/2024	660-29253	FEBRUARY 2024	3,983.61
Total 136975:						3,983.61
03/21/2024	136976	Shoreline Pet Plaza	Refund of Deposit due to Good Payment	660-21130	03/14/2024	562.09
Total 136976:						562.09
03/21/2024	136977	Smith, Roger	Facility Deposit Refund / 8.6.23 Coast G	100-23100	3/19/2024	100.00
Total 136977:						100.00
03/21/2024	136978	Sortwell, Shae	Facility Deposit Refund / 8.5.23 Coast G	100-23100	3/19/2024	100.00
Total 136978:						100.00
03/21/2024	136979	Stuart C Irby Co	Fault Indicators - Elec	660-19154	SO13848131.001	3,180.00
Total 136979:						3,180.00
03/21/2024	136980	Timilsaina, Lekha	Facility Deposit Refund / 7.2.23 Coast G	100-23100	3/19/2024	100.00
Total 136980:						100.00
03/21/2024	136981	Town N' Country Title	Refund - Overpayment on Final Bill	660-21130	3/11/2024	21.57
Total 136981:						21.57
03/21/2024	136982	U.S. Department of Agriculture	Gull Management 4/1/24-12/31/24	100-51410-2130	WIWS031424-05	2,182.00
Total 136982:						2,182.00
03/21/2024	136983	Valeria, Paula	Facility Deposit Refund / 8.27.23 Beach	100-23100	3/19/2024	100.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136983:						100.00
03/21/2024	136984	Vorpahl Fire & Safety	Glasses - Elec	660-59588-3900	215378331	42.50
03/21/2024	136984	Vorpahl Fire & Safety	Glasses - Elec	660-59588-3900	215378761	19.20
Total 136984:						61.70
03/21/2024	136985	WEX Bank	Gasoline	250-55150-3900	95116369	5,612.39
Total 136985:						5,612.39
03/21/2024	136986	Wisc Dept Of Revenue-DEBITMEMO	Tax Incremental District Fee - 2024	246-56700-2900	03/05/2024	1,800.00
03/21/2024	136986	Wisc Dept Of Revenue-DEBITMEMO	February 2024 Sales Tax	640-29410	FEBRUARY 2024	7,026.29
Total 136986:						8,826.29
03/21/2024	136987	Wisconsin Municipal Court Clerks Assoc.	2024 Dues - E. Walker	100-51200-3210	03/19/2024	100.00
Total 136987:						100.00
03/21/2024	136988	Wisconsin Public Service	114 DAVIS STREET	100-55400-2220	0401271669-01;3/24	42.18
Total 136988:						42.18
03/21/2024	136989	Wisconsin Supreme Court	Continuing Judicial Education	100-51200-3210	680-0000001177	800.00
Total 136989:						800.00
03/21/2024	136990	Zeldenrust, Mary Jo	2023 Real Estate Tax Refund - Parcel 15	100-59200-5900	3/20/2024	1,774.28
Total 136990:						1,774.28
03/25/2024	136991	U.S. Bank-Debit Memo	Credit Card Usage - February 2024 / Mar	100-16000	STATEMENT 03-06-2024	50,474.22
Total 136991:						50,474.22
03/28/2024	136992	4 K's Pest Control LLC	General Pest Control - Library	280-55110-2410	3/21/2024	50.00
03/28/2024	136992	4 K's Pest Control LLC	General Pest Control - Sr. Center	100-54150-2900	3/21/24	50.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 136992:						100.00
03/28/2024	136993	Aflac Business Services	March 2024 Premiums	100-21590	332604	2,581.38
Total 136993:						2,581.38
03/28/2024	136994	Air One Equipment Inc	Defender Helmet - FD	455-52200-8150	202082	357.00
Total 136994:						357.00
03/28/2024	136995	Boardman & Clark LLP	Pole Contacts Contract Update - Elec	660-59923-2120	281495	4,050.00
Total 136995:						4,050.00
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	83985771	144.23
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84002076	26.39
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84002959	67.57
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84008930	31.99
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84012420	100.06
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84019018	46.78
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84022108	22.74
03/28/2024	136996	Cengage Learning Inc. / Gale	ALP Books - Library	280-55111-3430	84053016	24.04
Total 136996:						463.80
03/28/2024	136997	Charter Communications	Service 3/19/24-4/18/24	100-54150-2900	171242001031424	98.86
Total 136997:						98.86
03/28/2024	136998	Communications Engineering Co	Services - P&R	100-55140-2900	420360	1,001.24
Total 136998:						1,001.24
03/28/2024	136999	Core & Main LP	Parts - Wtr	650-59673-3900	U497072	3,100.00
Total 136999:						3,100.00
03/28/2024	137000	Delta Dental of Wisconsin	Delta Premiums -April 2024	100-21532	2125350	5,712.23

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 137000:						5,712.23
03/28/2024	137001	Embroidery Plus	Embroidery Service - FD	100-52200-3850	8655	524.00
Total 137001:						524.00
03/28/2024	137002	ENTERPRISE FM TRUST	Monthly Lease Payments - March 2024	690-59828-2410	581377A-030524	21,200.94
Total 137002:						21,200.94
03/28/2024	137003	Fay, Robert P.	Speaker Fee - World on the Move	456-51600-8170	3/25/2024	500.00
Total 137003:						500.00
03/28/2024	137004	Fire Dept Petty Cash	Petty cash reimbursement	100-52200-3500	3/26/2024	152.30
Total 137004:						152.30
03/28/2024	137005	Frank's Radio Service Inc.	Radio Service Agreement / January 2024	100-52100-2441	124811	194.24
Total 137005:						194.24
03/28/2024	137006	Fresco Inc	Photo Cells - Elec	660-59596-3900	66342	1,084.78
Total 137006:						1,084.78
03/28/2024	137007	Frontier	Telephone - Water	650-59661-2200	5741;3/24	84.92
Total 137007:						84.92
03/28/2024	137008	Gannett Wisconsin LocaliQ	Elections	100-53330-2910	0006224464	521.17
Total 137008:						521.17
03/28/2024	137009	Gordon, Alice	Energy Star Rebate - Refrigerator	660-29253	3/25/2024	25.00
Total 137009:						25.00
03/28/2024	137010	Graybar	Materials - Elec	660-59594-3900	9336306022	186.46

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 137010:						186.46
03/28/2024	137011	Hall Signs	Sign Brackets - DPW	100-16120	85148	158.00
Total 137011:						158.00
03/28/2024	137012	Hayden Water Co. LLC	Distilled Water - Water	650-59642-3900	163796	20.99
Total 137012:						20.99
03/28/2024	137013	Holschbach, Katie	REFUND - Duplicate Payment of Parking	100-45131	3/21/2024	58.00
Total 137013:						58.00
03/28/2024	137014	Lakeshore Business Interiors Inc.	City Hall Capital - Chairs	459-51600-8170	17031	5,645.00
Total 137014:						5,645.00
03/28/2024	137015	Levene, Mary	Reimbursement from TRIAD for treats	806-52100-2105	3/22/2024	28.93
Total 137015:						28.93
03/28/2024	137016	Liberty Mutual Insurance	PW Snow Blower	100-51930-5111	MARCH 13, 2024	49.00
Total 137016:						49.00
03/28/2024	137017	Mancheski OD, Mark A.	Exam - Brendan Jolin	816-54100-2100	3252024	70.00
Total 137017:						70.00
03/28/2024	137018	Manitowoc Disposal Inc	Empty Dumpsters - DPW	680-59710-2900	77009	275.00
Total 137018:						275.00
03/28/2024	137019	Manitowoc Engraving Inc	Garbage Stickers	640-53620-3900	32080	1,185.00
Total 137019:						1,185.00
03/28/2024	137020	Minnesota Life Insurance Co	Life Insurance premium - April 2024	100-21531	APRIL 2024	3,877.66

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 137020:						3,877.66
03/28/2024	137021	R&J Fricke Inc	6 Bag Concrete - 17th & Washington - D	100-16120	15630	877.50
Total 137021:						877.50
03/28/2024	137022	Schaus Mechanical	Services / Reach In Cooler - Sr. Center	100-54150-2900	SD10825	153.75
Total 137022:						153.75
03/28/2024	137023	Stitches By Design LLC	Embroidery - Elec	660-59921-3900	2993	42.00
Total 137023:						42.00
03/28/2024	137024	Strong, Ronald I	Track & Field Prep-2/26/24-3/20/24	100-55300-2900	03/21/2024	192.50
Total 137024:						192.50
03/28/2024	137025	USA Blue Book	Lab Supplies - Wtr	650-59641-3900	INV00301957	800.86
03/28/2024	137025	USA Blue Book	Roller & Tube Assembly - WWTP	690-59833-3900	INV00306466	753.83
Total 137025:						1,554.69
03/28/2024	137026	Wal-Mart Vision	Frames & Lenses - Brendan Jolin	816-54100-2100	221259860	80.00
Total 137026:						80.00
03/28/2024	137027	WCA/Group Health Trust	April 2024 Health Premiums	100-16300	0015857170	190,086.87
Total 137027:						190,086.87
03/28/2024	137028	Wells Fargo Vendor Financial Services L	Bobcat Toolcat	457-53300-8160	5029114593	1,268.82
Total 137028:						1,268.82
03/28/2024	137029	WEX Bank	Gasoline	250-55150-3900	95751397	6,356.44
Total 137029:						6,356.44
03/28/2024	137030	William/Reid	Booster Pump - WWTP	690-59832-3900	60870	5,369.78

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 137030:						5,369.78
03/28/2024	137031	Wisc Dept of Transportation	DOT Bridge Design Project	452-53300-9983	CUSTOMER STATEMENT	2,141.48
Total 137031:						2,141.48
03/28/2024	137032	Wisc Municipal Court Clerks Association	2024 Dues - Backhaus/Griepentrog	100-51200-3210	03/20/2024	90.00
Total 137032:						90.00
03/28/2024	137033	Wisconsin Public Service	3801 Mishicot Rd.	100-54910-2220	0401271669-09;3/24	278.88
03/28/2024	137033	Wisconsin Public Service	LIBRARY	280-55110-2220	0401271669-23;3/24	1,262.54
03/28/2024	137033	Wisconsin Public Service	Pavillion	100-55200-2220	0401271669-42;3/24	64.76
Total 137033:						1,606.18
03/28/2024	137034	Wisconsin Retirement System	Feb 2024 Contributions	100-21520	FEBRUARY 2024	137,201.15
Total 137034:						137,201.15
03/28/2024	137035	Zoro Tools Inc.	Supplies - Wtr	650-59665-2900	INV13861218	100.62
03/28/2024	137035	Zoro Tools Inc.	Supplies - Wtr	650-59665-2900	INV13877309	95.03
Total 137035:						195.65
Grand Totals:						1,727,302.52



**PROCLAMATION
OF ARBOR DAY
APRIL 26, 2024**

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

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

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

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

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

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

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

WHEREAS, the Lake Michigan Bird Observatory would appreciate it if you could take a short survey and as a thank you a free gift of 3 Oak Saplings can be selected. We would love to accept them as a donation to the Parks and Rec Department to be placed throughout our local parks; and

NOW, THEREFORE, the City Council of the City of Two Rivers, declares April 26, 2024 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 15th day of April, 2024.

Adam Wachowski, City Council President

Greg Buckley, City Manager



TWO RIVERS
WISCONSIN

PUBLIC WORKS

Engineering Division

1717 E. Park Street

P.O. BOX 87

Two Rivers, WI 54241-0087



Memorandum

Department of Public Works

Date: April 15, 2024

To: City Council
Greg Buckley, City Manager

From: Matthew Heckenlaible, Public Works Director / City Engineer

Re: Wisconsin Department of Transportation Urban Area Boundary Adjustment

Every 10 years, the Wisconsin Department of Transportation (WDOT) reviews the various urban area boundary limits based upon the latest census information. The urban area boundary limits define whether projects can be funded through rural or urban WDOT funding sources. City staff, along with the city of Manitowoc and members of the WDOT, participated in several virtual meetings to discuss the existing boundaries and if any modifications should be made. These boundaries represent the possibility of projects that may include WDOT urban funding that may occur within the next 10 years. For the most part, the area impacting the City of Two Rivers was not adjusted significantly except for an area near Cottage Lane which is primarily within the Town of Two Rivers and is residential, agricultural, and wooded.

The maps are identified as “Draft” because they have not been adopted by all the necessary agencies.

The area within the black outline is what the present boundary is.

The purple boundary line is the proposed area.

A cleaner version of the Draft map is shown with just a single yellow boundary.

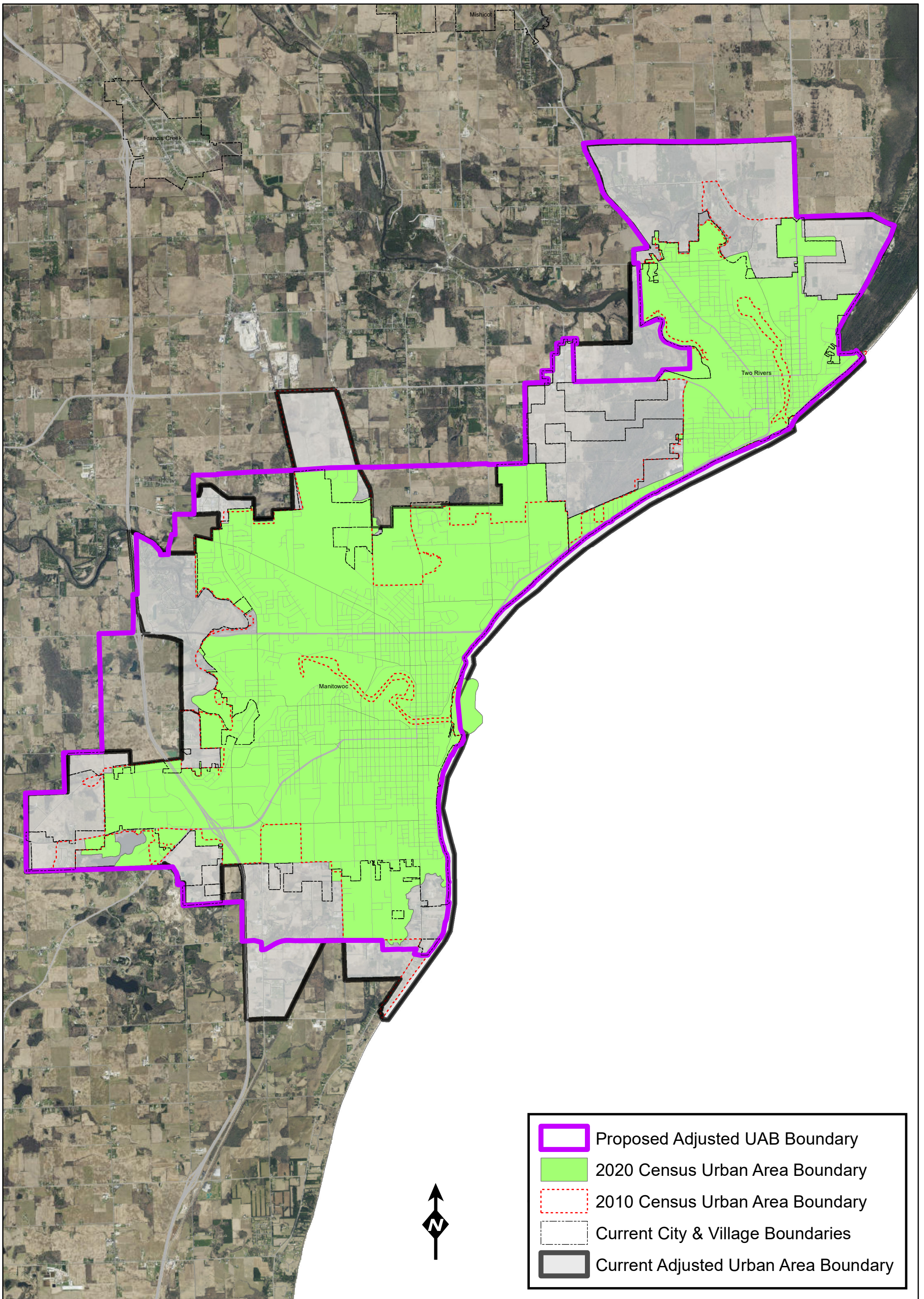
As part of this process, a resolution needs to be adopted by the City Council.



Manitowoc Urban Area

(Proposed Adjusted Boundary)

DRAFT



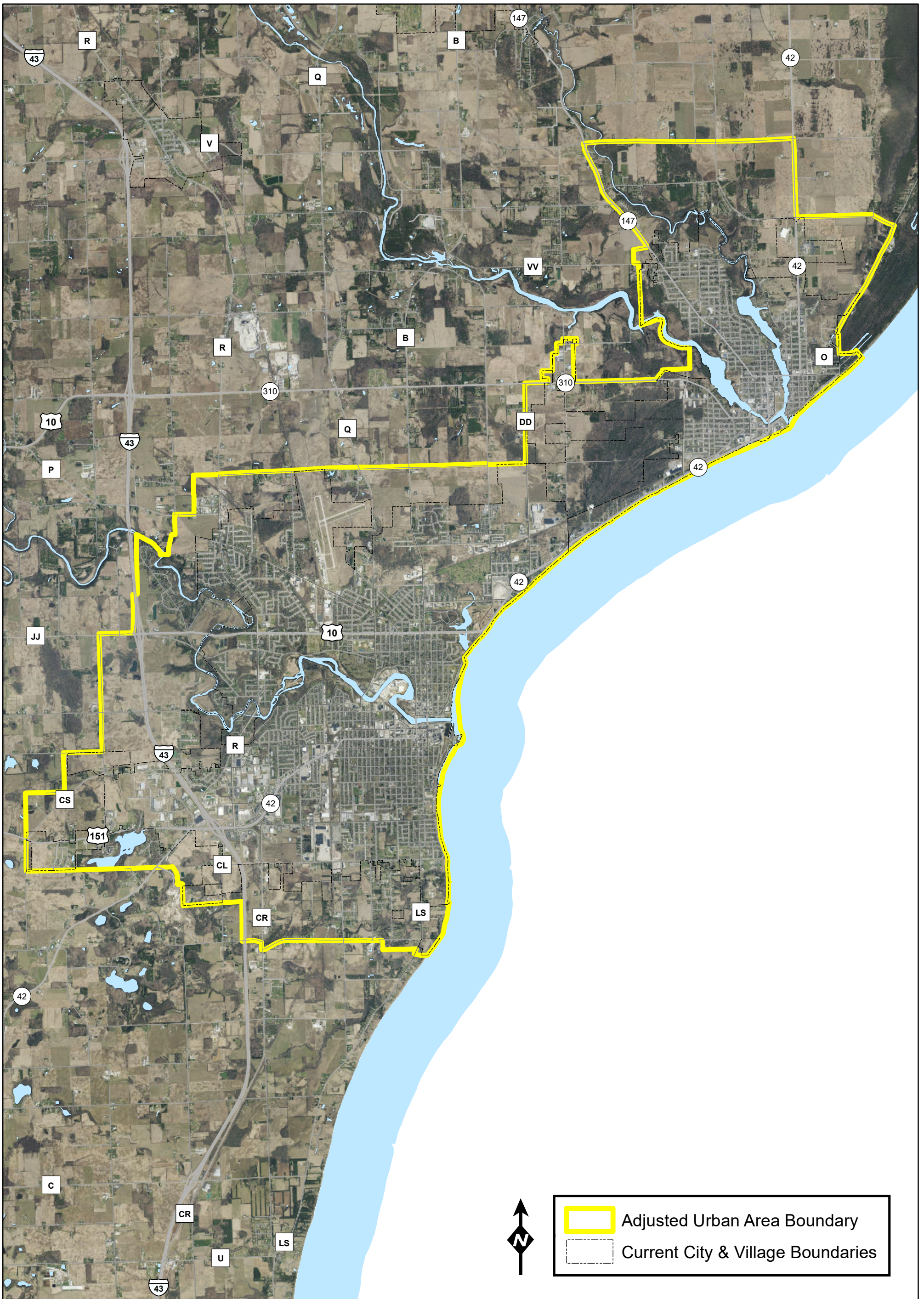
0 0.5 1 2 Miles

Population (2020): 46,558
Housing Units: 22,208
Map Date: 03/06/24

Manitowoc Urban Area

(Proposed Adjusted Boundary)

DRAFT



0 0.5 1 2 Miles

Population (2020): 46,558
Housing Units: 22,208
Map Date: 03/06/24



RESOLUTION
APPROVING THE CITY OF TWO RIVERS ADJUSTED URBAN AREA BOUNDARY

WHEREAS, every ten years, the US Census Bureau defines the boundaries for geographic areas meeting the urban area criteria as published in the Federal Register; and

WHEREAS, the Federal Highway Administration allows states to adjust the Census-defined urban area boundaries for planning and funding purposes; and

WHEREAS, the Wisconsin Department of Transportation, following the release of decennial census data, leads a process to adjust Census-defined Urban Area Boundaries (UABs) within the state, in conjunction with the respective state office of the Federal Highway Administration; and

WHEREAS, after review by Two Rivers local officials, the Wisconsin Department of Transportation, and the Federal Highway Administration, the proposed adjusted Urban Area Boundary has been found to be justified; and

WHEREAS, the Wisconsin Department of Transportation will after Two Rivers approval of the boundary submit the proposed adjusted urban area boundary to the respective FHWA division office;

NOW, THEREFORE, BE IT RESOLVED, that the City of Two Rivers informs the Wisconsin Department of Transportation that the Adjusted Urban Area Boundary as reflected in the attached map is hereby approved and adopted.

Dated this 15th day of April 2024.

Adam Wachowski
President, City Council

Gregory E. Buckley
City Manager



**CITY OF TWO RIVERS AUTHORIZING RESOLUTION FOR
KNOWLES-NELSON STEWARDSHIP PROGRAM**

Authorizing Resolution

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

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

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

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

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

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

Dated this 1st day of April 2024

Councilmember

Gregory E. Buckley
City Manager



As approved by Finance and Personnel Committee April 11, 2023

Black=Current, 2023 goals

Blue=Comments on progress toward 2023 goals

Strikethrough=Recommended for removal

Red=New goal or modified language for 2024 goals

**CITY OF TWO RIVERS
2023 Strategic Goals & Objectives
Adopted by City Council February 3, 2023**

I. Focus relentlessly on fiscal new revenue streams and operational sustainability.

A. Encourage and facilitate projects that will increase City tax base—both new construction and increase in market value of existing properties.

- Actively market available development and redevelopment sites, both City-owned and privately owned.
- Continue development and marketing of the Sandy Bay Subdivision by the City and its realtor.

--Five lots sold in 2023; 6 new homes constructed, at least five planned for construction in 2024. 2024 City Budget provides funding for Phase 3 infrastructure, adding 13-15 more lots; project is bid-ready, pending DNR permit to fill a small wetland area.

- **Add--Seek bids and determine lot pricing structure for Phase 3 of the Sandy Bay Highlands subdivision; award construction contract by May 31, 2024, with goal of completing Phase 3 utilities and graded/graveled streets by November 1, 2024.**

~~Seek private developer for Phase 3 of Sandy Bay Subdivision, for either single family home sites of a planned unit development of detached single-family homes and two-family residences, maintaining a high quality residential character.~~

--Has not worked out for SBH Phase 3 area; City should reach out to developers about possible development of former Schroeder property on Garfield Street just east of SBH.

- **Add--Identify potential new sites for one and two-family residential development; engage with developers on ways to encourage economically feasible development of new owner occupied housing in**

these areas. This could include City purchase of properties and/or City development incentives

~~Work with developer Abbey Ridge III, LLC to assure full build-out of Washington Highlands development in TID 8. Developer has met all requirements of development agreement with the City, but has three remaining building sites for duplex-condo structures.~~

--Developer closed on sale of one condo unit in 2023, two so far in 2024; is considering construction of one or two new duplex condo building in 2024.

- Actively pursue development of market rate housing, both condominiums and apartments, with emphasis on downtown waterfront sites. Continue work with The Confluence, LLC for successful implementation of market rate apartment development on City-owned Eggers downtown site that is the subject of TID 16 development agreement.

--Development Agreement for The Confluence project amended in 2023 and again in February 2024; Developer had a March 31, 2024 deadline to present project financing plan, but that plan is not yet finalized. Site plans for the project, a 71-unit, \$21 million market rate apartment building, were approved in August 2023.

Add--Consider options for short-term (3-4 month) extension of Development Agreement with YBR, LLC, or resume marketing efforts on this site.

- Continue work with Scott Crawford Development for successful implementation of affordable housing apartment development, West River Lofts, on former Eggers West industrial site that is the subject of TID 17 Project Plan.

--Project financing largely in place for this project; most recent amendments to Development Agreement were approved by City Council in November 2023. Current project holdup is related to PFAS contamination on the property and clear identification of a responsible party (prior owner) before the project can move forward. 54 unit project, \$14 million investment.

Add--Continue working with developers to make this project a reality, including pursuit of supplemental funding through a WEDC Idle Sites Grant.

- ~~Implement Transform Two Rivers housing improvement initiative through GDA and Community Development Office. Program initially approved by City Council and Community Development Authority in 2021 has generated little interest; affordable housing resources need to be re-deployed.~~

--There has not been available staff time to pursue re-programming of these funds, which total \$141,000. Of that amount, \$100,000 has been committed to assist the West River Lofts project (see above).

- Develop and implement programs to encourage reinvestment in existing housing stock. Develop new strategy for implementing “Restore Two Rivers” housing program, drawing on TIF Affordable Housing Resources as well as funding from regional CDBG housing grant program and other sources.

--Not much progress in this area; need both more code enforcement resources and incentives for upgrading housing.

- **Add: Consider and implement strategies for “affordable” new, single-family housing development.**
- **Add; Develop code enforcement and grant/loan incentive programs to encourage reinvestment in aging and deteriorated housing stock.**
- **Add: Provide annual report from CDBG Housing Loan Program contract administrator regarding the activities of this program.**
- Make use of TID 13 (created 2020), TID 8 (amended 2020) and TID 12 (amended 2021) to encourage redevelopment activities in the downtown area.
 - \$50,000 from TID 13 has been made available in the 2024 City Budget for downtown area façade and sign grants.
 - \$30,000 from TID 8 is available for downtown façade and sign grants.
 - Staff is working on a possible TID 12 amendment to assist two downtown development projects with possible total investment of \$1.8 million.
- **Add—Strive to fully utilize \$100,000 in 2024 budgeted funds for façade and signage improvements, downtown and elsewhere in the City.**
- **Add--Adopt Amendment #2 to TID 12 boundaries and project plan; finalize development agreements to assist with moving private investment projects forward at Sauve’s Automotive and Violet Inn, as well as proposed property acquisitions.**
- Implement TID 14 at the Woodland Industrial Park, to assist business investment and to extend public street and utility infrastructure as needed.
 - TID 14 is providing its second direct grant to assist a new business at the Industrial Park (following assistance to All Energy Management in 2022)—Braun Building’s new, 28,000 SF truss plant, to be constructed in 2024-25.

A pay-as-you-go grant of up to \$450,000 was approved by the City Council in December 2023 to assist this \$1.6 million project. TID 14 will also fund pavement and utility extensions on Brown’s Drive to serve this development (\$200,000 investment).

Re-Phrase as--Continue to promote private investment at the Woodland Industrial Park, using TID 14 resources for business grants and infrastructure investment as appropriate.

- City Manager and Community Development Director to continue to meet with prospective developers over the course of 2023, regarding several key redevelopment sites and greenfield sites in the city, including:
 - Former Hansen the Florist site
 - Ongoing discussion with local realtor and developer**
 - Former Eggers West plant
 - Ongoing work with site owner/developer**
 - Former Eggers East site
 - Ongoing work with developer, per City Council-approved Development Agreement**
 - Former Paragon site, including vacant parcel listed for sale on Columbus Street
 - Periodic discussions with owner/developer about their plans; investment in building improvements to date has been limited, has not met investment requirements to fully utilize \$250,000 Idle Sites Grant. Discussion between City staff and developer scheduled for week of March 18, 2024**
 - Various properties on Washington Street in the downtown business District
 - Extensive staff involvement regarding redevelopment of 1509 Washington Street (purchased by developer July 2023 for redevelopment with a Starbucks)**
 - Staff involvement with prospective new tenant for rear portion of Subway building, 1400 Washington Street**
 - ~~Vacant former Elks Club on 15th Street~~
 - Property has sold in 2024; City working with new owner on redevelopment proposal. \$1 million + project; loan for \$200,000 approved by BIDC on March 26, 2024. Possible TID 12 assistance for this project and another nearby project discussed with City Council on April 1, 2024.**
 - NE corner of Monroe and 16th Streets (former Ginny's Resale)
 - City staff has had meetings with owner and architect regarding redevelopment concepts for this site.**
 - SW corner of Washington and 22nd Streets
 - No activity in this area**
 - Former M & M Restaurant and adjacent properties
 - Ongoing discussions with realtor and prospective developers**
 - Burrows waterfront property on the West Twin downtown (behind Kurtz's)

--Former Ralph Schroeder property on Garfield Street
--Just listed on March 13, 2024; City reaching out to residential developers

--Undeveloped portion of East Point

--Sites in the Columbus and Woodland Industrial Parks
--See related comments

--Vacant former Union State Bank on Lincoln Avenue
--Property has sold in 2024; being renovated for re-use

--Add: Vacant former St. Mark's School on 12th Street
2023 Washington Street (former UniMart site)

--Keep this goal, with changes as shown above.

- Strive for at least three percent annual increase in the City's equalized valuation, 2022-2023 and ongoing.
--Equalized valuation of the City grew by 16 percent in 2023 (based on 2022 sales) and has slightly outpaced valuation growth in the rest of county for the past three years.

--Keep this goal

B. Recruit businesses that can take advantage of available water and wastewater treatment capacity, to help stabilize or reduce rates for those utilities. Develop a targeted strategy for marketing these assets: high quality water and available water and sewer capacity.

--Have not developed targeted strategy; water utility staff has engaged with accompany in 2023 that was specifically interested in Two Rivers because of water (ultrafiltration plant)

--Keep this goal

C. Increase the General Fund's Unrestricted Fund Balance to \$2.2 million—improve by at least \$200,000 per year (Ongoing).

Net improvement of more than \$200,000 in 2023 (unaudited). NOTE: General Fund did experience a small operating deficit of \$40,000 in 2023, but unrestricted balance still improved, due to a reduction of nearly \$300,000 in deficit balances of other funds, most notably the Water Utility.

--Keep this goal

D. Eliminate Water Utility deficit—reduce by at least \$200,000 per year.

--Water Utility deficit improved by \$184,794 in 2023 (unaudited). Accelerated improvement in cash position expected with significant drop in debt service 2024, even with commencing 3-year payoff of \$500,000 loan from TID 7 (intake cleaning project).

--Keep this goal.

- E. Pursue acquisition for redevelopment of the vacant, tax-delinquent parcel fronting on south side of 12th Street, between Adams and Monroe Streets, from County for redevelopment.

--City Manager and Community Development Director met with owners of adjacent Lakeshore Park Apartments in 2023 to discuss redevelopment of this site; no further action to date.

--Keep this goal

- F. Pursue location at or near the Woodland Industrial Park for correctional facility.
--No action to date; State of WI has made no decision on future of Green Bay Correctional Facility.

--Keep this goal

- G. **Evaluate need for additional land for industrial park.**

- H. Pursue development hydroponic produce growing and processing operations.
--No action to date.

--Keep this goal

- I. Highlight cost containment and efficiency measures achieved by the City in its 2024 Budget

--Illustrated through reports on the City's operating budget history, other reports.

--Keep this goal

II. Deliver outstanding city services & innovations for both sustainability and to support future growth.

A. Develop, implement and act upon feedback mechanisms for local residents and businesses (Ongoing)

- Pursue re-engineering/reinvigorating Two Rivers’ Citizen Academy—a program started in the Police Department in the 1980’s. The City of Two Rivers was a national pioneer in the development of Citizen Academy. Evaluate virtual academy options, to either replace or supplement traditional classroom and hands-on approach to Citizen Academy.

--No action to date.

--Keep this goal

- **Implement regularly-scheduled community forums, with participation by City Council, City Manager and Department Heads. Begin in third quarter 2023.**

--Not scheduled to date.

Re-Phrase to Read--Hold periodic community forums on specific topics: Community development, housing issues, public safety, infrastructure issues, etc. Begin in third quarter 2024.

- Continue “Coffee with a Cop;” consider similar initiatives by other City departments
--Coffee With a Cop resumed November 23; 9 sessions held at 3 local coffee shops, November through February. No similar outreach by other department to date.

Re-Phrase to Read--Expand “Coffee With a Cop” concept to include community outreach by other City Departments.

B. Invest in technology to drive delivery of quality services and to achieve economies

- Continue to develop and expand the ExploreTwoRivers.com website. Encourage more local businesses to submit events; add more features on local attractions; encourage use of the site by local businesses in order to maximize the business impact of special events.
--Website for ExploreTwoRivers is being improved, still sharing platform with two-rivers.org but with a more distinct appearance. About 25 local businesses highlighted in business spotlight posts on City FB page, November 2022 through October 2023.

--Keep this goal, adding “Continue and expand on City-produced ‘focus’ features on local businesses.

--Separate “Made in Two Rivers” website has not been developed yet. Sales of Two Rivers branded gear topped \$30,000 wholesale in 2023;

handling distribution and accounting for this apparel and merchandise is being transitioned to Tourism Office in 2024.

- Implement new permitting software in Inspections.
--2023-24 budgeted item; in process of implementation.

--Keep this goal; add sentence “Expand in 2025 to include on-line submissions for permits.”
- Continue to add cameras in parks and public spaces to enhance public safety, deter vandalism and prosecute ordinance violations (vandalism, dumping, other offenses): Add signage about presence of cameras, as an advisory to the public and deterrent to criminal activity.
--Cameras being added to Central Park West March-April 2024; plan to add to new Neshotah Park playground area.

--Keep this goal

C. Develop and implement a strategy for better informing the public about city services and infrastructure and their contribution to economic development and community quality of life.

- Presentations to groups and service clubs by City Mgr., Department Heads.
- Continue to implement short informational videos on various City services, produced by Communications Coordinator.

--Not a lot of progress on this; City Manager and department heads do continue to make presentations to civic and business groups, but there is low participation/engagement in those traditional settings. Should produce several informational videos in 2024.

--Keep this goal

D. Pursue development and implementation of a community sustainability and resiliency initiatives where considered appropriate, led by with input from the Environmental Advisory Board and involving community partner organizations.

--EAB has not led a major community sustainability initiative, but with staff support has actively engaged the community on sustainability and resiliency issues, through its speaker series, front yard gardens pilot project and other initiatives.

--Keep this goal; edit as shown above

Add: Implementation of SwimSmart beach advisory system in 2024 at Neshotah Beach and New Beach, with funding from Room Tax Commission, involvement of NOAA Marine Sanctuary.

III. Drive strategic community development.

- A. Secure the former Hamilton property for redevelopment by 2024 year-end.
 - Achieving this goal still largely depends on progress in the ongoing environmental investigation activities of property owner Thermo Fisher Scientific, working with its environmental consultants and WDNR. This should nonetheless remain one of the City’s highest priorities.

--Keep this goal

- B. Emphasize continued redevelopment in the City’s downtown and downtown waterfront areas
 - Work with The Confluence, LLC to successfully implement project on former Eggers downtown property
 - Development Agreement deadlines extended three times during 2023; City continues to work with developer, but something needs to happen, or the City needs to pursue other developers. March 31, 2024 deliverables include developer report on final project financing, based on updated project cost estimates.

Modify to read--Consider options for short-term (3-4 month) extension of Development Agreement with YBR, LLC, or resume marketing efforts on this site.

- Pave “Phase 2” of South Breakwater Trail project—a trail segment south along the shoreline, behind DPW and back out to Mariners Trail just north of the Lighthouse Inn property.
 - Not pursued to date; tie to overall planning/design effort for this area.

--Keep this goal

- Continue grant program to help fund for façade and sign grants, both downtown (in partnership with Main Street) and along major commercial corridors (City TID or Economic Development funding)
 - Funded at \$100,000 in 2024 City Budget; strive to expend 100% of these funds, leveraging business investment and improving downtown in the process.

Keep this goal and add—Strive to fully utilize \$100,000 in 2024 budgeted funds for façade and signage improvements, downtown and elsewhere in the City.

- Complete Central Park West 365 Project, hold mid-summer dedication event, and aggressively program that space as a hub of downtown activities.

--Project completed and dedicated on-schedule, mid-Summer 2023. Considerable community support for this initiative. City led in creation of a new Christmas event, "Cool City Christmas" in mid-December, establishing a new Two Rivers tradition that will be expanded in 2024. Seeking to expand summer concert offerings downtown in 2024.

Re-Phrase to read--Work within City government and with community groups to both maintain the new Central Park West 365 project to high standards, and to continue to program and promote the park as a year-round hub for downtown activities. Expand Summer season programming and build on the success of Cool City Christmas event to fill the period from Thanksgiving to Christmas with downtown activities, helping drive business activity.

- Develop plans and community fund-raising strategy for next phase of downtown Christmas decorations and lighting.
--City Manager re-convening downtown decorating committee in Spring 2024, for further fund-raising to take downtown lighting and decorating to the next level.

Add--Implement "Phase 2" of downtown Christmas decorations upgrade in 2024.

- ~~• Work with Main Street and other community organizations to continue to improve the Hometown Christmas Parade and promote local holiday season events.~~

--Thanks to the efforts of Main Street, the City and individual businesses, the Christmas Parade and the appearance of downtown over the holidays was vastly improved in 2023. Also see comments above regarding Cool City Christmas.

- City Council rep and City Manager actively participate as members of the Main Street Board. Continue to cooperate with Main Street in:
 - Expanding streetscape and signage to better incorporate the 22nd Street corridor as part of the downtown district
 - Offering façade and sign grants to businesses in the BID district
 - Promoting public art in the downtown area
 - Filling vacancies in downtown storefronts

--There has been progress in each of these areas over the past year, as reported elsewhere in this document.

--Keep this goal

- C. Place high priority on development of new, market-rate housing (rental or condo) on the downtown waterfront to aid in revitalizing downtown.

--Keep this goal

D. Emphasize redevelopment investment along Memorial Drive and Lake Michigan shoreline south of downtown

E. Develop master plan for upgrades to Spirit of the Rivers Wayside and adjacent lands acquired by City in January 2020
--Some of this will start with the major shoreline planning/design initiatives cited in J. below. Should consider engaging a park designer like Parkitecture in developing a master plan for the SOTR Wayside and second wayside to the south.

--Keep this goal

F. Pursue funding for rehabilitating that portion of Mariners Trail located in Two Rivers not resurfaced in 2020-21 and for replacing split rail fence along trail.

--No action to date.

--Keep this goal

G. Pursue development of a safe crossing location to Mariners Trail at 12th, Madison or Columbus Street; needs to be pursued in 2023 as plans are finalized for 2025 Memorial Drive resurfacing.

--Marked crosswalks at both Columbus and Madison will be added as part of the Memorial Drive project in 2025.

Modify to read--Pursue funding for installation of pedestrian-activated flashers on Memorial Drive at 12th, Madison and Columbus (in that priority order) in 2025 and future years, to make these crossings safer.

H. Complete improvements between Washington Street bridge and Jefferson Street (East Gateway Corridor), which included an improved, off-street trail; this \$100,000 improvement has been deferred for two years and needs to be completed in 2023. Include plans for permanent display of Coast Guard motor lifeboat.

--Partially completed along East River Street in 2023; needs to be completed with connection to Washington Street bridge in 2024.

Add--Complete this project in 2024.

I. Aggressively pursue acquisition of CN Railroad right-of-way to aid in redevelopment in this corridor; get contract with CN signed and process underway in 2023.

--CN agreed to a \$150,000 purchase price in 2022; City has not formally initiated the abandonment/purchase process. Needs to be addressed.

Add—Finalize commitment to this property purchase in 2024.

- J. Develop and pursue implementation of plans to upgrade Lake Michigan shoreline adjacent to City Public Works and Utility facilities and south of Lighthouse Inn to Manitowoc for improved public access, habitat restoration and shoreline protection/resiliency.

--City in late 2023 and 2024 has secured \$506,000 in funding, from three grant sources, to fund plans for shoreline stabilization, stormwater management, improved public access and habitat improvement along its Lake Michigan shoreline in the areas described above.

Funding sources include:

--\$280,000 from the National Fish and Wildlife Foundation’s Sustain Our Great Lakes (SOGL) program, for planning and design work, and some improvement projects, all along the shoreline.

--\$66,000 from the Fund for Lake Michigan (approved March 22, not yet announced), to cover local most match on the above grant. Balance of approximately \$33,000 local match would be in-kind staff time or Storm Water Utility investment in demonstration projects along shoreline.

--\$160,000 from the Great Lakes-St. Lawrence Seaway Cities Initiative, which in turn was funded with a NF&WF National Coastal Resilience Fund grant. (No local match requirement.) The Cities Initiative solicited coastal resiliency project proposals from communities around Lake Michigan, seeking to award funding for 4 projects. The project submitted by Two Rivers: planning and design for shoreline restoration and stabilization, improved natural habitat and public recreational use for the Lake Michigan beach between the South Pier and the Lighthouse Inn (from the City’s 2013 Harbor Master Plan, was selected for funding.

These grant-funded activities should be completed in 2024 and 2025, and will lay a solid foundation for seeking implementation funds to improve the publicly-owned Lake Michigan shoreline in these areas.

Add:

--Complete in 2024 and 2025 the planning and design activities for the City’s south lakeshore, as funded through Save Our Great Lakes, Coastal Resiliency and Fund for Lake Michigan grants (\$506,000 total); make these plans the basis for securing funds for implementation of physical improvements to this area of shoreline.

--In tandem with the above planning activities, develop a site-specific master plan for the City-owned properties between Taylor Street and the Chamber of Commerce (10+ acre area, comprised of two major waysides. Pursue funding in 2024, undertake planning in 2025.

--Also in tandem with the above planning activities, undertake a space needs assessment for ultimately replacing and relocating the City’s public works yard and garage, as well as the water and electric service building to a new, non-lakefront location.

E. Invest in critical infrastructure, leveraging available funding from non-City sources to maximize investment.

- Complete street/utility reconstruction projects budgeted for 2023
--Lincoln Street reconstruction and Zlatnik paving work completed on-time, within budget. Major investment in wastewater screw press largely completed in 2023. 2024 major infrastructure project on Roosevelt Ave. has been bid, contracted, and is underway.

--Repeat this goal for 2024 capital projects. Add: “Identify 2025 street and utility projects and begin providing information to impacted property owners not later than July 31, 2024.”
- Continue to aggressively pursue funding for lead water service lateral replacement throughout the city.
**--City has continued aggressive pursuit of funding and implementation of its programs to “get the lead out.” 2024 projects will replace 50 Isl’s on Roosevelt Ave. and about 200 at scattered locations. New fund to allow use of Safe Drinking Water Fund low-interest loan monies, created at March 18, 2024 City Council meeting, will further assist homeowners with “private side” Isl replacement.
--Successfully implement the program described above in 2024; develop strategy for continued Isl replacement for years 2025-2027.**
- Develop plans for effective use of American Rescue Plan Act funds; work with County to use all available City and County ARPA funds for city infrastructure.
--See item above; City expects to make full use of available City and County-shared ARPA dollars (approx. \$1,155,000 each), all for lead lateral replacement.

--Keep this goal. Add “Implement low-interest loan program to aid in funding private side laterals, using Safe Drinking Water loan funds. Identify any additional sources of State and Federal funding to keep local costs for lead abatement at the minimum level necessary.”

F. Implement City of Two Rivers Tourism Program, under the direction of the Room Tax Commission (Post-MAVCB)

--Explore Two Rivers, Inc. established at a 501(c)6

--New director hired March 2023, January 2024. After an initial setback, the program is on the right track.

--Keep this goal

- Address location and facility needs for Two Rivers visitor welcome center, both near-term and long-term
--Funding for continued design work and updated cost estimates for pumping station as welcome center was included in 2024 City Budget (TID 12). Design work underway; City staff pursuing funding for implementation. This will be the subject of a joint Room Tax Commission/Explore Two Rivers board meeting on May 16.

Re-Phrase to Read--Develop updated concept plan and cost estimates for adaptive re-use of historic water pumping station at Memorial Drive and Lake Street as Two Rivers welcome center. Adopt strategy for making this project a reality by 2026, with at least half of the estimated \$1.2 million project cost to be funded from non-local sources, and the bulk of local source funding from room taxes and TID funds.

- Design and implement new system of wayfinding signage, to guide visitors to community attractions and destinations
--Only preliminary discussion to date; while outside design assistance may be pursued through room tax funds, anticipate fabrication and installation by City DPW staff in 2024-25.

Re-Phrase to Read--Design and implement a new system of wayfinding signage by Summer 2025.

- Maximize tourism benefits to Two Rivers from implementation of National Marine Sanctuary: "Wisconsin's Shipwreck Coast"
--City Manager and Tourism Director have actively participated in meetings of the Sanctuary Advisory Council, advancing Two Rivers' interests including the water pumping station's conversion to a community and sanctuary welcome center.
--Keep this goal

G. Lobby Federal government for needed investment in Lake Michigan harbor infrastructure to address shoaling and storm surge issues

Dialogue with the Corps of Engineers Chicago office has resumed; staff from that office are interested in a Spring meeting in Two Rivers with harbor users.
--Keep this goal

H. In pursuit of all the above goals, make strategic use of development incentives

- Make strategic use of TIF for housing initiative cited above and for infrastructure work cited above.

- Stay on top of State and Federal funding programs that may assist with local development, including Community Development Block Grant funding and various funding programs offered through the WEDC (Idle Sites, Community Development Investment Grants, etc.), WI Department of Tourism, etc.

--City continues to do so. Examples cited throughout this document.

--Keep this goal

IV. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses.

- Address the need for additional tools (ordinances, policies, grant and loan programs) and enforcement resources (possible additional personnel) to address deteriorated properties
 - Consider licensing and inspections program for all residential rental properties
 - Consider licensing program for hotels and motels

--More emphasis still needed in this area. Past year has seen more cooperation among departments in addressing nuisance properties, including hotels and motels.

--Keep this goal

- Develop **voluntary** design standards and incentives for investment in historic properties This goal has been a subject of discussion at several meetings of the TR Main Street Design Committee, including consultation with representatives of the State Historical Society. A current topic with that committee.
--No real progress; this may be needed, but will be a very hard sell without more community education and without a push from business owners.

Keep this goal, modified as shown above.

- Develop design standards and incentives for new development and redevelopment in the downtown and downtown waterfront areas.
--See comment above.
--Keep this goal.

- Update and continue implementation of 2013 Bike/Ped Facilities Plan
--Review and update is needed; no progress on this to date.

--Keep this goal.

- Update 2014 Park and Open Space Plan. Plan approved by City Council in February 2022; should get fresh review and revision by new Parks and Rec Director and Advisory Recreation Board. Complete Neshotah Park master planning now underway; adopt that plan following public input and incorporate into Park and Open Space Plan (AKA Comprehensive outdoor Recreation Plan, CROP).
--Neshotah Park Master Plan completed; a quality plan that is in early stages of implementation. Major 2023 project was new destination playground; planned 2024 improvements include upgrades to trails and natural areas, possibly more new play equipment.

--Re-Phrase to Read:

--Continue phased implementation of Neshotah Park Master Plan that was adopted in 2023.

--Complete and adopt updated Park and Open Space Plan (AKA Comprehensive Outdoor Recreation Plan, CROP) in 2024

- Foster development of the local arts community as an integral component of community quality of life and economic development
 - Cooperation with Main Street in downtown public art initiatives.**

- ~~• Installation and dedication of Friendship Table by Czech sculptor Vaclav Fiala~~
 - Extensive City involvement in the installation and dedication of the sculpture in Central Park, August 2024**

- ~~• Potential downtown mural project in cooperation with Main Street and Sister Cities Committee~~
 - Mural completed in Summer 2024 with minimal City involvement**

- Support downtown murals as part of joint façade program with Main Street
 - Funds for façade grants in 2024 City Budget will likely assist with 1-2 mural projects.**

- Keep this goal**

- **Add--Review and consider modifications to local regulations on short-term vacation rentals.**

V. Encourage employees' personal and professional development, invest in employees to deliver the highest quality services for our community today and tomorrow while being a preferred city for career opportunities.

A. Recruit and retain employees whose professional and educational backgrounds and interests are consistent with the City's goals

--Recent recruitments/promotions/hires at the department head level have strengthened the City's management team: Engineer/DPW Director, Parks & Rec Director, Fire Chief, City Clerk and Tourism Director were all newly hired or promoted within the past two years. Filling Finance Director position with a qualified individual is a high priority.

--Keep this goal.

B. Retain good employees by encouraging ongoing professional development, supported by City budgeted resources and through active pursuit of grant funding.
--Individual department budgets continue to support staff training and development.

--Keep this goal.

C. Ongoing emphasis on staff development. Highlight professional development activities through periodic reports at City Council meetings.

--Significant recognition activity in 2023-24, including introducing new hires, new promotions, recognized both professional accomplishments and "jobs well done."

--Keep this goal.

D. Recruit and retain good employees by maintaining competitive, market-based pay scales.

--2023-25 contracts with Police and Fire/EMS unions have helped with recruitment and retention; a non-union wage study is overdue.

Add--Implement modified Summer hours for City Hall on a trial basis in 2024, as a no-cost enhanced benefit for non-union support staff and possible enhancement to customer service.

E. Lay groundwork to implement performance appraisal process and merit pay adjustments at department head level in 2023.

--Needs more work.

--Keep this goal.

F. Develop and maintain succession plans for positions of City Manager, department heads and other key positions.

- More work is needed in the area of employee succession, for other key management positions. Emphasis in 2023: Succession planning for City Manager position.

--City Manager's current plan is to retire July 2025. Intend to give City Council formal notice of retirement date at least 6 months in advance of retirement date. Council should familiarize itself with City Manager recruitment/selection process and the resources available to assist.

Add—Plan and budget for recruitment, selection and hiring of a new City Manager in mid-2025, based on current retirement plans of incumbent.

City Council, under the lead of the Personnel and Finance Committee, to evaluate search consultant options and make recommendations regarding recruitment and selection process.

VI. Enhance and promote the City’s identity and brand story throughout the region.

- A. Tell Two Rivers’ story through effective implementation of branding strategy, using the most effective communication channels, digital and traditional, both for tourism and overall economic development
- B. Target message to drive economic development, new residential growth, and tourism.
- C. Continue to expand “Made in Two Rivers” initiative; create “Made in Two Rivers” link on EXPLORETWORIVERS.COM website.
- D. Leverage community and regional resources to help promote Two Rivers’ brand story, including:
 - TRBA
 - Two Rivers Main Street
 - Two Rivers Historical Society
 - Hamilton Wood Type and Printing Museum
 - Woodland Dunes Nature Center

 - Local Arts Community
 - Area Realtors—
 - Local Employers—meetings about “Made in Two Rivers” by Brand Ambassadors
 - Progress Lakeshore
 - Manitowoc Area Visitor and Convention Bureau
 - Chamber of Manitowoc County

Keep this overall goal.