



CITY COUNCIL MEETING

Monday, June 01, 2026 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: Mark Bittner, Doug Brandt, Katherine Dahlke, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Scott Stechmesser, Adam Wachowski

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

5. PUBLIC HEARING

A. 26-098 Public Hearing for a Proposed Amendment to the City of Two Rivers Zoning Ordinance to Regulate Setbacks for Properties within the Main Street and Waterfront Corridor Overlay District

Summary: The proposed ordinance amendment would update setback regulations within the Main Street and Waterfront Corridor Overlay District to encourage more pedestrian-friendly redevelopment patterns consistent with traditional downtown and waterfront development. The amendment would eliminate minimum side-yard and rear-yard setback requirements for most properties within the overlay district and would establish reduced front-yard setbacks ranging from zero feet up to the minimum setback required of any directly adjoining residential zoning district. These changes are intended to support infill development, adaptive reuse of old buildings, improved walkability, and long-term waterfront investment opportunities. The Two Rivers Plan Commission reviewed the proposed amendment on May 11, 2026, and unanimously recommended approval to the City Council.

Recommended Action:

Motion to waive reading and amend the ordinance based on the recommendation of the Plan Commission

6. INPUT FROM THE PUBLIC

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

7. COUNCIL COMMUNICATIONS

Letters and other communications from residents

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CONSENT AGENDA

These titles will be read by the Council President and approved by a single Voice Vote. Any item may be pulled from the Consent Agenda for discussion and separate vote by any City Council member.

A. 26-099 Presentation of Minutes

1. City Council Regular Meeting, May 18, 2026

B. 26-100 Minutes of Meetings

1. Public Works Committee, May 6, 2026
2. Advisory Recreation Board, May 20, 2026
3. Explore Two Rivers Board of Directors, May 21, 2026
4. Business Improvement District Board, May 21, 2026

C. 26-101 Applications and Petitions

1. 2026-2027 License Renewals for a License Period of July 1, 2026 - June 30, 2027:
"Class A" - Qty: 1
"Class B" - Qty: 5
Tobacco - Qty: 1

D. 26-102 Proclamation Designating Thursday, June 25, 2026 as Sundae Thursday

E. 26-103 Appointment of Corey Thuss to a Three-Year Term on the Business and Industrial Development Committee and a Four-Year Term on the Community Development Authority

F. 26-104 Appointment of Beth Kowalski to a Two-Year Term on the Explore Two Rivers Board of Directors

G. 26-105 Compliance Maintenance Resolution for Wastewater Treatment Plant

H. 26-106 Resolution Waiving Building Permit Fees for Storm-Related Repairs in the City of Two Rivers, Wisconsin, based on the recommendation of the City Manager

Summary: This resolution helps support residents and local businesses recovering from the recent storm by temporarily waiving City building permit fees through June 30, 2026 for eligible storm-related repairs, including retroactive coverage for permits issued after May 18.

Recommended Action:

Motion to waive reading and adopt the resolution

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda as presented

10. CITY COUNCIL - FORMAL ITEMS

A. 26-107 Bid Award to Signs Plus for Neshotah Park Wayfinding and Directional Signage in the Amount Not-to-Exceed \$56,382

Summary: This project includes the fabrication and installation of two gateway signs, seven auto directional and parking signs, five orientation kiosks, ten pedestrian directional signs, six trail informational posts, and final design work. This project is part of the Neshotah Park Master Plan adopted by City Council in May 2023 and has incorporated extensive community feedback in meetings with the Advisory Recreation Board.

These efforts are funded with a 2025 WI DNR Stewardship grant already received and remaining City capital funds from 2025. There are no General Fund expenses related to this project.

The budget for this project was set at \$68,000 but a competitive bid process resulted in four bidders with the most competitive bid from Signs Plus of Manitowoc in the amount of \$51,257.

A 10% project contingency in the amount of \$5,125 is included in the not-to-exceed amount to cover project-related amenities such as picnic tables, grills, and trash cans which align with the original intent of the grant funding.

Recommended Action:

Motion to award contract to Signs Plus of Manitowoc, based on its lowest qualified bid, in the amount not-to-exceed \$56,382

11. CITY COUNCIL - DISCUSSION ITEMS

A. Neshotah Beach Concession Stand Funding Opportunity

Summary: Staff will discuss pursuing approximately \$400,000 through the USDA Rural Economic Development Loan and Grant (REDLG) Program to support renovations of the Neshotah Beach Concession Stand. This funding opportunity is being explored following the recent loss of previously hoped for grant funding that was identified to support the project.

12. CITY MANAGER'S REPORT

13. FOR INFORMATION ONLY

- City Council Regular Meeting, Monday June 15, 2026, 6:00 PM
- City Council Work Session, Monday, June 29, 2026, 6:00 PM

- Upcoming Events
 - **Chatting with the Chiefs**, Wednesday, June 3, 2026, 10:00 AM-11:00 AM, Senior Center
 - **City-wide Shore and River Clean-up**, Saturday, June 6, 2026, 10:00 AM-2:00 PM, Veterans Park, Paddlers Park, Washington Park
 - **Community Bonfire**, Saturday, June 6, 2026, 6:00 PM-10:00 PM, Neshotah Park
 - **Two Rivers Utilities Electronics Recycle Event**, Tuesday, June 9, 2026, 7:30 AM-5:00 PM, 1415 Lake Street

14. 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 OF TWO RIVERS

ORDINANCE

An Ordinance to amend Section 10-1-24 of the Municipal Code of the City of Two Rivers regarding setback requirements in the Main Street Waterfront Corridor overlay:

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

SECTION 1. Section 10-1-24(D) of the Municipal Code of the City of Two Rivers, Wisconsin, is hereby amended to create exceptions for the Main Street Waterfront Corridor overlay, to read as follows:

Sec. 10-1-24. - B-1 business district.

D. Exceptions for the Main Street Waterfront Corridor overlay Yard and Setback Requirements. For properties zoned B-1, B-2, or B-3 within the Main Street Waterfront Corridor overlay, the standard setback and yard requirements shall not apply. Instead, the following setback regulations shall govern to encourage new construction or the reuse of real estate. All other requirements of this chapter shall remain in full force and effect:

(1) Front Yard. No principal or accessory building shall be located closer to the street line as established by the Official Map than required in any adjoining Residential District within the same block. If there is no adjoining Residential District within the same block, no setbacks from the street line as established by the Official Map shall be required except that vision clearance setbacks, if any, must be maintained.

(2) Side Yard. No side yard shall be required, except that vision clearance setbacks, if any, must be maintained.

(3) Rear Yard. No rear yard shall be required except where the rear of a lot adjoins a Residential Zone without an intervening alley. This rear yard must be at least 15 feet deep.

SECTION 2. This ordinance shall take effect and be in force on the day following its passage and publication as required by law.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this

_____ day of _____, 2026.

Scott Stechmesser
President, City Council

Kyle Kordell
City Manager

Attest:

Amanda Baryenbruch, City Clerk

Approved as to form and legality:

Sean P. Griffin
City Attorney



Monday, May 18, 2026 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 6:05pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY DEPUTY CITY CLERK

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

Absent: Adam Wachowski

Also Present: Police Chief Ben Meinnert, Fire Chief Dave Murack, Tech Manager Dave Dassey, City Manager Kyle Kordell, City Attorney Sean Griffin (via telephone)

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

Motion carried with a roll call vote.

Motion made by Derby seconded by Dahlke to allow Councilmember D. LeClair, B. Leclair & Bittner to participate in this meeting from a remote location.

Voting Yea: Derby, Brandt, Petri, Dahlke, Stechmesser

5. INTRODUCTION OF INVITED GUESTS

A. Oath of Office for Police Officer Jessica Rogers

Deputy City Clerk administered the Oath of Office followed by Badge Pinning

6. INPUT FROM THE PUBLIC

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

City resident, name not given, spoke about how great it is to see the community coming together taking care of the aftermath of the storms

7. COUNCIL COMMUNICATIONS

Letters and other communications from residents

Councilmember Derby spoke about the thanks to the city and community for stepping up during the time of need with the storm clean up. President Stechmesser spoke about the community taking care of extended municipalities coming in to aid with the storms.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Derby reported Stanley Palmer & Sharon Sleger have completed their terms on the library board. Two new members have joined the board.

9. CONSENT AGENDA

These titles will be read by the Council President and approved by a single Voice Vote. Any item may be pulled from the Consent Agenda for discussion and separate vote by any City Council member.

A. 26-090 Presentation of Minutes

- 1. City Council Regular Meeting, April 20, 2026
- 2. City Council Reorganizational Meeting, April 21, 2026
- 3. City Council Regular Meeting, May 4, 2026

B. 26-091 Minutes of Meetings

- 1. Room Tax Commission, April 13, 2026
- 2. Library Board, April 14, 2026
- 3. Environmental Advisory Board, April 21, 2026
- 4. Architectural Control Committee, May 1 and May 14, 2026
- 5. Committee On Aging, May 4, 2026
- 6. Public Utilities Committee, May 4, 2026
- 7. Police and Fire Commission, May 11, 2026
- 8. Plan Commission, May 11, 2026

C. 26-092 Applications and Petitions

- 1. 2026-2027 License Renewals for a License Period of July 1, 2026 - June 30, 2027:
 - Class "A" - Qty: 1
 - "Class A" - Qty: 8
 - Class "B" - Qty: 1
 - "Class B" - Qty: 20
 - Tobacco - Qty: 8
 - Landscape/Tree - Qty: 11
- 2. Temporary Class "B" Beer License for Rotary Club of Two Rivers for Downtown Friday Night Live Concert series, June 5, 12, 19, July 10, 17, 31, August 14, 21, 28, 2026, at 1700 Washington Street
- 3. Authorization to Waive Ordinance, Section 9-2-5 C. "Noise Limits" and Section 7-1-6 "Park closing hours," for Beach Bash concerts ending at 11:30 PM and clean-up until midnight on June 26 and 27, 2026

D. 26-093 Summary of Verified Bills for April 2026 of \$5,778,413.67

E. 26-094 Proclamation Naming the Week of May 17-23, 2026 as National Public Works Week

RECOMMENDED ACTION FOR CONSENT AGENDA
Motion to approve the Consent Agenda as presented

Motion carried by voice vote.

Motion made by Derby, seconded by Petri to approve the consent agenda as presented.

All in favor.

10. CITY COUNCIL - FORMAL ITEMS

A. 26-095 Resolution Authorizing Application for DNR Stewardship Recreational Grant to Replace Docks at Veterans Park in the Amount Not-to-Exceed \$100,000 Total Project Cost

Summary: The proposed Resolution authorizes the City to apply for Wisconsin DNR recreational boating grant funding to replace docks at Veterans Park, with a total project cost not to exceed \$100,000 and a required City match of \$25,000, which would come from multiple financing sources, including boat launch fees, project sponsorships, and FY2027 capital borrowing. A final decision by the City Council on funding this project will not be made until a later date.

Recommended Action:

Motion to waive reading and authorize the resolution

Motion made by Dahlke to table, no second motion.

Motion carried with roll call vote.

Motion made by Derby, seconded by B.LeClair.

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

B. 26-096 Ordinance Amending Section 6-5-9 of the Municipal Code of the City of Two Rivers Regarding Animals Prohibited During Downtown Special Events

Summary: At the request of the Rotary Club, the proposed Resolution amends the Municipal Code to prohibit animals within designated downtown special event areas during Applefest, consistent with existing restrictions for other major community events.

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with roll call vote.

Motion made by Dahlke seconded by Petri
Voting Yea: Petri, Dahlke, Stechmesser, D. LeClair, Bittner, Derby, B. LeClair, Brandt

11. CITY MANAGER’S REPORT

- Storm cleanup will continue, City is sending out trucks this week to pick up debris from curb.
- Most storm-incurred costs will impact the Electric Utility, with a smaller impact to the General Fund.
- Harbor Dredging 2027
- Uncorked Book Lounge Ribbon Cutting, Friday May 22, 2026 @ 12:00pm

12. FOR INFORMATION ONLY

– **City Council Regular Meeting, Monday, June 1, 2026** which will include a public hearing for a proposed amendment to the City of Two Rivers zoning ordinance to regulate setbacks for properties within the main street and waterfront corridor overlay district.

– **Upcoming Events**

- **Senior Center Rummage Sale**, May 21 & 22, 2026, starting at 8:00 AM in the Behringer Room
- **Memorial Day Parade & Ceremony**, May 25, 2026, starting at 8:30 AM in Central Park East
- **Concerts in the Park**, kicks off June 4, 2026 with Dorf Kapelle at 6:00 PM
- **Friday Night Live**, kicks off June 5, 2026 with Open Tab at 6:00 PM

- **City-Wide Shore & River Clean-Up**, June 6, 2026, 10:00 AM - 2:00PM at three locations
Veterans Park, Paddlers Park, Washington Park

Section 9, Item A.

13. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 6:38pm

Motion carried with a voice vote

Motion made by Derby seconded by Dahlke. All in favor.

Respectfully Submitted,

Marla Krizek
Deputy City Clerk



Wednesday, May 06, 2026 at 5:15 PM

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

MINUTES

1. **CALL TO ORDER** 5:15 pm Bill LeClair called the meeting to order

2. **ROLL CALL**

Committee Members: Bill LeClair, Doug Brandt, Katherine Dahlke
Staff and Others: Matthew Heckenlaible, Scott Ahl

3. **REVIEW AND APPROVAL OF MINUTES**

Minutes from the April 1, 2026, Public Works Committee meeting

Katherine Dahlke made a motion to approve the April 1, 2026, Public Works Committee meeting minutes, seconded by Doug Brandt. Motion carried.

4. **PUBLIC INPUT**

A. Two Rivers resident Wayne Denfeld (2612 15th Street) expressed his displeasure with living on a gravel road for multiple decades, noting that the former City Manager had stated that all such roads would be paved before leaving office, which did not occur. During the winter months, snow plowing operations deposit significant amounts of gravel into adjacent grassy areas, requiring weeks of cleanup each spring. In addition, the annual spring grading operations loosen and overturn the gravel surface to prevent compaction, which he stated creates poor roadway conditions and an unsightly appearance. Mr. Denfeld requested that both dead end segments of 15th Street and 16th Street west of Buchholz Street be paved.

5. **ONGOING PROJECT STATUS AND ACTION, IF NEEDED**

A. **Sidewalk Replacement Program**

Correspondence with Safe Step LLC indicates that the company anticipates beginning sidewalk inspections in mid to late June, with work extending into July. The company typically schedules and performs work on a first-in, first-out basis.

B. **4-2026 Asphalt Resurfacing Project**

Staff is still working to fully assemble the contract documents and is also awaiting completion of work by WPS so that the Public Works can complete the necessary concrete curb and gutter, driveway approach, and sidewalk replacements prior to placement of the final asphalt pavement surface.

6. **DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION – N/A**

7. **COMMITTEE AND COUNCIL MEMBER ITEMS FOR DISCUSSION, INCLUSION IN FUTURE AGENDA AND ACTION, IF NEEDED – N/A**

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

A. School Pedestrian Flashing Lights

Staff recently became aware that several locations near schools within Two Rivers that historically utilized flashing warning lights at high-volume pedestrian crosswalks are no longer functioning. It appears that some of these flashing light systems may have been inoperable for well over 10 years. Of additional concern, when staff inquired with the Electric Utility regarding the locations and status of these installations, the Utility was unable to provide a complete or accurate inventory of the flashing light systems and further indicated that electrical charges were still being incurred at certain locations despite the equipment no longer functioning.

Upon review of current standards, these older single-flasher style warning devices are no longer considered an acceptable traffic control practice. Staff is currently evaluating where advanced pedestrian notification signage may be required pursuant to Part 7 (Traffic Control for School Areas) of the Federal and Wisconsin Manual on Uniform Traffic Control Devices (MUTCD). This evaluation will determine whether standard school crossing signage alone is sufficient or whether supplemental flashing warning systems will also be required.

The following locations have been identified for further review:

- Lincoln Avenue / STH-42 near the high school – both units are solar powered
- Koenig School – three (3) flashers
 - 11th Street & Lowell Street – SE corner
 - 12th Street & Lowell Street – NE and NW corners
- LB Clarke School – two (2) flashers
 - 45th Street & Bellevue Place – NE and SW corners
- Magee School – four (4) flashers
 - 36th Street & Tannery Road – NW corner (disconnected)
 - 34th Street & Mishicot Road – NW and SE corners
 - 35th Street & Mishicot Road – SE corner
- Riverview Drive – southbound lane at the north City limits – single active flasher

B. Washington Street and Memorial Drive Pedestrian Crossings

Updated quotations were received from TAPCO, with the material cost increasing slightly from \$127,440 to \$128,012. At this time, the lead time for procurement of materials remains unknown pending acceptance of the quotation by the City. Anticipated primary funding sources for the project include one or two Tax Incremental Districts (TIDs) located within the project area. Staff is also working to initiate the permitting process with the Wisconsin Department of Transportation (WDOT).

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

A. Staffing Update

We will have two new employees starting at Public Works on Monday, May 11th.

With the retirement of Steve Pagels, a long-time mechanic for DPW, at the end of the month,

the vacated mechanic position will not be refilled. Instead, the position is being reorganized to create the WDNR-required Collection System Operator position.

We do have an internal employee, James Anderson, willing to accept the Collection System Operator position. With this transition, another vacancy will be created within the department; however, we already have a candidate selected to fill that position.

Since the retirement of William Thiele on March 13th, we have not been able to fill the vacant Engineering Technician position. We have received very little interest in the position and, despite several creative recruitment efforts, have not been successful in filling the vacancy to date. We are currently exploring the possibility of hiring a recent college graduate as an entry-level engineer, although that process has only recently begun.

With the continued vacancy in the Engineering Technician position, other tasks and projects are not being completed as timely as we would like. Staff are focusing on the most critical and high-priority items, with lesser priority tasks being addressed as time permits.

B. How Residents Request Infrastructure Improvements

In recent years, DPW has received inquiries from property owners requesting public infrastructure improvements adjacent to their property and neighboring properties. My past practice has been to require the requesting property owner to contact all potentially impacted property owners and obtain signatures on a petition formally requesting the improvements, with the understanding that the benefiting property owners may ultimately be responsible for all or a portion of the improvement costs.

Within the past two months, additional requests of this nature have been received. As a result, I would like to establish a formal process that the Committee agrees with, including determining what portions of the improvements should be considered a private responsibility versus a public responsibility.

While this may appear to be a simple process on the surface, implementing it consistently and fairly in practice has proven to be the challenge.

With the verbal request by Mr. Denfeld, several process concepts were briefly discussed to aid in developing general guidelines for handling future infrastructure improvement requests. Topics discussed included:

1. DPW receives a written request/petition
2. How many adjacent property owners need to agree to these improvements as there will be a financial impact on them.
 - a. All property owners
 - b. Just the original requestor
 - c. Some number in between, such as 75%
3. For these petitions, how much is public vs private cost?
4. Follow formal assessment policy
 - a. 25% City / 75% Private – Policy
 - b. Or via practice 75%+/- City / 25%+/- Private
5. Timing of implementation
6. Work into already tight City C.I.P.
7. 31 Streets with approximately 8,800 feet of centerline that are gravel roadway surfaces
 - a. Average roadway width of 32 feet - \$155/ft = \$1,364,000
 - b. C&G cost - \$28/ft = \$492,800
 - c. \$1,860,000+/-

- 8. 10 +/- unimproved road rights-of-way that have limited infrastructure improvement (gutter, pavement, etc.) 5,500 +/- feet
 - a. Much more expensive with the inclusion of sanitary sewer, storm sewer, water main, laterals and services along with other private utilities would need to also be included along with the building of the gravel roadway base.
 - b. Easily could be in excess of \$3M in improvements

For this particular request, DPW-Engineering will distribute a postcard survey to the property owners immediately adjacent to 15th Street and 16th Street west of Buchholz Street. The survey will inform property owners that a request has been received for roadway paving improvements and will explain that all costs associated with the proposed improvements would be 100% assessed to the adjacent property owners.

Property owners will be asked to respond either in support of or opposed to the proposed project. A non-response will be considered an affirmative response. The Committee indicated that at least 50% of the affected property owners would need to support the project in order for it to move forward. However, if advanced for annual budgeting or the formal assessment process, the project could still ultimately be postponed or canceled by action of the full City Council.

C. Right-of-Way Permit Discussion

Recently, it was brought to DPW’s attention that a private utility company had been placing notification markers within the public rights-of-way. These types of markers are typically used in more rural areas and are generally not utilized within urbanized areas.

As a result, DPW will be revising the right-of-way permit conditions to include a requirement prohibiting the placement of these types of private utility notification markers within the City.

D. Sidewalk Shoveling Appeal

1. Taylor Zalewski - 2534 45th Street

DPW received a request from Taylor Zalewski, 2534 45th Street, seeking to lower or rescind a snow sidewalk removal invoice related to the February 6th snowstorm event.

Upon review of the request, it was noted that the quantity of sidewalk reported to Engineering as having been cleared is not consistent with the available photo documentation, which shows that a portion of the sidewalk had, in fact, already been cleared by the property owner.

The property frontage is approximately 100 feet in length. Based upon the photographs, it appears that approximately 47 feet (+/-) of sidewalk had already been cleared, leaving approximately 53 feet (+/-) that were subsequently cleared by Public Works street crews.

At the established rate of \$1.25 per foot, the adjusted sidewalk snow removal cost would total approximately \$66.25.

E. Discussion regarding a potential future request from Cozy B’s to install a handicap accessibility ramp within the public right-of-way.

Director Heckenlaible stated that a request to encroach into the public right-of-way may be forthcoming and that he is awaiting further discussions with the Commercial Building Inspector regarding the matter.

F. Special Events / Parades

Director Heckenlaible provided a brief update indicating that DPW, along with other departments, may become more involved in helping to establish a safe experience for both participants and spectators at community events. This could potentially include the use of larger DPW vehicles within parade routes and at stationary events to serve as protective barriers and create a more comprehensive safety perimeter.

10. SET DATE, TIME, AND LOCATION FOR NEXT COMMITTEE MEETING

Proposed for Wednesday, June 3, 2026, at 5:15 pm

11. ADJOURNMENT : 7:19 pm

Doug Brandt made a motion to adjourn the meeting, seconded by Katherine Dahlke. Motion carried.

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



TWO RIVERS
WISCONSIN

ADVISORY RECREATION BOARD MEETING

Wednesday, May 20, 2026 at 6:00 PM

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

MINUTES

1. ROLL CALL

PRESENT: Council Rep Scott Stechmesser, Daniel Cortte, Chris Eggert-Rosenthal, Tom Lawler, Jennifer Watry, Doug Brandt-Council Rep, Jennifer Watry ABSENT: Erin Lamal, Jason Scharping, Travis Kadow, Erin Lamal

2. APPROVAL OF MINUTES

Motion made by Dan Cortte, Seconded by Tom Lawler.

3. CORRESPONDENCE - None

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

Marilee Hirvela congratulated the Parks & Recreation Department on a job well done during the recent storm cleanup efforts. She also expressed appreciation that the geraniums were planted in the cemetery.

Marilee commented on the perennial pilot program in Central Park, noting she hopes the plants will be placed in areas that receive more sunlight. She stated that perennials can be sensitive to sun versus shade conditions and expressed concern regarding who is selecting the plants and the level of maintenance and care that will be required. She also shared that she believes the pilot program should continue for more than one year.

Marilee also asked questions regarding the Lakeshore Community Foundation and whether the City would become involved with the organization for the Perpetual Care Flower Program. Her questions included whether participation could be discontinued in the future and what fees would be associated with the program.

Rusty Walesh stated that he had heard the perpetual care flower program may be discontinued and was interested in hearing more discussion about it during the meeting. Later in the meeting, Rusty shared how successful their volleyball tournament has been and noted that part of that success is due to the Community House facilities.

Paige Gerroll provided the Recreation Director with a list of deer-resistant perennials and recommendations on which plants would perform best in the cemetery setting.

Shawntel Hoffman voiced concerns that perennials may have a shorter bloom period. She commented that geraniums are very hardy plants and bloom for an extended period of time.

5. NEW BUSINESS

A. Discussion of 2027 Adventure Tri-Athlon Idea

Discussion took place regarding the possibility of creating a fun race event that would fit within the scope of the department, promote the City of Two Rivers, and serve as a fundraiser for department operations. The event would be fee-based to help reduce the need for sponsorships.

A proposed multi-sport race concept was discussed, including biking, trail running, and kayaking segments. Board members asked questions regarding staffing needs. It was noted that NEWP would assist with the water safety portion for the kayak segment, and staff hope to partner with an additional volunteer group as well. Due to the nature of the race, staffing needs are expected to be minimal.

It was also noted that similar races have become very popular in the Sheboygan area because they focus more on fun and participation rather than competition, making them a good introduction for first-time triathlon participants.

General board support was expressed for exploring an event of this nature further.

B. Discussion of Cemetery Perennial Flower Trial

- a. There are no ordinance changes being suggested at this time.
- b. The 2026 perpetual flower program will continue as planned.
- c. City Council has made no decisions regarding working with the Lakeshore Community Foundation.

Clarification was made that the department has a very motivated and knowledgeable volunteer assisting with additional perennial plantings in Central Park due to budget cutbacks affecting landscaping services this year.

It was also explained that a small section in Cemetery Section G, where no graves are currently located, has been marked off to test perennial plantings in a sunny area. The pilot area will allow cemetery staff to evaluate how the plants grow and practice mowing and maintenance around them during the trial program.

C. Discussion of cemetery tree planting and turf grass reduction idea

The Parks & Recreation Department is considering applying for a grant opportunity that would not require a financial match from the City. The grant would allow the department to explore long-term planning concepts for the cemetery aimed at reducing operating costs, increasing community benefit, and supporting sustainability efforts.

Concepts discussed included reducing some turf grass areas and replacing them with well-maintained and curated native plant zones, along with additional trees and walking paths to promote the area as a quiet recreational space.

Board discussion included questions regarding whether the concept could potentially add costs rather than reduce them, as well as concerns about where current mulch, tree, and snow piles would be relocated if changes were made to existing turf areas. Other board members expressed interest in exploring the idea further since the planning effort would come at no cost to the City through the grant opportunity.

7. DIRECTOR'S REPORTS

a. Program and Event Updates

Senior Center: See attached presentation for detailed April registration numbers and dates. May Events: Holland Tulip Time Trip, Senior Center Rummage Sale, Tie Blanket Work session, Rock Painting class, and Chatting with the Chiefs.

Programs:

- **Softball:** 63 participants across 5 teams (Ponytail, Single A, Double A); games begin this week.
- **Baseball:** 60 participants across 5 teams (Peanut, Peewee, PONY); games begin next week.
- **T-Ball:** 39 participants (5/6 program) and 30 participants (4K program).
- **Youth Nights:** Held at TRHS varsity games (Softball 5/12, Baseball 5/14).
- **Registration:** Open for summer soccer camps, 4-week sports camps, and adult yoga.
- **Equipment:** Two new pitching machines purchased for baseball and softball programs.
- **Farmers Market:** 33 vendors, highest participation to date.
- **Youth Track:** 50 participants; program concluded this week.
- **Summer School Swimming:** 136 participants.
- **Summer Dance:** Registration is open.

Special Events:

New this year: Battle of the Bars event to help raise funds for the 4th of July fireworks, 50-Year Time Capsule Opening scheduled for July 4, Bites on the Beach food truck rally planned for August 22 at the beach.

b. Parks and Facilities Updates

Storm (5/17/26) Damage Update: A conservative estimate indicates the loss of over 200 trees throughout Parks & Recreation parks and properties. Additional damage was reported to facilities including the Vietnam Ballfield dugout, the Magee green space storage building, and several fences. Total damages are estimated to exceed \$100,000.

c. Planning and Grants Updates

Save the dates were shared for upcoming planning and grant-related opportunities:

8. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS

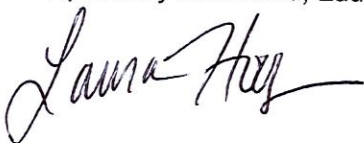
None

9. NEXT MEETING - June 10, 2026

10. ADJOURNMENT

Motion made by Dan Cortte, Seconded by Jennifer Watry.

Respectfully submitted, Laura Hooper, Parks & Recreation Office Manager





EXPLORE TWO RIVERS MEETING OF THE BOARD OF DIRECTORS

Thursday, May 21, 2026, at 9:00 a.m.

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

MINUTES

1. CALL TO ORDER

The meeting was called to order at 9 a.m. by the Board chair, Michael Ditmer.

2. **ROLL CALL:** Michael Ditmer, Curt Andrews, Melissa Nyssen, Cherry Barbier, Mike Mathis, and Lyssa Schmidt. Absentees included Amanda Latour and Erin Dembski. Staff attended included Caitlyn Meola. Guests included Kyle Kordell, Jeff Sachse, and Kevin Stoer.

3. **APPROVAL OF APRIL BOARD MEETING MINUTES:** The Board reviewed the minutes of the April 2026 meeting. A motion was made by Mike Mathis and seconded by Cherry Barbier to adopt the minutes.

4. NATIONAL TRAVEL AND TOURISM RECAP

- **National Travel and Tourism Week Celebration:** The Board reviewed the recent National Travel and Tourism Week event, noting high levels of satisfaction with the local, community-focused approach and the successful engagement of vendors and attractions. The group discussed potential improvements for future events, including extending the social hour to allow for better vendor interaction, ensuring attendees have enough time to visit with participants, and the idea of rotating future event venues to different local sites.

5. VISITOR GUIDE

- **Visitor Guide 2027:** Director Meola announced that Visit Manitowoc plans to publish its own visitor guide for 2027 to pursue their own brand identity
- **Digital and Print:** Data was presented on direct guide requests from Explore Two Rivers, noting that for quarters one and two, there were 87 total individual requests, with 64 coming from Destinations Wisconsin and 23 directly via the website. 60% of these requests originated from outside Wisconsin, supporting the need for out-of-market advertising. As of May 20, 2026, 25,500 guide pieces had been distributed across 129 locations, including hotels, libraries, and visitor centers, demonstrating that printed guides remain a vital resource for visitors planning trips from home. It was recommended to maintain a one-year printed individual guide for Explore Two Rivers for 2027.
- **Sister City Partnerships:** During the discussion on content, the board reached a consensus that while the guide should feature Two Rivers, it should not be exclusively focused on the town but should also include broader regional attractions, such as Manitowoc, Kewaunee, and Mishicot, to maintain maximum appeal for visitors.
- **Budget Impact:** The board formally moved to proceed with an independent Two Rivers visitor guide for 2027. They approved earmarking \$10,000 of room tax funds as a base for the project, with the understanding that total costs could reach \$20,000 depending on final print quantities and offset by ad revenue, and they agreed to maintain distribution levels comparable to previous years to remain competitive. Michael Ditmer made the official motion to approve the individual 2027 visitor guide; Curt Andrews seconded the motion.

6. I LOVE TR NEXT STEPS

- **Workshops Recap:** The board debriefed on the recent workshops conducted by guest speaker, Ryan Short. The discussion turned to terminology and training, with suggestions to avoid the term "brand" to prevent negative community perceptions and instead focus on "community ambassadors," along with a plan to develop onboarding documentation to help new employees understand the community's history and the economic value of tourism.
- **Next Community Meeting:** The board discussed scheduling the next "I Love Two Rivers" ambassador meeting for late June to maintain momentum. They explored ways to integrate "I Love Two Rivers" branding into upcoming summer events, such as concerts, the farmers market, and the parade, using banners and portable yard signs.

7. DIRECTOR'S UPDATE

- **Budget Update - Revenue Performance:** Room Tax Treasurer Curt Andrews presented an up-to-date budget report, noting that while room tax revenue experienced a slow start in January and February, performance improved in March, with an expectation of seasonal growth through September. There was a decision to exclude RV campsite revenue from current forecasts due to uncertainty, and the reallocation of travel expenses was brought back to the original \$2,600 approved budget amount due to upcoming outreach opportunities. It was noted that the previously budgeted \$25,000 commitment for a concession stand was removed from the budget because the anticipated grant did not materialize, though it remains a potential priority for future funding if matching opportunities are identified.
- **Mid-West Marketplace Update:** Caitlyn Meola reported on attending the Midwest Marketplace conference in La Crosse, where she engaged with approximately 35 tour operators to promote Two Rivers. Future travel plans include attending the Wisconsin Association of Senior Centers event in October, which is considered a high-priority opportunity for securing future group tour bookings.
- **Business Partnerships and Digital Engagement:** Director Meola described a new initiative partnering with Rick Carey at Cobblestone to include a QR code on materials in hotel rooms, allowing guests to scan for curated information about Explore Two Rivers. This project also involves collaboration with Sepia, aiming to provide non-local visitors with easy access to digital guides and local activities.
- **77" Tall Ship Excitement:** It was confirmed that the historic tall ship "Inland Seas" will officially dock in Two Rivers from July 27 to July 28 with a handful of students. Logistics regarding the itinerary are currently pending, as this was organized with NOAA, the marine sanctuary.
- **Marketing Updates:** Meola updated the board on current marketing efforts, including the launch of TikTok and LinkedIn accounts for Explore Two Rivers. Future strategy involves focusing on sponsored social media advertising and creating content across TikTok, Facebook, and Instagram reels to reach and engage with a broader audience.
- **Promotional Activities:** Mike Mathis announced they will be featured on a few episodes for Discover Wisconsin, with a kayaking segment scheduled for June.
- **Community Map Updates:** The participants discussed the condition of community maps located at the Mars Trail and the beach. Caitlyn Meola identified that the current posters are outdated and require a reprint. They noted that Sean has provided an updated map, and they will proceed with the reprint to ensure the information slots are current.
- **Secretary Resignation and Recruitment:** Caitlyn Meola shared the resignation letter from board member Todd Milton and presented a draft job description for the vacant secretary position, to be filled by an existing member or otherwise open to the public.

8. **ADJOURNMENT.** Curt Andrews initiated the motion to adjourn the meeting. Mike Mathis seconded the motion. All in favor. Meeting adjourned at 11:01 am.

Respectfully submitted,
Caitlyn Meola, Tourism Director



MINUTES

1. CALL TO ORDER

Pam Wargin called the meeting to order at 12:00 PM.

2. ROLL CALL

Present: Bill Kiel, Joanne Kouba, Gina Krahn, Theresa Kronforst, Marv Moore, Pam Wargin

Excused: Melvin Mazariegos

3. REVIEW OF BUSINESS IMPROVEMENT DISTRICT/ PUBLIC INPUT

Members of the public and business owners who are in the BID discussed many questions and concerns. City staff distributed a map and FAQ document which outlined answers to questions regarding the BID. The main concern from the public included questioning why the BID exists and how they benefit from it. A few in attendance voiced frustrations on a variety of topics extending beyond the BID discussion, including taxes in general, downtown revitalization efforts, property assessments, and AI data centers. Many of these topics are outside the scope of this meeting. The primary focus of the meeting is on changes to the BID map boundaries. A few members of the public want the boundaries to be more restrictive and are not interested in being within the BID. Others in attendance saw the benefit and want to be in the BID. People also questioned whether the residential homes on 22nd Street should be excluded, which upon further evaluation is not in the BID. The public also had dissatisfaction with the Main Street Board and would like a future meeting with them involved.

Public comment was closed at 12:40 pm.

4. CONSIDER AMENDING BUSINESS IMPROVEMENT DISTRICT BOUNDARIES WITH RECOMMENDATION TO THE PLAN COMMISSION AND CITY COUNCIL

The Business Improvement District Board explained that the purpose of the BID is to determine the levy percentage. As for action at today’s meeting, the Board is looking at expanding the boundaries for the BID. This could have positive impacts on business owners, whereas if the BID is expanded, people could potentially pay less. The Board explained that the map being presented is not clear enough to move forward.

A motion was made to reconsider the boundaries with a clearer map at a future meeting.

Motion made by Kiel, seconded by Kronforst.

Motion carried with a voice vote.

5. ADJOURNMENT

Bill Kiel motioned to adjourn at 1:00 pm, seconded by Wargin. All in favor.

Respectfully submitted, Adam Taylor, Recording Secretary

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

Section 9, Item C.

Please take notice that the following applications have been received and are on file in the office of the CITY CLERK of the CITY OF TWO RIVERS for intoxicating liquor, fermented malt beverage, wine, and beer gardens for the year ending the 30th day of June, 2027. Publication is being made in accordance with 125.04(3)(g) of the Wisconsin Statutes. The applicants will be considered for approval at the City Council meeting on June 1, 2026.

Combination Class “A” Beer & “Class A” Liquor:

Walgreen Co, 2206 Washington St., - Eric Smith, Agent (dba Walgreens #091966)

Combination Class “B” Beer & “Class B” Liquor:

Lonz’s Tannery Club, 4317 Tannery Rd., - Megan Neuman, Agent (dba Tannery Club)

Casa Mexico Restaurant LLC, 1513 Washington St., Marco LaPorta (dba Casa Mexico Restaurant)

The Spruce Lodge LLC, 1110 30th St., Patricia Finlan, Agent (dba The Spruce Lodge)

Tworiverspub LLC, 1822 Adams St., Kenneth Del Valle, Agent (dba Ken’s Place)

Uncorked Book Lounge LLC, 1610 Washington St., Carrie Paczkowski, Agent (dba Uncorked Book Lounge)

Dated this 28th Day of May, 2026.

Amanda Baryenbruch, City Clerk

Published in the Herald Times Reporter on June 1-3, 2026

Cigarette Licensing for City Council 06/01/2026

Walgreen Co. 2206 Washington St., Eric Smith, Agent (dba Walgreens #091966)



**TWO
RIVERS**
WISCONSIN

**PROCLAMATION
SUNDAE THURSDAY**

WHEREAS, the first ice cream sundae was created in a Two Rivers ice cream parlor, by Ed Berners in 1881; and

WHEREAS, Two Rivers is recognized in the National Register of Historic Places as the Birthplace of the Ice Cream Sundae; and

WHEREAS, the Two Rivers Parks & Recreation Department, along with the entire community will celebrate the creation of the ice cream sundae on Thursday, June 25, 2026, with a band concert and old fashion ice cream social in Central Park.

- Music by the TR Community Band, in Central Park on Thursday, June 25, 6:45pm to 8:00pm;
- Samples of homemade ice cream, an ice cream sundae eating contest, inflatables and children’s games in Central Park, on Thursday, June 26 from 5:30-8:00pm.

NOW, THEREFORE, BE IT RESOLVED that Thursday, June 25, 2026, be designated as **SUNDAE THURSDAY** in Two Rivers in commemoration of this city’s contribution to ice cream sundae lovers worldwide.

Dated the 1st day of June 2026.

City Council member

Kyle Kordell, City Manager

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	1.7916	x	319	x	8.34	=	4,762
February	1.5933	x	378	x	8.34	=	5,028
March	2.5505	x	284	x	8.34	=	6,041
April	2.7459	x	230	x	8.34	=	5,277
May	2.5182	x	198	x	8.34	=	4,168
June	2.2198	x	204	x	8.34	=	3,769
July	2.6914	x	187	x	8.34	=	4,200
August	2.3664	x	226	x	8.34	=	4,454
September	1.8574	x	241	x	8.34	=	3,730
October	1.6023	x	253	x	8.34	=	3,383
November	1.4867	x	255	x	8.34	=	3,165
December	1.5185	x	285	x	8.34	=	3,614

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	3.07	x	90	=	2.763
		x	100	=	3.07
Design BOD, lbs/day	4097	x	90	=	3687.3
		x	100	=	4097

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	1	1
February	1	0	0	1	1
March	1	0	0	1	1
April	1	0	0	1	1
May	1	0	0	1	1
June	1	0	0	1	0
July	1	0	0	1	1
August	1	0	0	1	1
September	1	0	0	1	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	9	7
Points		0	0	27	14
Total Number of Points					41

41

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 2025

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
 Yes Enter last calibration date (MM/DD/YYYY)

2025-10-08

No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

Yes

No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

Yes

No

If Yes, please explain:

We are working with Riverside Foods to reduce BOD loadings rather than pursuing enforcement actions.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

Yes

Yes

Yes

No

No

No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

Yes gallons

No

Holding Tanks

Yes gallons

No

Grease Traps

Yes gallons

No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

Yes

No

If yes, describe the situation and your community's response.

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Operational problems were experienced due to excessive loading from Riverside Foods. The waste is high in BOD and Suspended Solids.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

- Yes
- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Landfill leachate is pumped continuously to the Sanitary Sewage Collection system.

Total Points Generated	41
Score (100 - Total Points Generated)	59
Section Grade	F

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per. 5/13/2026 **2025**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	19	1	0	0
February	30	27	11	1	0	0
March	30	27	10	1	0	0
April	30	27	7	1	0	0
May	30	27	6	1	0	0
June	30	27	5	1	0	0
July	30	27	5	1	0	0
August	30	27	6	1	0	0
September	30	27	7	1	0	0
October	30	27	6	1	0	0
November	30	27	6	1	0	0
December	30	27	8	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 **2025**

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?
 Yes
 No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?
 Yes
 No
 N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	10	1	0	0
February	30	27	5	1	0	0
March	30	27	3	1	0	0
April	30	27	2	1	0	0
May	30	27	3	1	0	0
June	30	27	3	1	0	0
July	30	27	3	1	0	0
August	30	27	4	1	0	0
September	30	27	6	1	0	0
October	30	27	5	1	0	0
November	30	27	8	1	0	0
December	30	27	6	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	31	31	.541	0	.482	.34	.66	.786	0
February	31	31	.788	0	.488	.924	.578	1.16	0
March	31	31	1.112	0	1.116	.98	1.714	.726	0
April	30	31	.477	0	.444	.782	.332	.398	0
May									0
June									0
July									0
August									0
September									0
October									0
November	31	31	.115	0	.128	.128	.112	.112	0
December	31	31	.239	0	.08	.078	.224	.238	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.522	1	0
February	1	0.221	1	0
March	1	0.166	1	0
April	1	0.101	1	0
May	1	0.097	1	0
June	1	0.235	1	0
July	1	0.211	1	0
August	1	0.216	1	0
September	1	0.287	1	0
October	1	0.475	1	0
November	1	0.268	1	0
December	1	0.225	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

836.3 acres

2.1.2 How many acres did you use?

acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

0

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Outfall No. 003 - CAKE SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	<6.8			<4.6			<6.9			8.4				0	0
Cadmium		39	85	.77			.5			.74			.84				0	0
Copper		1500	4300	370			350			400			450				0	0
Lead		300	840	20			18			23			25				0	0
Mercury		17	57	.74			<.31			.72			.82				0	0
Molybdenum	60		75	7.7			9.3			8.4			8.3			0		0
Nickel	336		420	17			17			19			20			0		0
Selenium	80		100	<13			<8.8			<13			<11			0		0
Zinc		2800	7500	580			520			710			790				0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2025 - 12/31/2025
Density:	73,584
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Primary and secondary sludge are fed to one of two digesters. Sludge is heated to 101 degrees and mixed continually.

0

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2025 - 06/30/2025
Density:	0
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Aerobic Digestion
Process Description:	Primary and secondary sludge are fed to one of two digesters. Sludge is heated to 101 degrees and mixed continually.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2025 - 09/30/2025
Density:	73,584
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Primary and secondary sludge are fed to one of two digesters. Sludge is heated to 101 degrees and mixed continually.

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2025 - 03/31/2025
Density:	25,879
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Aerobic Digestion
Process Description:	Primary and secondary sludge are fed to one of two digesters. Sludge is heated to 101 degrees and mixed continually.

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 **2025**

Outfall Number:	003
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2025 - 12/31/2025
Density:	74,817
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Samples are collected from the screw press while the press is running.

0

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Method Date:	08/06/2025
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	58.2

Outfall Number:	002
Method Date:	04/01/2025
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	56.8

Outfall Number:	002
Method Date:	08/06/2025
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	58.2

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Outfall Number:	003		
Method Date:	01/30/2025		
Option Used To Satisfy Requirement:	Volatile Solids Reduction		
Requirement Met:	Yes		
Land Applied:	No		
Limit (if applicable):	>= 38		
Results (if applicable):	74.4		
Outfall Number:	003		0
Method Date:	10/15/2025		
Option Used To Satisfy Requirement:	Volatile Solids Reduction		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):	>= 38		
Results (if applicable):	54.9		
5.2 Was the limit exceeded or the process criteria not met at the time of land application?			
<input type="radio"/> Yes (40 Points) <input checked="" type="radio"/> No If yes, what action was taken? <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>			
6. Biosolids Storage			
6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?			
<input checked="" type="radio"/> >= 180 days (0 Points) <input type="radio"/> 150 - 179 days (10 Points) <input type="radio"/> 120 - 149 days (20 Points) <input type="radio"/> 90 - 119 days (30 Points) <input type="radio"/> < 90 days (40 Points) <input type="radio"/> N/A (0 Points) 6.2 If you checked N/A above, explain why. <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>			
7. Issues			
7.1 Describe any outstanding biosolids issues with treatment, use or overall management:			
<div style="border: 1px solid black; padding: 5px;">None</div>			

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 2025

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system● Computer system○ Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">● Excellent○ Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

Compliance Maintenance Annual Report

Section 9, ItemG.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.

5/13/2026

2025

The plant is maintained by a qualified mechanic who has access to detailed O&M manuals and a comprehensive preventative maintenance system. All tasks and repairs are recorded in the Plant Maintenance System.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per. 5/13/2026 **2025**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

DAVID A CASEBEER

Certification No:

31562

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	X	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- Yes
- No
- N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- Yes
- No
- N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

<input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) If "None of the above" is selected, please explain: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

<p>4. Continuing Education Credits</p> <p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>OIT and Basic Certification:</p> <ul style="list-style-type: none"> <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. <p>Advanced Certification:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year. 	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting For:
5/13/2026 **2025**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Kasandra Paider"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(920)793-7274"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="kaspai@two-rivers.org"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2025"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2024"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 150px;" type="text" value="1,176,392.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,176,392.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,176,392.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,176,392.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="1,176,392.00"/>											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="1,176,392.00"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>											

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 2025

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 1,176,392.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 1,176,392.00

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 **2025**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	7,642	
February	5,914	
March	6,466	
April	9,718	
May	7,718	
June	7,592	
July	7,615	
August	7,324	
September	6,892	
October	5,016	
November	4,983	
December	5,756	
Total	82,636	0
Average	6,886	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 **2025**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None at present.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	116,634	55.54	2,100	147.62	790	79
February	120,700	44.61	2,706	140.78	857	70
March	104,421	79.07	1,321	187.27	558	78
April	118,953	82.38	1,444	158.31	751	51
May	118,855	78.06	1,523	129.21	920	18
June	112,615	66.59	1,691	113.07	996	1
July	98,734	83.43	1,183	130.20	758	1
August	104,198	73.36	1,420	138.07	755	1
September	99,929	55.72	1,793	111.90	893	1
October	92,004	49.67	1,852	104.87	877	16
November	99,354	44.60	2,228	94.95	1,046	41
December	106,046	47.07	2,253	112.03	947	75
Total	1,292,443	760.10		1,568.28		432
Average	107,704	63.34	1,793	130.69	846	36

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 2025

Methane Gas Boiler

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

None at present.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.

5/13/2026

2025

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 2025

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per. 5/13/2026 2025

A description of routine operation and maintenance activities (see question 2 below)
 Capacity assessment program
 Basement back assessment and correction
 Regular O&M training
 Design and Performance Provisions [NR 210.23 (4) (e)]
 What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 Construction, Inspection, and Testing
 Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]
 Does your emergency response capability include:
 Responsible personnel communication procedures
 Response order, timing and clean-up
 Public notification protocols
 Training
 Emergency operation protocols and implementation procedures
 Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 Special Studies Last Year (check only those that apply):
 Infiltration/Inflow (I/I) Analysis
 Sewer System Evaluation Survey (SSES)
 Sewer Evaluation and Capacity Management Plan (SECAP)
 Lift Station Evaluation Report
 Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="52.3"/>	% of system/year
Root removal	<input type="text" value="1.9"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="4.0"/>	% of system/year
Manhole inspections	<input type="text" value="52.3"/>	% of system/year
Lift station O&M	<input type="text" value="13"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1.0"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0.8"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="3.8"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0.9"/>	% of private services

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting For:
5/13/2026 2025

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

28.49	Total actual amount of precipitation last year in inches
31	Annual average precipitation (for your location)
65.39	Miles of sanitary sewer
19	Number of lift stations
0	Number of lift station failures
4	Number of sewer pipe failures
4	Number of basement backup occurrences
35	Number of complaints
2.073	Average daily flow in MGD (if available)
2.545	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.06	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.06	Basement backups (number/sewer mile)
0.54	Complaints (number/sewer mile)
1.2	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

Compliance Maintenance Annual Report

Section 9, ItemG.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.

5/13/2026

2025

<p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <p>I/I was similar to previous years.</p> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <p>Repairs and improvements are being implemented to correct known deficiencies.</p>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per.
5/13/2026 **2025**

Grading Summary

WPDES No: 0026590

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	F	0	3	0
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	136
GRADE POINT AVERAGE (GPA) = 3.68				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Section 9, Item G.

Two Rivers Wastewater Treatment Facility

Last Updated: Reporting Per:
5/13/2026 2025

Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text" value="City of Two Rivers"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = F

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.68

CITY OF TWO RIVERS

**COMPLIANCE MAINTENANCE RESOLUTION
FOR WASTEWATER TREATMENT PLANT**

WHEREAS, the Wisconsin Department of Natural Resources requires each owner of a wastewater treatment facility in Wisconsin to submit a Compliance Maintenance Annual Report; and

WHEREAS, the City of Two Rivers' Compliance Maintenance Annual Report for 2025 has been provided to and reviewed by the City Council at its meeting on this date;

NOW, THEREFORE, BE IT RESOLVED, that the City of Two Rivers informs the Department of Natural Resources that the following actions have been taken by the City Council:

1. Reviewed the Compliance Maintenance Annual Report, which is attached to this resolution.
2. By previous action, included the necessary funds in the City's budget and has taken the necessary actions for maintaining compliance with the City's Wisconsin Pollutant Discharge Elimination System permit.
3. Passed this resolution by a vote of the City Council of the City of Two Rivers on the 1st day of June 2026.

AND BE IT FURTHER RESOLVED, that the Director of Public Works is hereby instructed to provide a copy of this resolution to the Department of Natural Resources along with the Compliance Maintenance Annual Report.

Adopted this 1st day of June 2026.

Councilmember

Kyle Kordell
City Manager

**CITY OF TWO RIVERS
RESOLUTION**

Resolution Waiving Building Permit Fees for Storm-Related Repairs in the City of Two Rivers, Wisconsin, based on the recommendation of the City Manager

WHEREAS, a severe storm on May 17, 2026 caused significant property damage within the City of Two Rivers; and

WHEREAS, the City Council finds it is in the public interest to support residents and local businesses in their recovery and rebuilding efforts; and

WHEREAS, alleviating the financial burden of municipal fees will expedite essential repairs and ensure the safety of the community;

IT IS RESOLVED, by the City Council of the City of Two Rivers that:

1. Municipal building permit fees for structural, electrical, and plumbing repairs directly resulting from the recent storm are hereby waived; and
2. This fee waiver is applied retroactively to all applicable building permits issued on or after May 18, 2026; and
3. This fee waiver shall remain in effect through the end of June, officially expiring on June 30, 2026; and
4. The City Clerk and the Community Development Services Department shall coordinate to verify that proposed work qualifies as a storm-related repair under this resolution.

Adopted by the Council of the City of Two Rivers, Manitowoc County, Wisconsin this 1st day of June 2026.

Scott Stechmesser
City Council President

Kyle Kordell
City Manager

Neshotah Park Signage Project

Bid Tabulation

ITB Issued: April 24, 2026

Questions Due: May 15, 2026, by 4:00 PM CDT

Addendum Issued (if needed): No later than May 18, 2026

Bids Due: May 27, 2026, at 1:00 PM CDT

Proposal Review by Staff: May 27, 2026, at 1:00 PM CDT

City Council Award: June 1, 2026

Signs Plus

Lump Sum Based Bid = \$51,257

Graphic House Inc.

Lump Sum Based Bid = \$333,781.59

LaCrosse Sign Group

Lump Sum Based Bid = \$194,378

Michaels's Signs Inc.

Lump Sum Based Bid = \$123,900

Signs Plus

Section 10, Item A.

Bidders shall provide unit pricing and total cost for each sign type listed below:

1. Gateway Signs

Quantity: 2
Cost per Unit: \$ 4675
Total Cost: \$ 9,350

Description of materials, construction method, and assumptions:

Poured concrete foundation will rise 8" above grade. (3) 8" x 8" post mounting hardware brackets will be installed for the posts to be anchored to the foundation. Treated posts will be installed to the brackets with proper screws/hardware. Direct printed aluminum composite panels will be face mounted to all three treated posts using pole barn screws. Post caps will be installed to each post top.

2. Auto Directional and Parking Signs

Quantity: 7
Cost per Unit: \$ 2436
Total Cost: \$ 17,052

Description:

Poured concrete foundation will rise 8" above grade. (3) 6" x 6" post mounting hardware brackets will be installed for the posts to be anchored to the foundation. Treated posts will be installed to the brackets with proper screws/hardware. Direct printed ACM will be face screwed to all treated posts using pole barn screws. Post cap matching post mounting hardware will be installed.

3. Orientation Kiosks

Quantity: 5
Cost per Unit: \$ 1689
Total Cost: \$ 8445

Description:

Poured concrete foundation will rise 8" above grade. (2) 6" x 6" post mounting hardware brackets will be installed for the posts to be anchored to the foundation. Treated posts will be installed to the brackets with proper screws/hardware. Direct printed ACM will be face screwed to treated wood supports using pole barn screws. Post caps and support plates matching post mounting hardware will be installed.

4. Pedestrian Directional

Quantity: 10
Cost per Unit: \$ 1152
Total Cost: \$ 11,520

Description:

Poured concrete foundation will rise 8" above grade. 6" x 6" post mounting hardware brackets will be

installed for the posts to be anchored to the foundation. Treated posts will be installed to the brackets with proper screws/hardware. Direct printed ACM will be face screwed to treated wood supports using pole barn screws. Post cap matching post mounting hardware will be installed.

5. Info Posts

Quantity: 6
Cost per Unit: \$ 740
Total Cost: \$ 4,440

Description:

Poured concrete foundation will rise 8" above grade. A 6" x 6" post mounting hardware bracket will be installed for the post to be anchored to the foundation. Treated post will be installed to the bracket with proper screws/hardware. Direct printed ACM will be face screwed to treated post using pole barn screws. Post cap matching post mounting hardware will be installed.

6. Other (if applicable – specify): Potential Computer Design

Quantity: 6
Cost per Unit: \$ 75
Total Cost: \$ 450

Description:

Help with potential design of panel signs - making adjustments to customer supplied artwork or creating a template from scratch. Design time is billed hourly.

Part B: Total Base Bid

- **TOTAL LUMP SUM BASE BID (Sum of Part A):** \$ 51,257

4. Bid Award Criteria and Bidder Qualifications

The contract will be awarded to the lowest responsive and responsible bidder.

Responsive means the bid is submitted on time, is completely filled out, includes all required component cost estimates, and complies with all instructions in this ITB.

Responsible means the bidder demonstrates the capability, experience, and integrity to successfully complete the project. To determine responsibility, the City reserves the right to require the apparent low bidder to submit the following within 48 hours of the bid opening:

- Experience: Evidence of completing at least three (3) similar municipal or commercial signage projects within the last five (5) years.

Bidders shall provide unit pricing and total cost for each sign type listed below:

1. Gateway Signs

Quantity: 2
Cost per Unit: \$ 21,665.18
Total Cost: \$ 43,330.36

Description of materials, construction method, and assumptions:

Formed aluminum cabinets painted with 3M vinyl graphics, cedar support poles, aluminum caps and bases,
painted. Custom formed concrete base with snow fence impression. Sizes per specifications.

2. Auto Directional and Parking Signs

Quantity: 7
Cost per Unit: \$ 16,664.80
Total Cost: \$ 116,653.60

Description:

Aluminum blade panels painted with 3M vinyl graphics. Aluminum panels with 3M vinyl info graphic. Cedar
support poles. Wayfinding graphic on composite, aluminum caps and bases, painted. Custom formed
concrete base with snow fence impression. Sizes per specifications.

3. Orientation Kiosks

Quantity: 5
Cost per Unit: \$ 12,915.79
Total Cost: \$ 64,578.95

Description:

Orientation kiosk, formed aluminum frame wayfinding graphic with 3M vinyl graphics, aluminum panels with
3M vinyl info graphic. Cedar supports and cross supports, aluminum caps and bases, painted. Custom
formed concrete base with snow fence impression. Sizes per specifications.

4. Pedestrian Directional

Quantity: 10
Cost per Unit: \$ 8,457.80
Total Cost: \$ 84,578.00

Description:

Pedestrian directional, aluminum blade panels, painted with 3M vinyl graphics. Cedar support poles.

Wayfinding graphic panel, aluminum caps and bases. Custom formed concrete base with snow fence impression.

Sizes per specifications.

5. Info Posts

Quantity: 6

Cost per Unit: \$ 4,106.78

Total Cost: \$ 24,640.68

Description:

Aluminum panels painted with 3M vinyl graphics. Cedar support poles. Wayfinding graphic panel to wrap

four sides, painted. Custom formed concrete base with snow fence impression. Sizes per specifications.

6. Other (if applicable – specify): N/A

Quantity: _____

Cost per Unit: \$ _____

Total Cost: \$ _____

Description:

Part B: Total Base Bid

- **TOTAL LUMP SUM BASE BID (Sum of Part A):** \$ 333,781.59

4. Bid Award Criteria and Bidder Qualifications

The contract will be awarded to the lowest responsive and responsible bidder.

Responsive means the bid is submitted on time, is completely filled out, includes all required component cost estimates, and complies with all instructions in this ITB.

Responsible means the bidder demonstrates the capability, experience, and integrity to successfully complete the project. To determine responsibility, the City reserves the right to require the apparent low bidder to submit the following within 48 hours of the bid opening:

- Experience: Evidence of completing at least three (3) similar municipal or commercial signage projects within the last five (5) years.

La Crosse Sign Group

Section 10, Item A.

Bidders shall provide unit pricing and total cost for each sign type listed below:

1. Gateway Signs

Quantity: 2

Cost per Unit: \$ 13,626.00

Total Cost: \$ 27,252.00

Description:

- 8x8 treated posts, 1/8" aluminum sheet, 3-M standard HP vinyl, Matthews sign grade paint- satin finish,
 - Aluminum post caps, Powder-coated steel support brackets, Custom concrete forms for snow fence effect, concrete footings, soil removal, and exposed fasteners to secure all components.
 - Install in customer-approved locations—final production drawings to be provided upon approval.
-

2. Auto Directional and Parking Signs

Quantity: 7

Cost per Unit: \$ 8,568.00

Total Cost: \$ 59,976.00

Description:

- 6x6 treated posts, 1/4" aluminum plate, 1/8" aluminum sheet, 3-M standard HP vinyl, Matthews sign grade paint
 - Aluminum post caps, Powder-coated steel support brackets, Custom concrete forms for snow fence effect, concrete footings, soil removal, and exposed fasteners to secure all components.
 - Install in customer-approved locations—final production drawings to be provided upon approval.
-

3. Orientation Kiosks

Quantity: 5

Cost per Unit: \$ 10,728

Total Cost: \$53,640.00

Description:

- 4x4 treated posts, 1/8" .090 aluminum sheet, 3-M standard HP vinyl, 3m Digital prints with premium laminate, Matthews sign grade paint - satin finish,
 - Aluminum post caps, Powder-coated steel support brackets, Custom concrete forms for snow fence effect, concrete footings, soil removal, and exposed fasteners to secure all components.
 - Install in customer-approved locations—final production drawings to be provided upon approval.
-

4. Pedestrian Directional

Quantity: 10
Cost per Unit: \$ 3,956.00
Total Cost: \$ 39,560.00

Description:

- 6x6 treated posts, 1/4" aluminum plate, 1/8" aluminum sheet, 3-M standard HP vinyl, 3m Digital prints with premium laminate, Matthews sign grade paint - satin finish
- Aluminum post caps, Powder-coated steel support brackets, Custom concrete forms for snow fence effect, concrete footings, soil removal, and exposed fasteners to secure all components.
- Install in customer-approved locations—final production drawings to be provided upon approval.

5. Info Posts - ALT 1 BASE

Quantity: 6
Cost per Unit: \$ 2,325.00
Total Cost: \$13,950.00

Description:

- 6x6 treated posts, 1/8" aluminum sheet, 3-M standard HP vinyl, Matthews sign grade paint - satin finish
- Direct bury, concrete footings, soil removal, and exposed fasteners to secure all components.
- Install in customer-approved locations—final production drawings to be provided upon approval.

6. Other - Info Post - ALT 2

Quantity: 6
Cost per Unit: \$ 3727.00
Total Cost: \$22,362.00

Description:

- 6x6 treated posts, 1/8" aluminum sheet, 3-M standard HP vinyl, Matthews sign grade paint - satin finish
- Aluminum post caps, Powder-coated steel support brackets, Custom concrete forms for snow fence effect, concrete footings, soil removal, and exposed fasteners to secure all components.
- Install in customer-approved locations. Final production drawings to be provided upon approval

Total Base Bid

- TOTAL LUMP SUM BASE BID (Sum of Part A): \$ 194,378.00
- INFO POST ALT 2 NOT INCLUDED IN TOTAL LUMP SUM

Michaels Signs Inc

Section 10, Item A.

Bidders shall provide unit pricing and total cost for each sign type listed below:

1. Gateway Signs

Quantity: 2
Cost per Unit: \$ 8200
Total Cost: \$ 16,400.00

Description of materials, construction method, and assumptions:

1/8" Aluminum Sign Faces, Masked, Painted, Vinyl Applications, Treated Timber and
Concrete Base/Foundations

2. Auto Directional and Parking Signs

Quantity: 7
Cost per Unit: \$ 6000
Total Cost: \$ 42,000.00

Description:

" "

3. Orientation Kiosks

Quantity: 5
Cost per Unit: \$ 4900
Total Cost: \$ 24,500.00

Description:

" "

4. Pedestrian Directional

Quantity: 10
Cost per Unit: \$ 2990
Total Cost: \$ 29,900.00

Description:

" "

5. Info Posts

Quantity: 6
Cost per Unit: \$ 1850
Total Cost: \$ 11,100.00

Description:

" "

6. Other (if applicable – specify): _____

Quantity: _____
Cost per Unit: \$ _____
Total Cost: \$ _____

Description:

Part B: Total Base Bid

- **TOTAL LUMP SUM BASE BID (Sum of Part A):** \$ 123,900.00

4. Bid Award Criteria and Bidder Qualifications

The contract will be awarded to the lowest responsive and responsible bidder.

Responsive means the bid is submitted on time, is completely filled out, includes all required component cost estimates, and complies with all instructions in this ITB.

Responsible means the bidder demonstrates the capability, experience, and integrity to successfully complete the project. To determine responsibility, the City reserves the right to require the apparent low bidder to submit the following within 48 hours of the bid opening:

- Experience: Evidence of completing at least three (3) similar municipal or commercial signage projects within the last five (5) years.



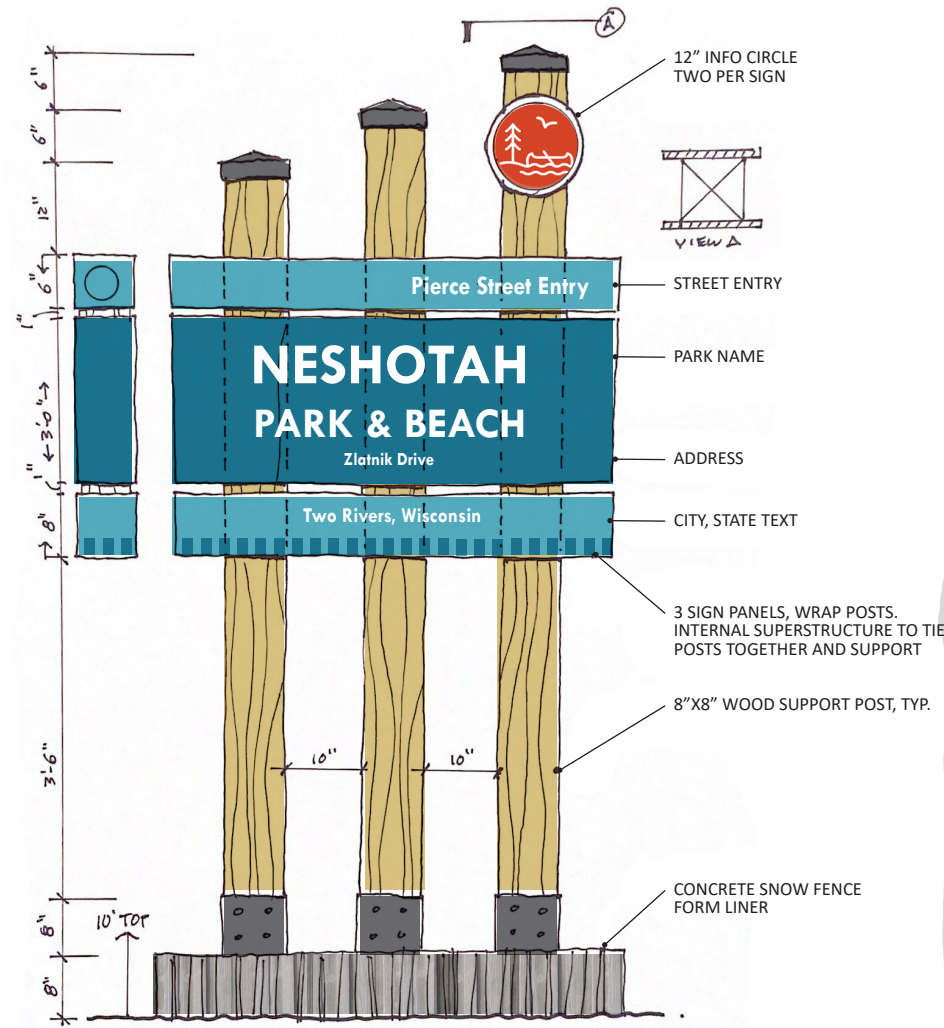
PRECEDENT IMAGE



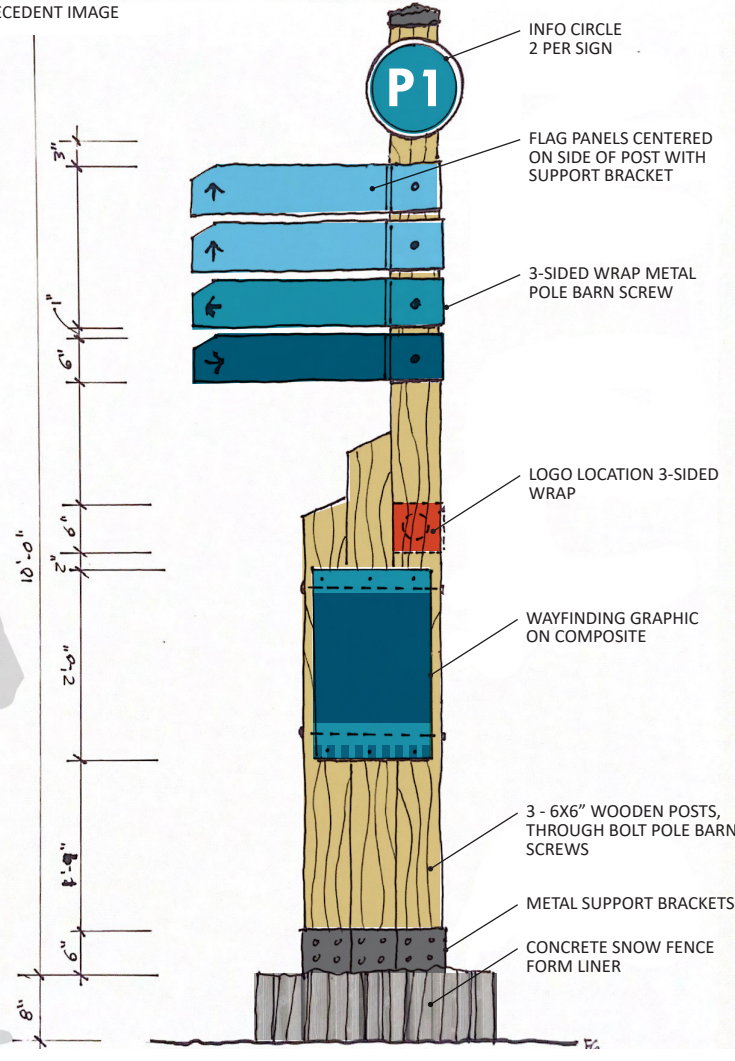
PRECEDENT IMAGE



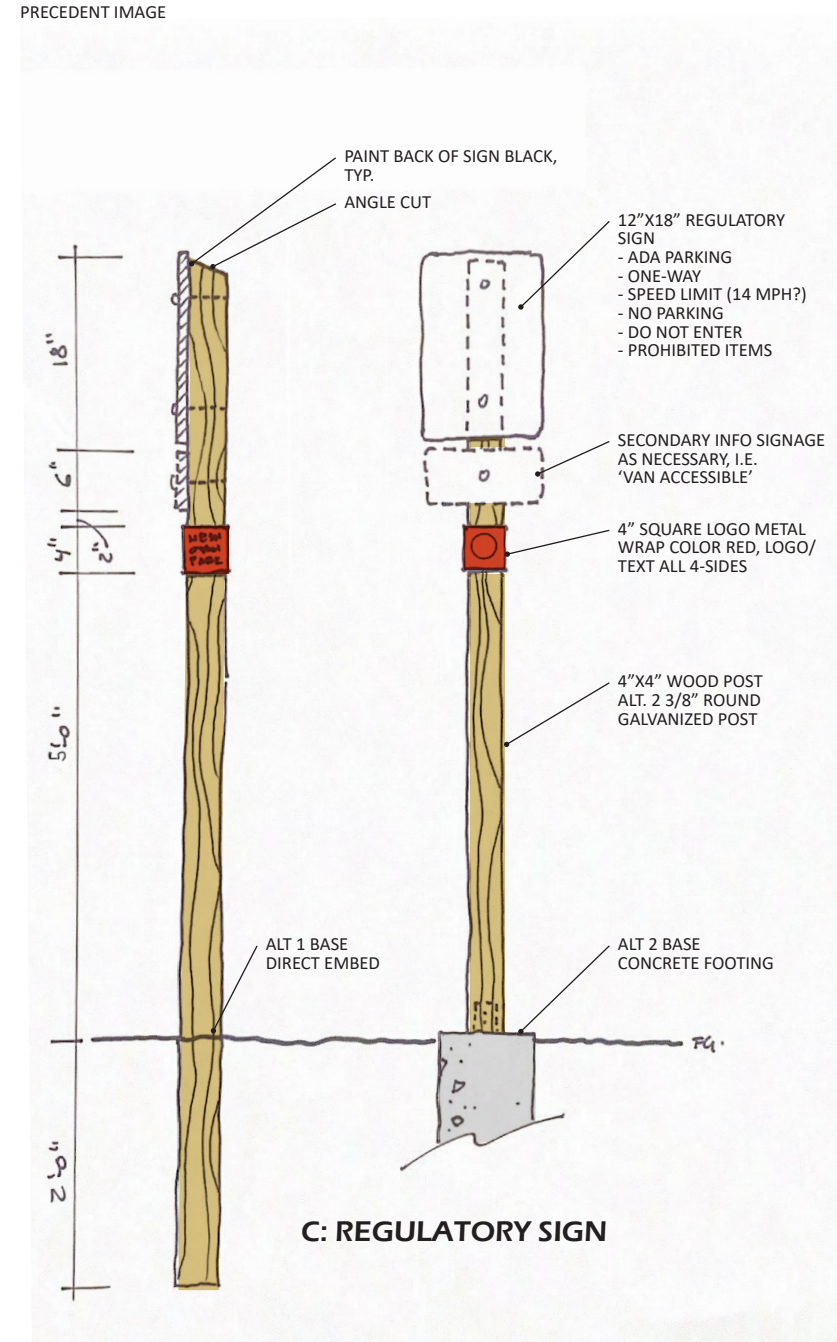
PRECEDENT IMAGE



A: GATEWAY SIGN



B: AUTO DIRECTIONAL SIGN



C: REGULATORY SIGN



File: C:\Users\awill\Documents\AWLA\Projects\26D-03-Neshotah Signage\PP\Titleblock 11x17.dwg Layout: Model User: awill Plotted: Mar 09, 2026 - 5:58am

NESHOTAH PARK SIGNAGE PLAN
 Zlatnik Drive
 Two Rivers, WI 54241

Project Name:

Zlatnik Drive
 Two Rivers, WI 54241

Revisions:

Project #: 25.040
 Issued For: Review
 Date: 03/09/26

Sheet Number

S1

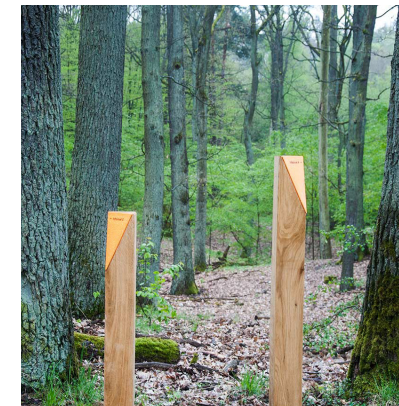
SCHEMATIC DESIGN CONCEPTS



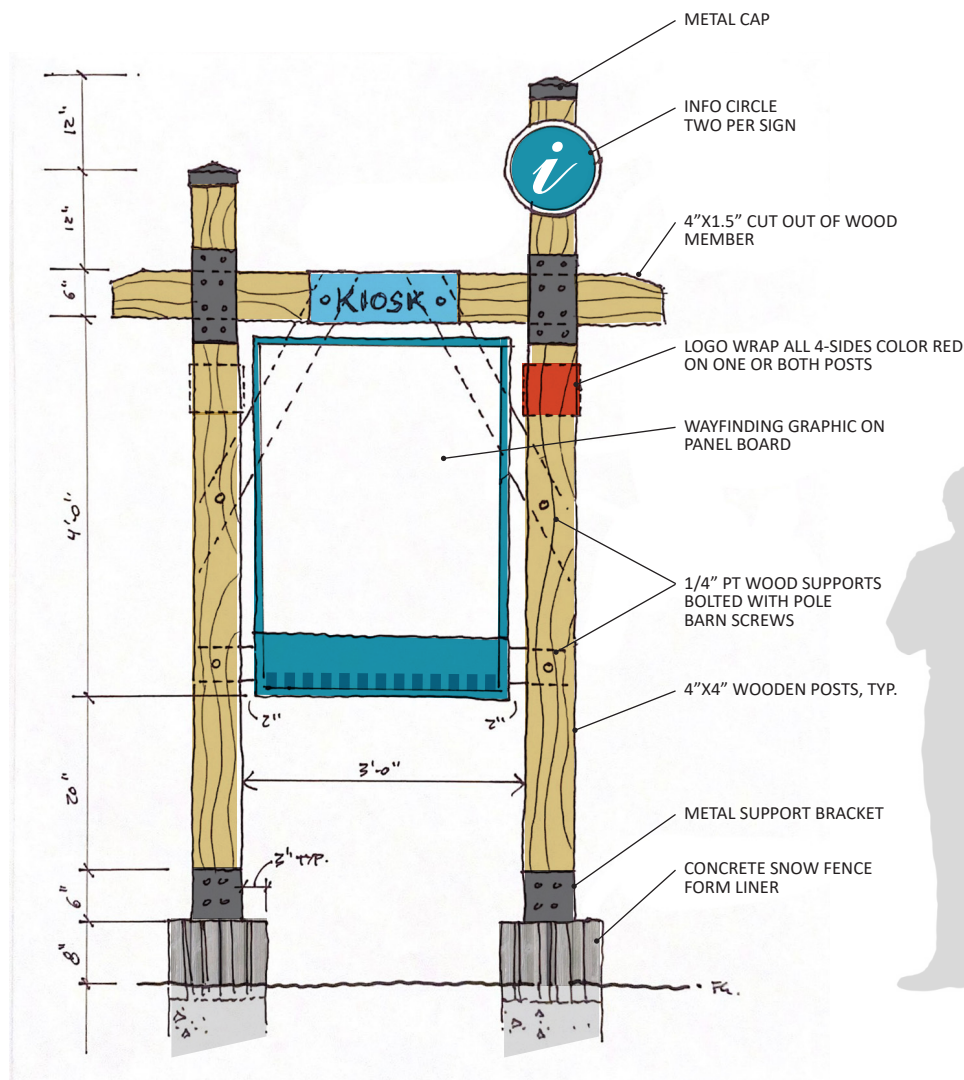
PRECEDENT IMAGE



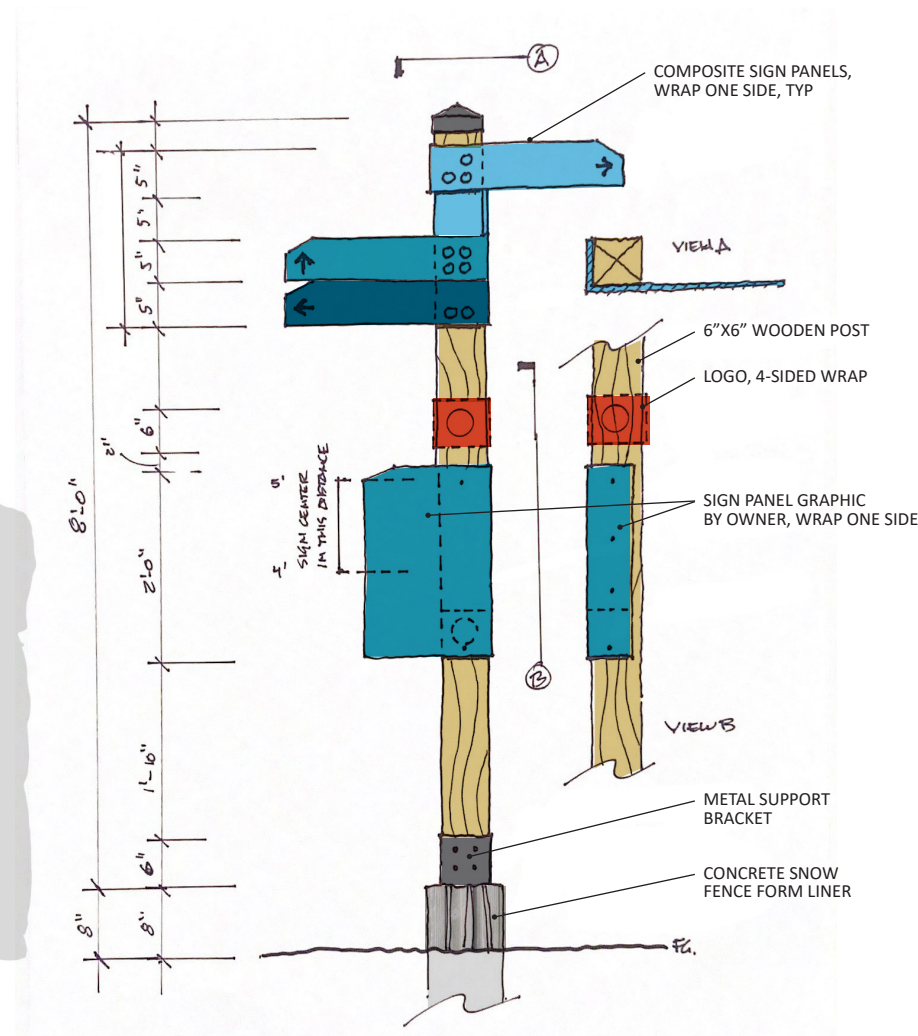
PRECEDENT IMAGE



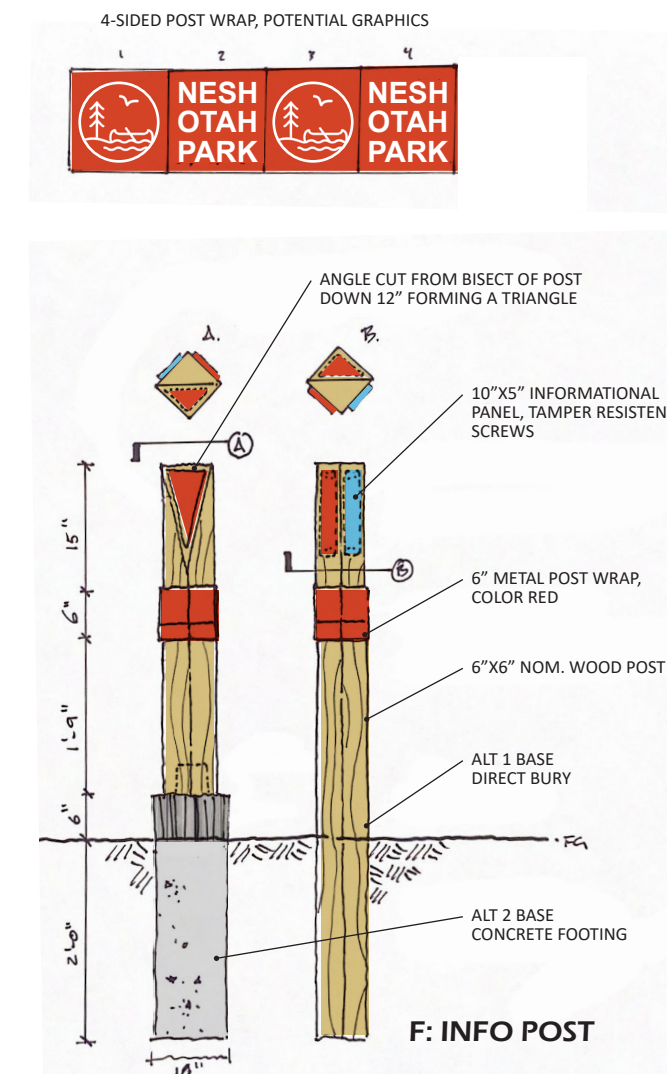
PRECEDENT IMAGE



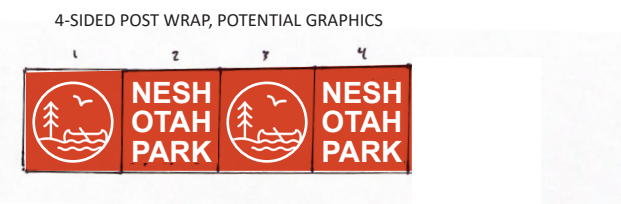
D: ORIENTATION KIOSK



E: PEDESTRIAN DIRECTIONAL



F: INFO POST



File: C:\Users\awill\Documents\AWLA\Projects\26D-03-Neshotah Signage\PP\Titleblock 11x17.dwg Layout: Model User: awill Plotted: Mar 09, 2026 - 5:58am

NESHOTAH PARK SIGNAGE PLAN
 Zlatnik Drive
 Two Rivers, WI 54241

SCHEMATIC DESIGN CONCEPTS

Project Name:

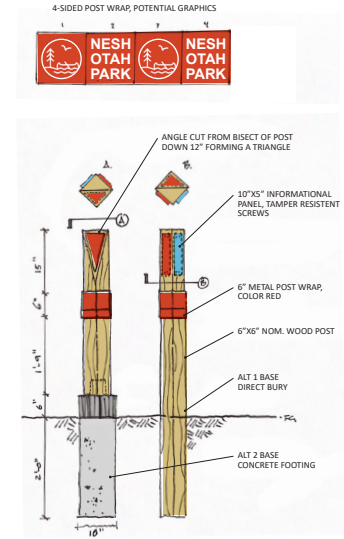
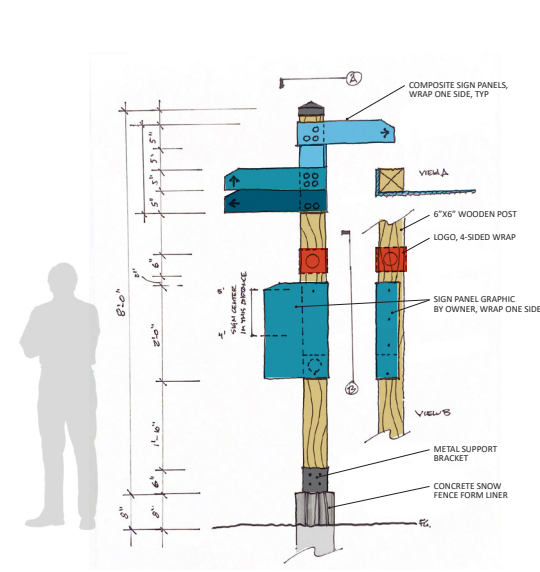
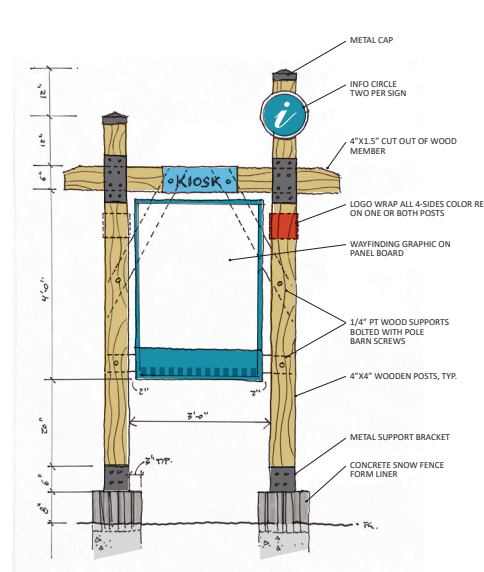
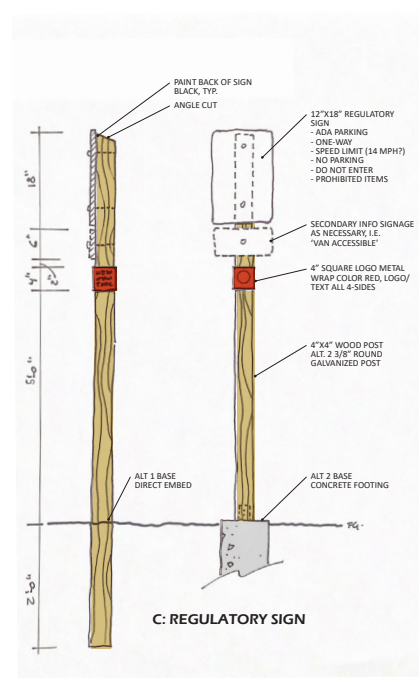
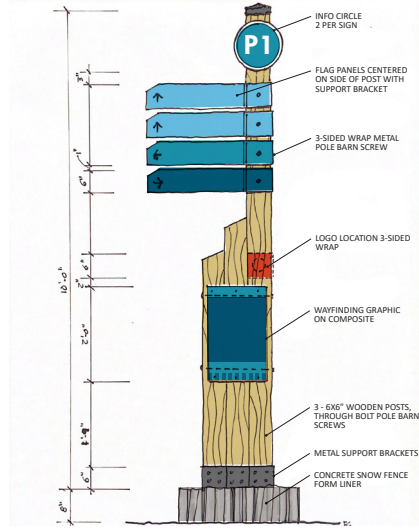
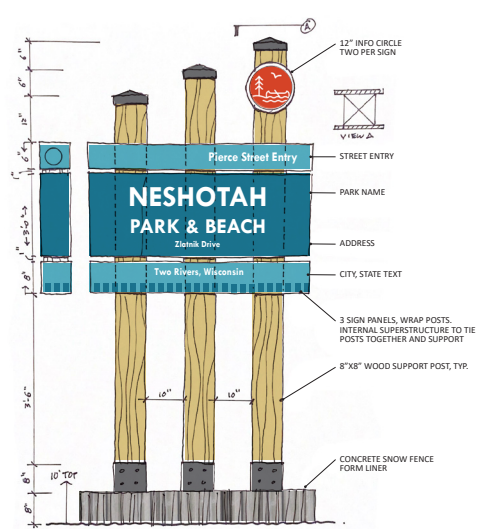
Revisions:

Project #: 25.040
 Issued For: Review
 Date: 03/09/26

Sheet Number

S2

65



NESHOTAH PARK SIGNAGE PLAN
Zlatnik Drive
Two Rivers, WI 54241

SCHEMATIC DESIGN CONCEPTS

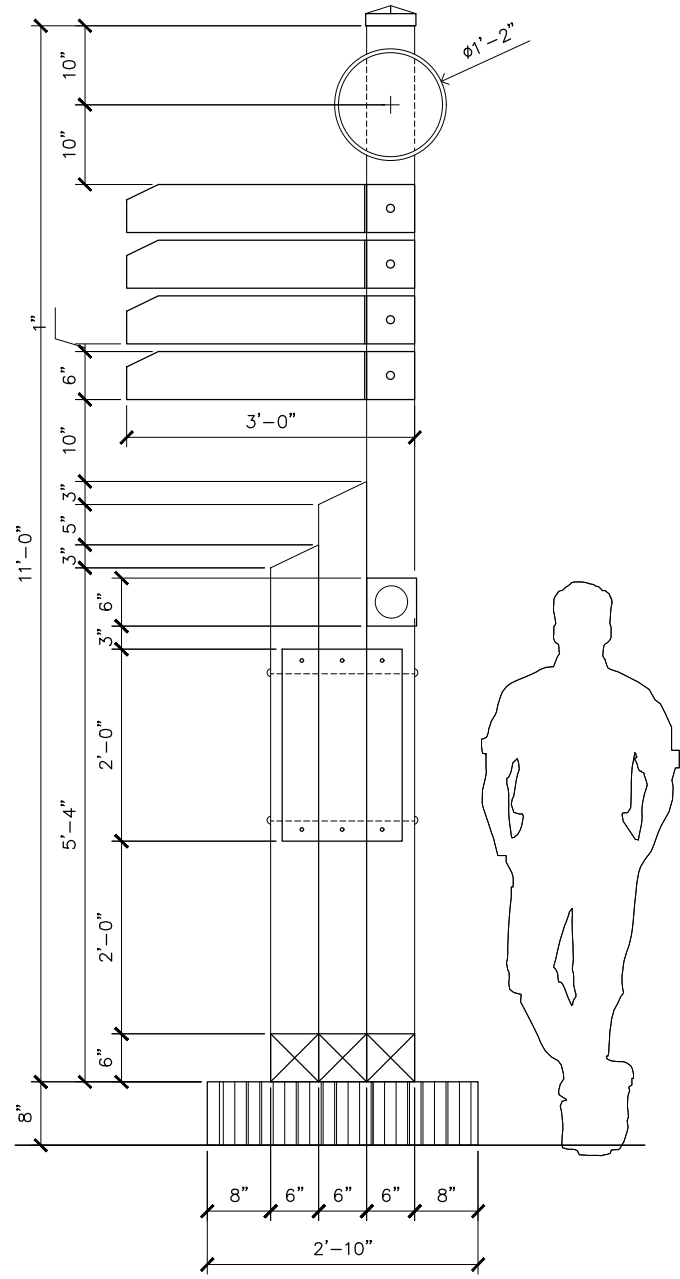
Project Name:

Revisions:

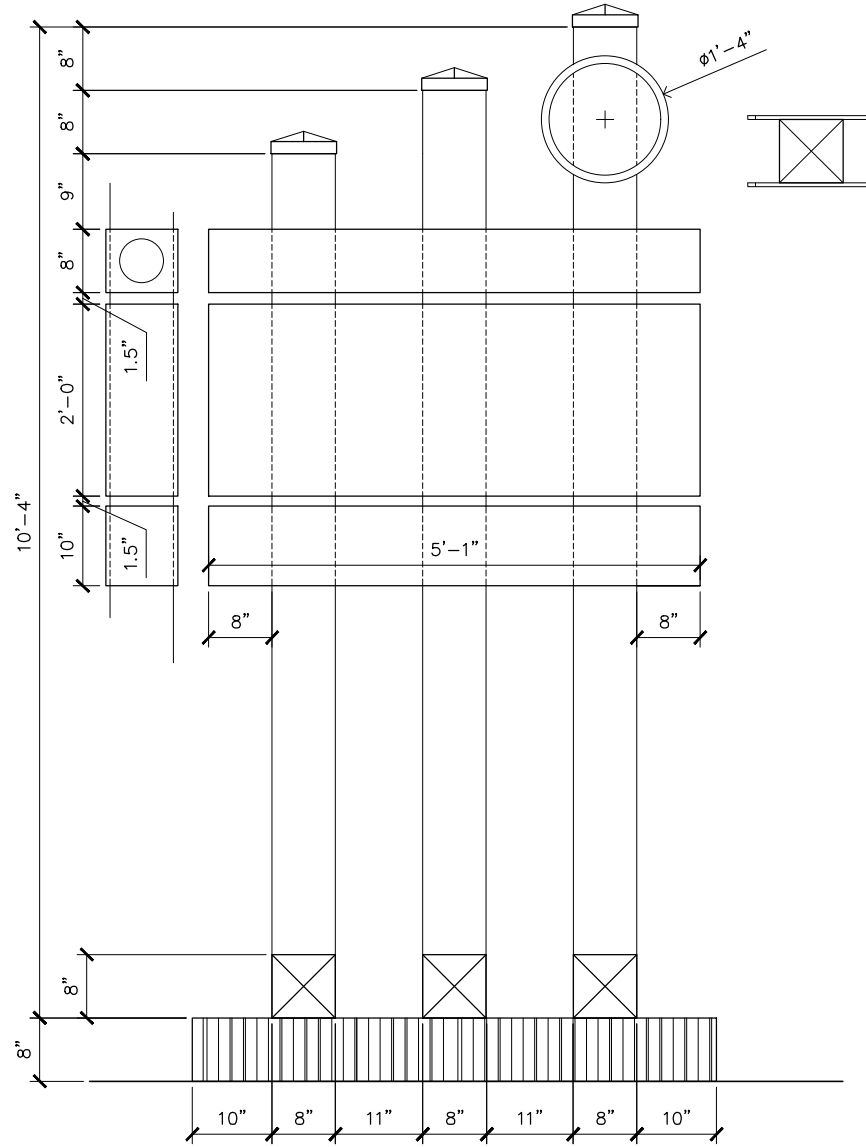
Project #: 25.040
Issued For: Review
Date: 03/09/26

Sheet Number

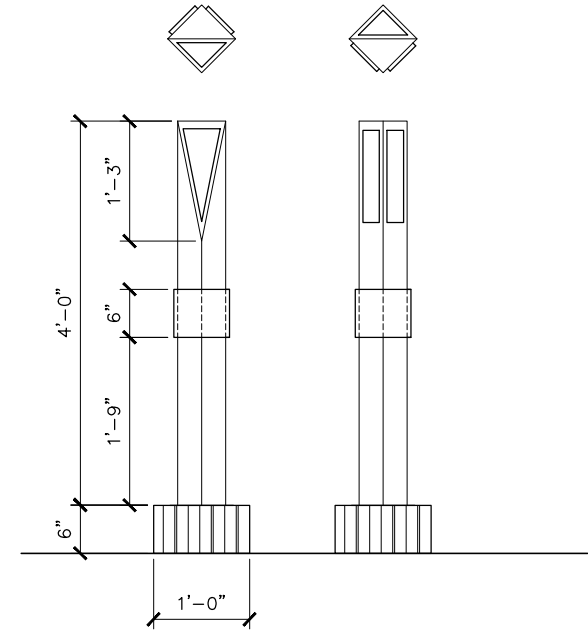
AUTO DIRECTIONAL SIGN

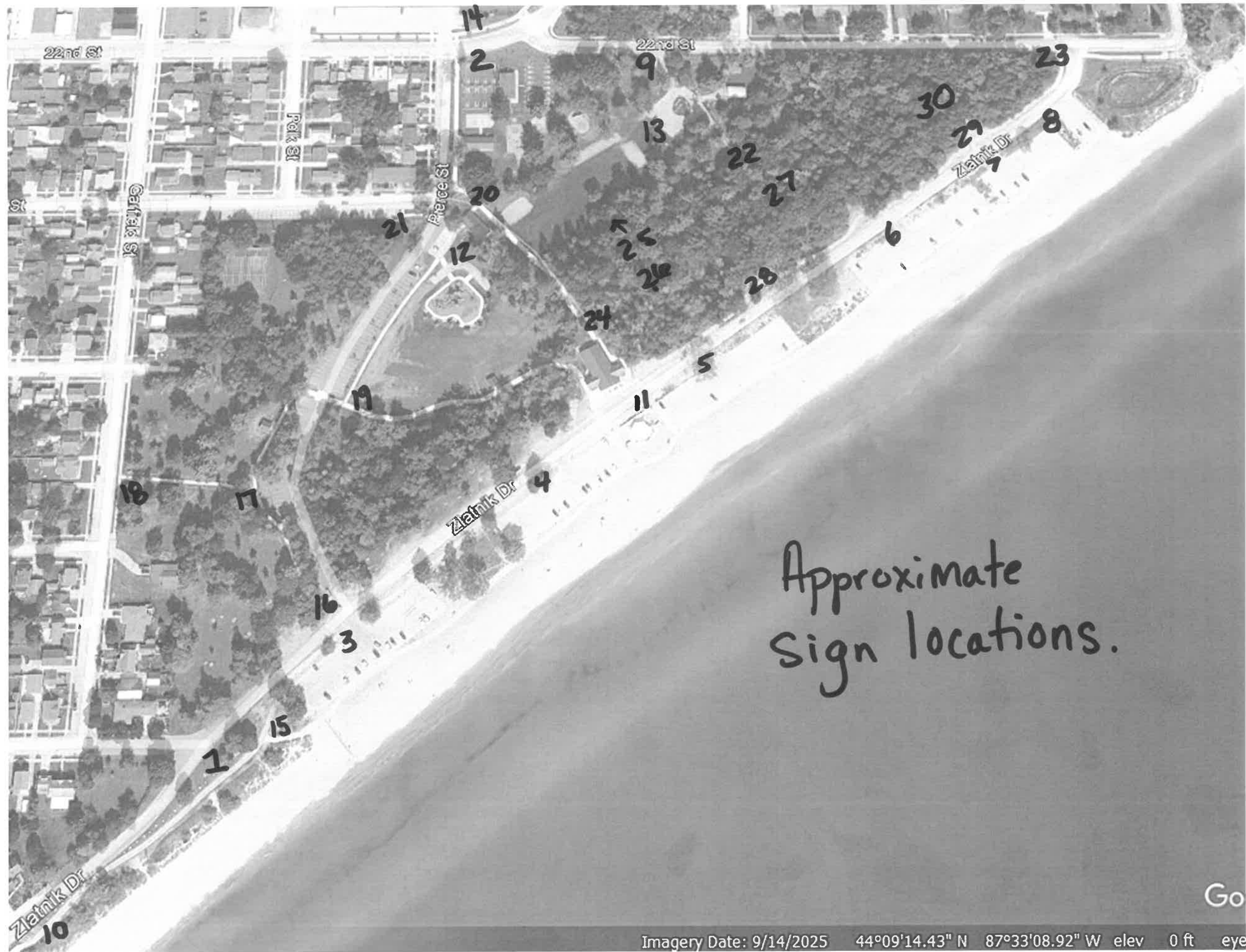


GATEWAY SIGN



INFO POST





Approximate
Sign locations.

Map Key for Sign Locations

Section 10, Item A.

	1. Gateway Sign	2. Auto Directional Sign	3. Orientation Kiosk	4. Pedestrian Directional	5. Info Post
	1	3	10	15	25
	2	4	11	16	26
		5	12	17	27
		6	13	18	28
		7	14	19	29
		8		20	30
		9		21	
				22	
				23	
				24	
Total per type =	2	7	5	10	6