



CITY COUNCIL MEETING

Monday, March 03, 2025 at 6:00 PM

Lester Public Library, Community Room,
1001 Adams 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: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski
4. **CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
5. **PUBLIC HEARING**
6. **INPUT FROM THE PUBLIC**
7. **COUNCIL COMMUNICATIONS**
Letters and other communications from citizens
8. **COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**
9. **CITY MANAGER'S REPORT**
 - A. Invited Guests
 - B. Status Update/Reports
 1. Staffing Updates
 2. Employee Recognition
 - a. Parks Maintenance Supervisor, Jared Rohrer, has successfully completed the Park and Recreation Maintenance Management School through the National Recreation and Park Association (NRPA)
 - b. Senior Center Volunteer & Nutrition Coordinator, Mary Omillian, has been given the Customer Champion Award from the Parks and Recreation Department
 3. City Manager Position Survey
 4. City Hall Elevator Upgrade Project
 5. Election Updates: Spring Election, April 1, 2025
 6. Winter Sidewalk Clearing
 7. Winter Parking Ban
 8. New Parks and Recreation Department Customer Service Survey
 9. Two Rivers Utilities' Scholarship Program is accepting applications
 10. Community and Economic Development Update

11. Upcoming Events

- a. League of Women Voters, City Council Candidates Forum, Thursday, March 6, 2025, 6:30PM - 8:00PM, at the Senior Center, Kosta Room
- b. Two Rivers Business Association, City Council Candidates Forum, Tuesday, March 18, 2025, 6:30PM - 8:00PM, at the Community House, Behringer Room
- c. L.B.Clarke Middle School performs Alice in Wonderland Jr, March 6, 7, 8, 2025, in the Two Rivers High School Cafetorium
- d. Environmental Advisory Board presents, "Keep Wildlife Wild," Thursday, March 13, 2025 6:00PM, at Lester Public Library
- e. Two Rivers Main Street, The Great TRivia Contest, Friday, March 14, 2025, 6:00PM – 9:30PM, in the Community House Gym

12. Other

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. 25-036 Presentation of Minutes

- 1. City Council Regular Meeting, February 17, 2025
- 2. City Council Work Session, February 24, 2025

Recommended Action:

Motion to waive reading and adopt the minutes

B. 25-037 Minutes of Meetings

- 1. Personnel and Finance Committee, February 11, 2025
- 2. Business and Industrial Development Committee/
Community Development Authority, February 25, 2025

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. 25-038 Draft Ordinance Amending Section 6-4-9 of the Municipal Code, " Vendors From Special Vehicles," to Address Vendor Use of Parking Areas at Neshotah Park and Walsh Field

Recommended Action:

Review, consider any changes desired by the Council, and refer to staff to put in final form for March 17, 2025 meeting

B. 25-039 Authorization for \$15,000 Facade Grant to Violet Inn, 1415 16th Street (In Addition to \$5,000 facade grant funded through Two Rivers Main Street)

Recommended Action:

Motion to authorize the grant from budgeted funds in TID 13, and to authorize the City Manager to sign the proposed grant agreement with the applicant and Two Rivers Main Street

C. 25-040 Preliminary Resolution to Levy Special Assessments for the Harbor Street from Pilon Court to 16th Street, 16th Street from Harbor Street to Emmet Street and Emmet Street from 16th Street to 17th Street Reconstruction Project

Recommended Action:

- D. 25-041** Report from Councilmembers Stechmesser, Derby, and Bittner on February 19, 2025, Council Listening Session

Recommended Action:

Motion to receive and file the report and to approve various follow-up actions as noted, with progress report to be included on the March 31, 2025 work session agenda

- E. 25-042** Refer Possible Zoning Code Amendment Regarding Short-Term Rentals as a Permitted Use in the R-1 District to the Plan Commission (from February 24, 2025 Council work session)

Recommended Action:

Motion to refer to the Plan Commission for review and recommendation

12. FOR INFORMATION ONLY

1. City Council Regular Meeting, March 17, 2025, 6:00PM, Lester Public Library, Community Room
2. City Council Work Session, March 31, 2025, 6:00PM, venue to be determined

13. CLOSED SESSION

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

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 clerk@two-rivers.org at least 48 hours prior to the scheduled meeting or event to request an accommodation. For additional assistance, individuals with hearing or speech disabilities can call 711 and be connected to a telephone relay system.

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



CITY COUNCIL MEETING

Monday, February 17, 2025 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 Stechmesser called the meeting to order at 6:00 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

ALSO PRESENT: Mike Mathis, Parks and Recreation Director; Matt Heckenlaible, Public Works Director; Joe Metzen, Tourism Director; Kassie Paider, Finance Director; Dave Dassey, IT Administrator; Brian Dellemann, Electric Utility Director; Andrew Sukowaty, Water Utility Director; Eric Isselmann, Fire Captain; Sean Griffin, City Attorney (via phone); Greg Buckley, City Manager

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

Motion carried with a roll call vote.

Motion made by seconded by to allow Councilmember B. LeClair to participate in this meeting from a remote location.

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

5. PUBLIC HEARING

None.

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski reported on a citizen's concern about street lights on Tannery Road. He communicated this to Brian Delleman, who checked the lights over the weekend and found them to be in good working condition.

Councilmember Shimulunas shared information about recent improvements at Lakeshore College, including a \$6 million project that added new courses in culinary arts, dental, and nursing assistant programs. She noted that Two Rivers taxes contribute to the college and praised the state-of-the-art facilities, particularly in the medical courses.

Councilmember Petri mentioned that he had been contacted by citizens again about changing the direction of traffic along the beach to improve safety for passengers exiting vehicles.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on new developments from Main Street, including a new business called Two Rivers Showcase and Music Center LLC at 1810 Washington Street. She reminded everyone about the upcoming Great Trivia Contest on March 14 at the J.E. Hamilton Community House gym and mentioned that the Main Street office was looking for summer help.

Councilmember Derby reported on the recent library board meeting, which included a review of the room rental policy and mentioned new initiatives like a "blind date with a book" bag for February and a new kids' section theme.

Councilmember Shimulunas briefly mentioned that the finance committee had discussed 2025 capital projects and borrowing, but noted that a full presentation would be given later in the meeting.

9. CITY MANAGER'S REPORT

A. Invited Guests

The City Manager requested to consider agenda item 11a out of order to allow Justin Fisher from Baird to present on financing matters.

Motion to consider agenda item 11a out of order.

Motion carried with a voice vote.

Motion made by Shimulunas, seconded by Derby

Justin Fisher from Baird presented a report on the proposed general obligation borrowing for 2025 capital projects. He provided an interest rate update, financing summary, and timeline. The total borrowing amount is \$3,355,000, including \$1,985,000 for tax-supported projects and potential refinancing of an existing state trust fund loan. Fisher explained the parameters resolution that would authorize Baird to go to market with the issue.

Clerk Note: Council took action on item 11-A after the Baird presentation

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on the ongoing recruitments: City Manager: second meeting of the selection committee completed, ad to be placed in March, targeting late May selection, July start date; City Planner/Community Development Director – accepting applications; Certified Water Operator – interviews completed; Lead Facilities Worker Parks & Playgrounds – accepting applications. Recent Hires: Community Service Officer – Jessica Rogers. Jessica is originally from the area and recently moved back. She attained the rank of Sergeant with the United States Army & was deployed to Kuwait and Iraq. Most recently she was a stay-at-home mom to her 2 children. Welcome Jessica!

2. Congratulations to Two Rivers Parks and Recreation Director Mike Mathis, recognized as 2024 Young Professional of the Year by the Chamber of Manitowoc County

Mr. Buckley reported Two Rivers Parks and Recreation Director Mike Mathis was recognized as 2024 Young Professional of the Year by the Chamber of Manitowoc County. Young Professional of the Year honors a role model in career, community and future impact. The YP receiving this award excels in their career and has also left and will continue to leave a lasting footprint within the community through volunteer work. The award winner was selected from the 2024 Future 15 award winners. Congratulations Mike Mathis!

3. Congratulations Graduates: Electric Utility Employees Paul Fabian and Gina Sampe

completed the Joint Action Leadership Certificate (JALC) Program offered through WPPI. Mr. Buckley reported Paul Fabian and Gina Sampe completed the Joint Action Leadership Certificate (JALC) Program offered through WPPI. Through this two-year program, participants learn more about valuable partnerships by directly connecting concepts and content back to their individual communities. Key benefits of this program include professional development, leadership opportunities, and networking connections with peers from the utility industry. As the industry evolves, there will be a continued need for active and engaged individuals to step into leadership roles. This coursework provides a solid foundation for that development. Through WPPI, its 51 members share a common mission. By enrolling in this program, participants will establish a broader network of peers and colleagues that can be tremendously valuable. Upon completion, each participant of the JALC will receive a \$1,500 stipend toward an American Public Power Association Conference.

4. Election Updates: Spring Primary, February 18, 2025

Mr. Buckley reported there is only one contest on this ballot: State Superintendent of Public Instruction. Visit myvote.wi.gov to find your polling place. Polls are open from 7:00 AM – 8:00 PM.

5. Winter Sidewalk Clearing

Mr. Buckley reported snow and ice must be removed from any public sidewalk within 24 hours from the time when the snow ceases to fall. For corner lots, this includes the sidewalk and any ramps. Do not shovel or blow snow into the street, or onto a neighboring property without the owner’s permission.

6. Winter Parking Ban

Mr. Buckley reported the winter parking ban has been suspended.

7. EPA Notice of Violation Regarding Water Service Line Inventory

Mr. Buckley reported the Two Rivers Water Utility was required by the US EPA to complete an Inventory of all water service laterals connected to the City’s water distribution system and submit to WDNR by October 16, 2024. Such inventory to identify each later in the system as lead, galvanized requiring replacement (GRR), lead status unknown, non-lead. The Two Rivers Water Utility complied with the filing deadline for the inventory and provided notice to all customers with lead, galvanized or “lead status unknown” water services via mailings postmarked November 14, 2024, also in compliance with US EPA requirements. But, based on a review of the submitted inventory, WDNR has found the City’s inventory to be non-compliant with regard to how it reports the “basis for material classification.” This has resulted in a violation notice from WDNR, which requires the Water Utility to mail a public notification to all system customers, advising them of this violation, using a template prescribed by US EPA. The utility is also required to submit a revised inventory that complies with US EPA requirements.

Notices as required by the EPA were mailed and required public notices posted on February 13. Information on compliance with these notice requirements has been provided to EPA. Utility Director has consulted with DNR compliance consultants regarding revisions to inventory format and will be filing a revised inventory report by March 31.

8. City Hall Elevator Upgrade Project Scheduled to Start Monday, February 24 and Continue for Up to Four Weeks

Mr. Buckley reported the elevator at City Hall will be down starting Monday, February 24th for approximately four weeks. Public Meetings normally held on the second or third floor at City Hall will be scheduled for alternate, handicapped-accessible locations.

9. Police Department Training on New Safe Restraint System (2025 Capital Project)

Mr. Buckley reported the WRAP is a safe restraint system, designed to protect subjects, officers, and staff by reducing the possibility of injury and death. It secures the subject and provides protection in the form of padding which attaches to the subject while maintaining breathing for the subject and control of their actions preventing them from causing further harm to themselves or others. The TRPD currently has two of these systems and is going through the training process with the entire police department.

10. Community and Economic Development Update
No update provided.

11. Explore Two Rivers Board of Directors; New Members, Recent Meeting
Mr. Buckley reported the

Mr. Buckley reported the new board members are Todd Nilsson (Clocktower Advisors); Melissa Nyssen (Violet Inn, Lounge & Spa); Erin Dembski (Point Beach State Forest). At the most recent meeting, the Explore Two Rivers Board reviewed the 2024 Budget to Actual and 2024 Year End Room Tax revenue data. The Board also approved the tourism services contract with the City’s Room Tax Commission and agreed to move forward with an evening event celebrating National Travel and Tourism Week, in May.

12. Two Rivers Utilities' Scholarship Program is now accepting applications
Mr. Buckley reported TRU’s Scholarship Program is now accepting applications. Each year, TRU awards two \$500 scholarships to area graduating high school seniors.

- 13. Upcoming Events
 - a. City Council Community Listening Session, Wednesday, February 19, 6:00PM, at Lester Public Library
 - b. TR Teen: Teen Skate Night, Friday, February 21, 2025, 5:30PM – 7:30PM, at the Central Park West Skating Loop
 - c. The Price is Right, Saturday, February 22, 2025, 6:30 PM, in the Community House Gym
 - d. TRCCS 50th Annual Volleyball Tournament, Saturday & Sunday, March 1 & 2, 2025, in the Community House Gym
 - e. League of Women Voters, City Council Candidates Forum, Thursday, March 6, 2025, 7:00PM - 8:30PM, at the Community House, Kostka Room
 - f. Two Rivers Business Association, City Council Candidates Forum, Tuesday, March 18, 2025, 6:30PM - 8:00PM, at the Community House, Behringer Room

14. Other

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

- A. 25-026** Presentation of Minutes
 - 1. City Council Work Session, January 27, 2025
 - 2. City Council Regular Meeting, February 3, 2025

Recommended Action:
Motion to waive reading and adopt the minutes

- B. 25-027** Minutes of Meetings
 - 1. Committee on Aging, January 6, 2025
 - 2. Library Board, January 14, 2025
 - 3. Public Utilities Committee, February 3, 2025
 - 4. Public Works Committee, February 5, 2025

Recommended Action:
Motion to receive and file

- C. 25-028** Department Reports, February 2025
 1. City Clerk
 2. Electric
 3. Fire
 4. Inspections
 5. Library
 6. Police
 7. Public Works
 8. Water
 9. Tourism

Recommended Action:
Motion to receive and file

- D. 25-029** Finance Reports, October and November, 2024
 1. Debt Service
 2. General Fund
 3. Lester Library
 4. Utilities Report

Recommended Action:
Motion to receive and file

- E. 25-030** Summary of Verified Bills for the Month January 2025 for \$7,417,831.47

Recommended Action:
Motion to receive and file

- F. 25-031** Applications and Petitions
 1. Application for Temporary Class "B" Beer License for Roncalli Catholic Schools, TRCCS Volleyball Tournament, March 1 & 2, 2025, 7:30AM - 11:30PM, at the Community House, 1710 W. Park Street.
 2. Application for Temporary Class "B" Beer License for Friends of the Two Rivers Senior Center, Cork and Canvas, April 4, 2025, 6PM - 8PM, 1520 17th Street.
 3. Application for Temporary Class "B" Beer License for Two Rivers Youth Sports, Price is Right Game Show, February 22, 2025, 8AM - 11:30 PM, 1710 W. Park Street.

Recommended Action:
Motion to approve the applications and authorize issuance of the licenses

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 seconded by

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

11. CITY COUNCIL - FORMAL ITEMS

A. 25-032 Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Up to \$3,355,000 General Obligation Promissory Notes (Financing of 2025 Capital Projects Possible Refinancing of Existing Debt)

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Shimulunas seconded by Petri.

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

B. 25-033 Consideration of Bids Received for Construction of an Extension of Landfill Leachate Collection System (2024 Budgeted Capital Project, Carried Over to 2025)

Recommended Action:

Motion to award the contract to Mammoth Construction LLC of Manitowoc, based on its lowest qualified bid, in the amount of \$127,019.50

Motion carried with a roll call vote.

Motion made by B. LeClair seconded by Petri

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

C. 25-034 Resolution Changing the Location for the February 24, March 3 and March 17 City Council Meetings to an Alternative, Handicapped-Accessible Location, Due to a Planned Renovation Project for the Elevator Serving City Hall

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Derby seconded by Brandt

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

D. 25-035 Review Adopted Guidelines for City Council Community Listening Sessions

Recommended Action:

None; for discussion and information only

The City Manager and City Attorney then reviewed the adopted guidelines for City Council community listening sessions, emphasizing compliance with open records and open meetings laws. The first listening session was scheduled for February 19 at 6:00 PM at Lester Public Library, with three council members in attendance.

12. FOR INFORMATION ONLY

A. City Council Listening Session, Wednesday, February 19, 2025, 6:00PM, at Lester Public Library

- B. City Council Work Session, Monday, February 24, 2025, 6:00 PM,
at the Community House, Behringer Room
- C. City Council Regular Meeting, Monday, March 3, 2025, 6:00PM,
at the Community House, Behringer Room

13. CLOSED SESSION

Per Wisc. Stats. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

- Discuss recent communication from Van der Brohe Arboretum, regarding City utility service
- Consider proposed Fixed Property Damage Release, pertaining to motor vehicle damage to a City park property

Motion carried with a roll call vote.

Motion made by Petri seconded by Derby to convene in closed session at 7:22 PM

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

14. RECONVENE IN OPEN SESSION

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

Motion carried with a roll call vote.

Motion made by Wachowski seconded by Shimulunas to reconvene in open session at 7:58 PM

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

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 8:05 PM

Motion carried with a voice vote.

Motion made by Wachowski seconded by Derby

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

Respectfully submitted,

Amanda Baryenbruch
City Clerk



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL WORK SESSION

Monday, February 24, 2025 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

President Stechmesser called the meeting to order 6:06 pm. (Delayed due to technical problems with streaming of meeting)

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY DEPUTY CITY CLERK

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

Councilmember Petri arrived at 6:07pm

Also Present: Public Works Director, Matt Heckenlaible; Tourism Director, Joe Metzen, Library Director, Jeff Dawson; IT Manager, Rick Powell, City Manager, Greg Buckley; City Attorney, Andrew Adams via conference call

4. DISCUSSION ITEMS

Council started with Item F. Update on City Hall Elevator Project.

City Manager Greg Buckley provided an update on the City Hall elevator project. He explained that work had commenced that day, with the contractor confirming they had all necessary pieces, including the large control unit with electronics, power feed, and hydraulic pumps. An electrician would be coming in the following day for a modification.

Buckley noted that the building's lobby level had been posted as closed for the elevator upgrade, with instructions for those needing assistance or service from upper floor offices to call designated numbers or stop at the customer service counter.

Buckley mentioned that the March meetings of the City Council, possibly including the work session a March 24, would likely continue to be held at the library location. He added that other meetings, such as BIDC/CDA, would also be moved to the library, while smaller group meetings be held in the lobby level of City Hall using tables and chairs.

A. Review of Possible Amendments to City Ordinances Pertaining to Short-Term Rentals and Related Matters, in Follow-Up to Discussions at January Council Work Session

City Attorney Andrew Adams presented a draft ordinance amendment addressing short-term rentals. The council discussed various sections of the proposed amendments:

1. Definition of maximum capacity: The council agreed on a definition of two individuals per bedroom plus four, with children under two years old not counting towards the stated occupancy limit.
2. Outdoor lighting restrictions: The council discussed shielding requirements, limitations on lighting direction, and time restrictions. They agreed to refine the language to focus on decorative lighting and nuisance concerns rather than overly restrictive regulations.
3. Registration and display requirements: The council discussed requiring the display of the current license, maximum capacity, and noise ordinance information.
4. Penalties and revocation: The council reviewed the process for suspending, revoking, or not renewing licenses, including the waiting period for reapplication.
5. Zoning code amendment: The council discussed clarifying that short-term rentals are a permitted use in R1 zoning districts.

The council agreed to bring back further refinements of the ordinances, including referring the zoning code amendment to the Planning Commission.

B. Discussion of Possible Ordinances Related to the Registration and Inspection of Residential Rental Properties (Other Than Short-Term Rentals) and Restrictions Placed on Such Local Ordinances by State Law

City Manager Buckley discussed the limitations imposed by state law on local ordinances regarding the registration and inspection of residential rental properties. He noted that cities are prohibited from having annual inspections or pre-occupancy inspections, and that enforcement must be complaint-based. The council discussed potential best practices within these limitations and agreed to look into ways to improve safety and address nuisance properties.

C. Discussion of Position Assessment Form for City Manager Search and Selection

City Manager Buckley presented a position assessment form provided by Public Administration Associates (PAA) for the city manager search. The council discussed making the survey available to the community through SurveyMonkey, with some modifications to the ranking system. They agreed to distribute the form to council members and department heads via email, and to launch a community version through social media with a link to SurveyMonkey. The deadline for responses is March 7th.

D. Consider Matters Related to City-Funded Facade and Sign Grants

1. Review of Current Program Guidance
2. Review of Projects Funded, 2023-2025
3. Review of Funding Available in 2025
4. Direction to Staff Regarding 2025 Grant Funding

City Manager Buckley provided an overview of recent facade and sign grants funded by the city, including completed projects and those still in progress. He highlighted the success of these grants in improving downtown buildings and leveraging additional investment from business owners. Buckley mentioned that there was still \$25,000 available for new projects this year and suggested bringing the Violet Inn application to the next meeting for approval. The council expressed support for the grant program and its positive impact on the city.

- E. Update on February 19, 2025 City Council Community Listening Session (Full report and discussion will be at March 3, 2025 regular City Council Meeting.)

Council President provided an update on the recent community listening session. He reported that approximately 60 people attended, and the session was well-received by citizens. Stechmesser mentioned that he and Councilmember Bittner took extensive notes, which would be typed up and shared at the next meeting. The council discussed the success of the format and potential improvements for future sessions, including venue considerations and ways to gather additional input from citizens who couldn't attend in person.

5. CLOSED EXECUTIVE SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.8(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 reasons require a closed session.

--Discuss Possible Property Purchase

Motion carried with a roll call vote.

Motion made by Petri, seconded by Derby to enter into closed session at 7:45pm.

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

6. RECONVENE IN OPEN SESSION

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

Motion carried with a voice vote.

Motion made by Bittner, seconded by Petri to reconvene in open session at 7:57pm.

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

7. ADJOURNMENT

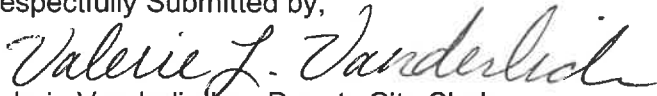
Motion to dispense with the reading of the minutes of this meeting and adjourn at 7:57pm.

Motion carried with a voice vote.

Motion made by Wachowski, seconded by Derby

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

Respectfully Submitted by,



Valerie Vanderlinden, Deputy City Clerk



TWO RIVERS
WISCONSIN

PERSONNEL AND FINANCE COMMITTEE MEETING

Tuesday, February 11, 2025 at 8:00 AM
Committee Room - City Hall, 3rd Floor 1717
E. Park Street, Two Rivers, WI 54241

MINUTES

1. Call To Order

The meeting was called to order by Committee Chairman Shimulunas at 8:15 am.

2. Roll Call

Personnel & Finance Committee Members present were Bonnie Shimulunas, Mark Bittner, and Adam Wachowski (arrived approx.. 8:20 am, left approx.. 9:05 am). Members of City Staff present were Gregory Buckley, City Manager and Kassie Paider, Finance Director. Also present was Justin Fischer representing RW Baird.

3. Discussion With Representatives of Robert W. Baird and Company, Regarding Borrowing for 2025 Budgeted Capital Projects and Possible Refinancing Activity

Justin Fischer, Managing Director with RW Baird, presented the borrowing plan for capital projects. He discussed the state of interest rates, estimating the borrowing to come in at 4.25% with a maximum rate set at 4.75%, with closing of the funds being April 7, 2025. There will be an estimated \$65,000 increase of payments in 2026 due to this borrowing, with payments staying steady in the future assuming estimated borrowing of \$2 million per year. With these assumptions the City continues to remain compliant with the City policy of having 40% or more of Debt Capacity available. Justin will attend the February 17th City Council meeting to answer any questions prior to Council's vote on this borrowing plan.

4. Consideration of Recommendation to City Council Regarding Parameters Resolution for 2025 Borrowing

Motion by Wachowski, seconded by Bittner, to recommend the proposed borrowing plan as presented to City Council. Motion carried.

5. Discuss Possible Dates and Times for Future Meetings: Topics to include Review of 2024 Year-End Operating Results and City Manager's Evaluation

Discussed setting meetings for Auditor deep dive into 2023 audit, preliminary review of 2024 and City Manager evaluation. Will look to schedule City's Auditors from CLA for a meeting in March. Next meeting scheduled for February 27, 2025 at 6pm.

6. Adjournment

Motion was made by Bittner, seconded by Shimulunas, to adjourn the meeting at 9:35 am. Motion carried.

Respectfully Submitted,

Kassie Paider, Finance Director

**CITY OF TWO RIVERS
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE
AND
COMMUNITY DEVELOPMENT AUTHORITY
REGULAR MEETING
Tuesday, February 25, 2025, 5:15 PM
3rd Floor City Committee Room – City Hall**

1. Call to Order

The meeting was called to order by BIDC and CDA Chair Greg Coenen at 5:17 PM.

2. Roll Call

BIDC members present were Greg Coenen, Tracey Koach, Keith Lyons, Shannon Derby, Scott Stechmesser and Betty Bittner (by phone). BIDC members absent and excused: Tom Christensen, Dave Kalista and Dan Wettstein. Mr. Buckley noted that there was a quorum of the BIDC present (6 of 9 members).

CDA members present were Greg Coenen, Shannon Derby, Tracey Koach, Keith Lyons, Scott Stechmesser and Betty Bittner (by phone). CDA members absent and excused: Dave Kalista. Mr. Buckley noted that there was a quorum of CDA present (6 of 7 members).

Others present were Gregory Buckley, City Manager.

3. Approval of Meeting Minutes

For the BIDC, Stechmesser moved, supported by Derby, to approve the minutes of the January 28, 2025 regular meeting, as presented. The motion was approved by voice vote, without dissent.

For the CDA, Stechmesser moved, supported by Derby, to approve the minutes of the January 28, 2025 regular meeting, as presented. The motion was approved by voice vote, without dissent.

4. CDA: Consideration of Proposed Request for Realtor Proposals for Sandy Bay Highlands Subdivision Phase 3

Mr. Buckley noted that he had prepared a draft RFP for realtor selection. He suggested that the three CDA members who had previously volunteered to assist with the RFP and with review of proposals received should meet with him to finalize the RFP and get it distributed to area realtors. Following discussion, CDA members Bittner, Coenen and Lyons agreed to meet at 8:00 AM on Wednesday, March 5 at City Hall. There was consensus that the selection process should include interviews with interested realtors at the March 25 CDA meeting.

5. BIDC: Consider Action Clarifying Terms for Downtown Area Loans

Mr. Buckley stated that he had recently talked with a prospective start-up business that would be located in the downtown area. The prospect asked about whether the 3 percent interest rate for the first two years could apply to working capital loans. It was the consensus of the CDA members that this special, initial rate for downtown area loans is meant to apply only to loans for uses other than working capital. Mr. Buckley will include the loan matrix on the next BIDC agenda for further review and formal action to clarify this matter.

BIDC and CDA
February 25, 2025
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6. Community Development Project Update (Information Only)

The City Manager provided a brief update on various development projects, including:

- Rush Logistics at Woodland Industrial Park—plans will be on the March Plan Commission agenda
- Growth Garage has presented plans for a new, 2,800 SF commercial building at Lincoln Avenue and 33rd Street
- Pop-Start Pizza Restaurant on 22nd Street—contractor is at work on the building, pizza oven to be delivered this week, opening May-June; no draws on City loan to date
- Violet Inn development at the former Elks Lodge on 16th Street—renovations progressing for a Summer 2025 opening; developers would welcome a tour by the BIDC
- Sauve’s Automotive expansion--ongoing
- Proposed Taco Bell on Washington Street—zoning approvals completed; building plans submitted for review, City understands that existing tenants are entitled to several months continued occupancy per terms of their leases

7. Adjournment of the CDA Meeting

There being no further business for the CDA, Lyons moved, supported by Derby, to adjourn the CDA meeting at 5:37 PM. The motion was approved by voice vote, without dissent.

8. Closed Executive Session

The Business and Industrial Development Committee reserves the right to enter into Closed Session, per Wisc. Stats 19.8(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 reasons require a closed session

--Discuss proposed Subordination Agreement with Nicolet National Bank, relative to BIDC-approved loan to Pop-Start Restaurant Group, LLC

Derby moved, supported by Stechmesser, to enter into closed session at 5:37 PM. The motion was approved by the following roll call vote. Voting yes: Coenen, Koach, Lyons, Derby, Stechmesser and Bittner. Voting no: none.

9. Reconvene in Open Session

--For possible action in follow-up to closed session discussion

Bittner moved, supported by Lyons, to adjourn the closed session at 5:52 PM. The motion was approved by voice vote, without dissent.

Koach moved, supported by Stechmesser, to authorize the City Manager to sign the Subordination Agreement as requested by Nicolet Bank, contingent on confirmation that the City’s mortgages related to this loan have been filed, and that there have been no new mortgages, other than that of Nicolet Bank on the business property, filed on the business or personal properties that are the subject of City mortgages that are providing security for this loan, since the date of closing on the bank loan to Pop-Start. The motion was approved by voice vote, without dissent.

BIDC and CDA
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10. **Next Regularly Scheduled Meeting**

Mr. Buckley noted that the next regular meeting date for the BIDC and CDA is Tuesday, March 25, at 5:15 PM. Committee members in attendance indicated that date works for them.

11. **Adjournment of the BIDC Meeting**

Derby moved, supported by Lyons, to adjourn the BIDC meeting at 5:55 PM. The motion was approved by voice vote, without dissent.


Respectfully submitted,



Gregory E. Buckley
City Manager

--MEMORANDUM--

TO: City Council

FROM: Gregory E Buckley
City Manager 

DATE: February 28, 2025

SUBJECT: Proposed Amendment to Section 6-4-9 of the Municipal Code, "Vendors from Special Vehicles"

The attached draft ordinance amendment arose primarily from discussions at the Advisory Recreation Board, to address vendors at Neshotah Beach.

In the course of reviewing the draft, I identified some other changes that might be worth addressing, so I am presenting the attached as a "draft amendment," for City Council review and comment on Monday night, with the intent of bringing back an ordinance amendment in final form for the March 17 Council meeting.

Sec. 6-4-9. - Vendors from special vehicles.

A.Vendors. Any person who shall vend any product from a vehicle or a trailer especially equipped for that purpose ("vendors") shall be considered a direct seller for purposes of this chapter, and the terms and provisions of sections 6-4-1 through 6-4-8 and 7-1-7 through 7-1-11 shall apply to such persons unless they are inconsistent with this section.

B.Qualifications. In addition to other requirements of this chapter 6-4, vendor shall have a current driver's license issued pursuant to the Wisconsin Statutes and shall be familiar with those sections of the rules of the road relating to parking restrictions, and shall abide by the provisions thereof. Vendors shall be familiar and comply with all other applicable provisions of this Code.

C.Requirements for vehicles and insurance. Any vehicle used or operated by a vendor hereunder shall be insured for liability for property damage and personal injury by a reputable, licensed insurer satisfactory to the city. A certificate of insurance verifying insurance coverage shall be filed with the city with each application for registration by a vendor. Such insurance shall provide for policy limits in the following minimum amounts: \$1,000,000.00 for one person and \$1,000,000.00 for any number of persons injured or killed in one accident and \$100,000.00 property damage per incident, naming the city as additional insured.

- 1. General liability: \$2,000,000.00.
- 2. Automobile liability (owned, non-owned, leased).
 - (a) Bodily injury: \$2,000,000.00 each occurrence.
 - (b) Property damage: \$2,000,000.00 each occurrence.
- 3. Worker's compensation: statutory limits.
- 4. Employer's liability:
 - (a) \$500,000.00 each accident.
 - (b) \$500,000.00 each injury
 - (c) \$1,000,000.00 policy limit.
- 5. Umbrella liability.
 - (a) \$2,000,000.00 over the primary insurance coverages listed above

Vendors' vehicles shall comply with Wis. Stats. Ch. 347, as it may be amended or renumbered, relating to equipment of vehicles. Bells or chimes approved by the police

department may be used as devices to attract customers, but no other type of noisemaking device shall be permitted for that purpose. The vendor shall comply with such other conditions as may be imposed by the city. The registration issued pursuant to this section shall be effective for a period of one year from its issuance, provided it is not earlier revoked.

D. Hours of operation. No vehicle used by a vendor shall be operated for the purpose of sales prior to ~~10:00~~7:00 a.m. and later than one-half hour after sunset, provided that the city council may make ~~an~~ exceptions to the requirement for special events.

E. Limitations—~~Vending from Vehicles on Streets~~. Except as expressly provided herein, no product shall be dispensed by vendors ~~from vehicles~~ on Washington Street between the north curblineline of 22nd Street to the south curblineline of 12th Street, on 22nd Street between the west curblineline of Forest Avenue to the east end of 22nd Street at Neshotah Road, Pierce Street between 22nd Street to Zlatnik Drive, 21st Street between Pierce Street and Garfield Street or any part of Zlatnik Drive. ~~This prohibition shall not apply in the case of any special event taking place on Washington Street, 22nd Street or Zlatnik Drive or authorized by the City Council.~~

F. Limitations—~~Vending from Vehicles in City Parks~~. No product shall be dispensed by vendors at any park as defined in section 7-1-7 without being previously authorized by the parks and recreation director or at any special event with exception to the terms and provisions of sections 6-4-3 of this Code. ~~With authorization of the parks and recreation director, a~~

~~A vendor may apply for a seasonal permit from the parks and recreation director to park one vehicle, and to sell from that vehicle from an area designated for “Permit Holders Only” in Parking Lot 1 at Neshotah Beach. The seasonal permit fee is two hundred fifty dollars (\$250) and the permit shall be valid from one week prior to Memorial Day through September 30 of the year in which it is issued. Permit fees will not be pro-rated.~~

~~The permitted vehicle must be parked entirely within the area designated in said permit; the permit does not allow the vendor to sell from any other location. The permit must be displayed at all times when the vehicle is in Parking Lot 1.~~

~~The parks and recreation director may establish “black-out dates” when vendors are not permitted to operate or park in Lot 1; these dates shall be provided to the permittee at the time of permit issuance. The designated vendor area Lot 1 will be available on a first-come,~~

~~first-served basis for permit holders. The parks and recreation director may limit the number of seasonal permits issued; provided, however, at least three (3) such permits shall be issued each year.~~

~~sell from parking lots number one and five adjacent to Zlatnik Drive or designated lot at Walsh Field but may only be parked in the same manner and at the same places designated for the parking of motor vehicles.~~

~~Vending from vehicles is allowed in the Walsh Field parking lot, on the north side of 22nd Street without a seasonal permit or advance permission of the parks and recreation director; provided however, that the director may limit such activity to designated spaces within that lot, and vehicles must be parked in the same manner designated for other vehicles.~~

~~FG.~~ Revocation. A registration issued to a vendor may be revoked by the chief of police if the vendor made any material inaccurate statement in the application for registration or violated any provision of this section, or any other applicable provision of this [chapter 6-4](#) of the city's Municipal Code. Upon revocation, the vendor may appeal to the city council. Such appeal shall be made in writing and shall be submitted to the city clerk within 30 days after revocation.

~~GH~~ Exceptions. This [section 6-4-9](#) of the Municipal Code shall not apply to any vendor selling products from a parked vehicle ~~at a special event held~~ on city-owned property or a city street, if such vendor has been authorized to sell products from that location by the city manager or ~~a city department head~~the city council, or if such vendor has been authorized to sell from that location by an organization that has been given permission to use city property or street for such special event by action of the city council.

(CITY AND TWO RIVERS MAIN STREET LOGOS)

(DATE)

Melissa Nyssen
Milkweed Ventures, LLC
1415 16th Street
Two Rivers, WI 54241

RE: Façade Grant for 1415 16th Street

Dear Melissa:

This letter states the terms for a façade grant to be awarded to Milkweed Ventures, LLC for certain identified exterior improvements to the building owner by Milkweed Ventures, LLC, at the above location.

The maximum amount of said façade grant is \$20,000, to be paid to Milkweed Ventures, LLC on a reimbursement basis following project completion, with \$5,000 to be provided from Two Rivers Main Street and \$15,000 to be provided from the City of Two Rivers (from TID No. 13).

Conditions for payment of the grant to Milkweed Ventures, LLC are as follows:

1. Project must be completed consistent with the application submitted by Milkweed Ventures, LLC, attached hereto as Exhibit A and the final work product must be approved by the Design Committee of Two Rivers Main Street as complying with the project budget and façade rendering included with that application.
2. Milkweed Ventures, LLC must present project cost documentation consisting of copies of invoices and proof of payment (cancelled checks, credit card statements) totaling at least \$50,000, for façade work items completed under this grant. The maximum façade grant payment is \$20,000 and is not to exceed 40 percent of total documented project costs.

If all façade work has been completed consistent with the application and total documented project costs are less than \$50,000, then Milkweed Ventures, LLC will be paid an amount equal to 40 percent of the documented project costs.

3. Following Milkweed Ventures LLC's compliance with Conditions #1 and #2 above, and upon approval of both the final work product and required financial documentation by the Main Street Design Committee and the City of Two Rivers, payment will be issued for the façade grant described herein (up to \$5,000 from Two Rivers Main Street, up to \$15,000 from the City of Two Rivers).
4. All identified façade work must be completed not later than August 1, 2025 and all required financial documentation must be provided to the City Manager's Office not later than September 2, 2025. Failure to meet these deadlines may result in termination of the grant. In the event of such termination, neither Two Rivers Main Street nor the City of Two Rivers shall be required to make any payment to Milkweed Ventures, LLC.

Milkweed Ventures, LLC
(DATE)
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Should you encounter a situation where you do not expect to be able to meet these deadlines, please contact the City Manager's Office as soon as possible, in advance of the deadline, to request an extension. Any extension will require approval by the Two Rivers City Council and Two Rivers Main Street Board. Such approval cannot be guaranteed.

- 5. Two Rivers Main Street and the City of Two Rivers will have 15 calendar days following receipt of the financial documentation as identified in Condition #2 above to make a determination regarding satisfactory project completion and the adequacy of the financial documentation provided by Milkweed Ventures, LLC. If additional façade work or financial documentation is required, either Two Rivers Main Street or the City of Two Rivers shall so inform Milkweed Ventures, LLC in writing, and Milkweed Ventures, LLC shall be given at least 15 calendar days to complete the work and/or provide the requested financial documentation.
- 6. Payment of the façade grant amounts to Milkweed Ventures, LLC by Two Rivers Main Street and the City of Two Rivers will be made within 10 calendar days following final approval of the façade work and approval of the required financial documentation.

Please indicate your understanding and acceptance of the terms of this letter by signing and dating below.

We look forward to the completion of this façade project and thank you for your significant investment in downtown Two Rivers.

Sincerely,

Gregory E. Buckley
City Manager

Jason Ring
Two Rivers Main Street
Executive Director

By signing below, Milkweed Ventures, LLC affirms its understanding and agrees to the terms of this façade grant award:

Milkweed Ventures, LLC
Melissa Nyssen, Member

Date





TWO RIVERS
WISCONSIN

Facade Improvement Program (FIP) Application

Applicant Name: MELISSA NYSSÉN Business Name: VIOLET INN

Business Address: 1415 16th STREET

Phone: 920-653-4711 E-Mail: MELISSA@VIOLETINN.COM

Property Owner (if different than above): _____ Phone: _____

Names of all owners on title of property: (all owners must sign application)
AMANDA HANLEY

Proposed project start date: SPRING 25 Proposed project completion date: SPRING 25

Description of project:
REPAIR & EXTENSION + PAINT
ADD SIGNAGE
LANDSCAPING - FRONT ONLY, DOES NOT INCLUDE PLANTS
MURAL

Project Budget. List individual project elements (Awning, painting of trim, etc.)

Item	<u>HAMANN-EXT FACADE WORK</u>	Cost	<u>43,905</u>
Item	<u>SCHULER SIGN</u>	Cost	<u>10,750</u>
Item	<u>DOWN KRAMPS / ERIN LA BONTE</u>	Cost	<u>2,500</u>
Item	<u>FINCK LANDSCAPING</u>	Cost	<u>2,743</u>
Item	_____	Cost	_____
Item	_____	Cost	_____
Item	_____	Cost	_____
Item	_____	Cost	_____

Total Cost: 59,898

The undersigned applicant affirms that information provided within this application form is true and complete to the best of the applicant's knowledge. The applicant further affirms an understanding of the sign & facade grant program and agrees to abide by its terms and conditions as outlined in the application packet.

Signature: Melissa Nyssen Date: 1-30-25

HAMANN

CONSTRUCTION COMPANY

The Trusted Professionals Since 1933

4613 CUSTER STREET, MANITOWOC, WI 54220
 PO BOX 245, MANITOWOC, WI 54221-0245
 PHONE (920) 682-8282
 FAX (920) 683-3459
 www.hamann.com

5/29/24

Violet Inn, Lounge & Spa
 1415 16th Street
 Two Rivers, WI 54241

Melissa,

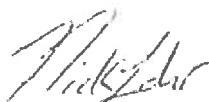
We propose to perform the following exterior facade work at Violet Inn.

- Remove and replace woodwork that is damaged at front of building. \$4,960.00
- Remove and replace (2) double hung and (2) picture windows. Window frames to be black outside, white inside. \$7,690.00
- Power wash and scrape the soffit, fascia, siding, trim, gutters and downspouts Prime as required and apply two (2) coats of paint. \$6,480.00
- Brick/Stone tuckpoint & repair \$24,775.00
 - Includes cleaning and using recycled brick from building next door.
 - East Side
 - Tuckpoint and match stone chimney
 - Replace +- 100 spalled brick
 - West Side
 - Tuckpoint and repair stone chimney
 - Replace 20-25 spalled brick
 - South Side (Back)
 - Repair/Replace +-25 spalled brick
 - North Side (Front)
 - Patch sill for paint

For the sum of:

\$43,905.00

Respectfully Submitted,



Nick Lohr



VIOLET INN

TWO RIVERS, WI

INVOICE: PROPOSAL
DATE: 11.03.24

STORE: EXTERIOR SIGNAGE
AUTHORIZATION: Melissa

ITEM	DESCRIPTION	QUANTITY	UNIT	TOTAL
LOGO SIGN ENTRANCE	All letters to be dimensional halo lit letters w/ "Violet" at 12"ht All other letters at 3" ht. "Inn, Lounge, Spa Letters are brushed aluminum face and returns to be 1.5" deep. Pin mounted to face of building. All L.E.D lighting included. *Final electrical hook up responsibility of client* *Any extraordinary issues w/ face of building also responsibility of client*			
ARM SIGN	30" x 30" and 30"w X 12" ht all double sided digitally printed On Max Metal 1.4" thick substrate also included			
INSTALLATION	Includes all site surveys, design, fabrication, drive time, materials, Equipment and labor to install above signage.			

ALL local sign permits are responsibility of client

SUBTOTAL \$ 10,750.00

5% Sales Tax \$

TOTAL DUE \$

WE APPRECIATE OUR PARTNERSHIP!!
THANK YOU!!

TERRY J. SCHULER SCHULER SIGN PRODUCTS, LLC
 12024 POINT CREEK RD.
 NEWTON, WI 53063
 Cell: 920-323-3924
 EMAIL: sienbov@tds.net
 FB: schuler signs & install



x

CONTRACT

This contract is made and entered into this _____ day of _____, 2024, by and between Don Krumpos and Erin La Bonte, located at 321 Steele Street, Algoma, WI 54201 (hereinafter "Artists"), and Violet Inn (hereinafter "VI"), located at 1415 16th St, Two Rivers, WI 54241.

WHEREAS, Artists intend to furnish labor required to complete the following work:

- Design, and paint mural on the surface below.





NOW, THEREFORE, in consideration of the mutual covenants and representations of the parties hereinafter set forth, the undersigned parties hereby agree as follows:

- Scope of Work. The Artists agree to design and paint the mural in accordance with the terms of this contract.

Contract Price and Payment Schedule. VI agrees to pay the Artists the sum of \$1000 upon the signing of this contract, and \$1500 upon completion of the project for a total of \$2500.

- ❖ Upon signing of this contract the Artists will begin a design based off of the following inspirations: botanicals and inspiration from the brand guideline.
- ❖ Artists will complete and share 2 design concepts with VI by Jan. 20, 2025.
- ❖ VI will share feedback for artistic revisions by Feb. 3, 2025.
- ❖ Artists will complete any revisions and return the image to VI by Feb. 24, 2025.
- ❖ VI will have the wall cleaned, prepped and primed prior to the Artists painting in the beginning of May 2025.
- ❖ Yonder will start painting upon the approval of this design and in the first appropriate weather of May 2025
- ❖ Yonder will have the mural completed by June. 15, 2025 or sooner.
- ❖
- Other costs. Paint will be provided by the artists.
-
- Insurance. Artists are covered by their personal insurance.

- Default. In the event of default or breach in the performance of any of the obligations, covenants, representations or duties under the terms of this Contract by either party, the non-defaulting party shall forward written notice to the defaulting party outlining such default. The defaulting party shall cure such default within 30 days of receiving written notice from non-defaulting party, except that the cure period may be extended to a reasonable time to cure any default that cannot reasonably be cured with the 30 day period, provided that the defaulting party has commenced to cure within the 30 day period and diligently pursues a



Violet Inn

VIOLET INN
1415 16TH ST.
TWO RIVERS, WI 54241

Violet Inn | 1415 16th St. | CONSTRUCTION DIVISION
1415 16th St. Two Rivers, WI 54241

Est ID: EST5128683
Date: Jan-31-2025

Email: melissa@violetinn.com
Phone: (630) 728-5332

Finck Lawn and Landscape thanks you for your business.

We look forward to

"Crafting Your Dreams Into Reality..."

Landscape Bed Installation **\$2,600.00**

Scope of Work:

- excavate and remove existing turf
- create approximately a 2' berm as shown in the diagram
- plant the serviceberry and shrubs as shown in the diagram
- spread natural mulch approximately 2' along the front of the building approximately 3" deep
- lay sod along the front portion of the landscape bed
- roll sod to aid in placement

	Subtotal	\$2,600.00
	Taxes	\$143.00
	Estimate Total	\$2,743.00

Contract Payment Summary

PO #	Contract #
-------------	-------------------

Finck Lawn and Landscape
2815 South 15th Street
Manitowoc, Wisconsin
54220

P.(920) 412-3524

www.fincklawnandlandscape.com
info@fincklawnandlandscape.com

RESOLVED, by the Council of the City of Two Rivers, Wisconsin:

- 1. The Council hereby declares its intention to exercise its police power under Section 66.0703 Wisc. Stats. to levy special assessments upon the properties fronting on the following streets:

**HARBOR STREET, FROM PILON COURT TO 16TH STREET, 16TH STREET,
FROM HARBOR STREET TO EMMET STREET, and EMMET STREET,
FROM 16TH STREET TO 17TH STREET**

- 2. Said assessable public improvements shall consist of removing existing pavement, excavation, installation of storm sewer laterals, grading and graveling, Portland Cement concrete paving, driveway approaches, replacements of carriage walks, repair of sidewalk, restoration, and miscellaneous related work. Costs which will not be assessed include repair or replacement of sanitary sewer mains and services within the right of way, water mains and services within the right of way and storm sewer main.
- 3. The total amount assessed against each parcel fronting on said streets shall not exceed the total cost of the City's cost of the improvements and engineering oversight.
- 4. The assessments against any parcel may be paid in full or in ten (10) annual installments, to include interest at a rate to be determined by the City Council.
- 5. The Director of Public Works is directed to prepare a report consisting of:
 - a. Plans and specifications for said improvements
 - b. An estimate of the entire cost of each type of proposed improvements
 - c. A statement that the properties against which the assessments are proposed are benefited and a schedule of proposed assessments

Upon completing such report, the Director of Public Works is directed to file a copy in the Office of the City Clerk for public inspection.

- 6. On receiving the report of the Director of Public Works, the Clerk is directed to give notice of public hearing on such report as specified in Section 66.0703(7) Wisc. Stats. The hearing shall be held at the Council Chambers in the City Hall at a time set by the Clerk in accordance with Section 66.0703(7) Wisc. Stats.


Dated this 3rd day of March, 2025.

Council Member

Gregory E. Buckley
City Manager

--MEMORANDUM--

TO: City Council

FROM: Gregory E Buckley 
City Manager

DATE: February 28, 2025

SUBJECT: Referral to Plan Commission—Possible Zoning Code Amendment to List Short-Term Rentals as a Permitted Use in the R-1 Single Family Zoning District

As shown in the minutes for the February 24 City Council work session, the Council at that meeting identified several possible ordinance amendments related to short-term rentals.

Most of these amendments would be related to Chapter 6, Section 13 of the Municipal Code, “Licensing of Short-Term Rentals.” Staff will bring back suggested language for those amendments at the March 17 regular meeting or the March 31 work session.

One of the possible amendments would change language in the Zoning Code, to list short-term rentals as a permitted use in the R-1 Single-Family zoning district. By statute, changes to the Zoning Code are subject to review and recommendation from the Plan Commission. (Zoning Code amendments also require a public hearing by the City Council.)

Accordingly, I recommend that this matter be referred to the Plan Commission, for consideration at its March 10 meeting.