



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL MEETING

Monday, May 15, 2023 at 6:00 PM

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

AGENDA

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. MOMENT OF SILENCE IN OBSERVANCE OF PEACE OFFICERS MEMORIAL DAY

4. ROLL CALL BY CITY CLERK

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

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

6. PUBLIC HEARING

A. Public Hearing on Ordinance to amend Municipal Code Ordinance Section 10-1-24 B (1.) (K.) of the Zoning Code of the City Of Two Rivers to Prohibit the Creation of New Drive-Through Establishments on Properties Fronting on Washington Street Between the West Twin River and 21st Street

Recommended Action:

Motion to waive reading and adopt the ordinance

7. INPUT FROM THE PUBLIC

8. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

9. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

10. CITY MANAGER'S REPORT

A. Invited Guests

1. VFW Post Representative Pamela Stephens, to Announce 2023 Poppy Sale Times and Locations (with Poppies for Purchase by Council Members)

B. Status Update/Reports

1. Staffing Updates
2. Central Park West 365 Project Update
3. Lincoln Street Reconstruction Project Update
4. Tree Planting
5. Washington Park Tennis and Pickleball Courts

6. Zlatnik Drive Resurfacing
7. Tourism Week Observance - Launch of Explore Two Rivers, Inc.
8. Park Restrooms Spring Opening
9. Lead Water Service Lateral Replacements
10. Parks & Recreation Youth Sports Going Strong: Spring Flag Football
11. Upcoming Events:
 - a. Two Rivers Environmental Advisory Board presents: Plant for Pollinators, Thursday, May 18, 6:00 PM, Lester Public Library
 - b. Senior Center Rummage Sale, Thursday, May 18
 - c. Wisconsin Heat "Bash at the Beach" Girls Fastpitch Softball, May 19, 2022 - May 21, 2022, Vietnam Veterans Memorial Park
 - d. Secure Shred & Electronics Drive, Saturday, May 20, 2023 - 9:00am to 1:00pm, J.E. Hamilton Community House
 - e. Beach Clean-up, Saturday, May 20, 2023, 10:00 AM-Noon
 - f. National Trails Day, June 3, 2023, Northeast WI
 - g. Memorial Day Observance, Monday, May 29, 2023: Wreath-Laying Ceremony at 8:30 AM in Central Park and Pre-Parade Assembly, Parade at 9:00 AM; Ceremony at Cemetery Follows
12. Other

- C. Legislative/Intergovernmental Update**
1. Shared Revenues
 2. Other

11. CONSENT AGENDA

- A.** Presentation of Minutes
1. City Council Special Meeting, April 12, 2023
 2. City Council Meeting - May 1, 2023
- Recommended Action:
Motion to waive reading and adopt the minutes

- B.** Minutes of Meetings
1. Plan Commission, May 8, 2023
 2. Library Board, April 11, 2023
 3. Committee on Aging, April 3, 2023
 4. Police and Fire Commission, April 13, 2023
 5. Advisory Recreation Board, March 21 and April 26, 2023
 6. Public Utilities Committee, May 2, 2023
 7. Public Works Committee, May 3, 2023
- Recommended Action:
Motion to receive and file

- C.** Department Reports, April 2023
1. City Clerk
 2. Community Development
 3. Electric
 4. Fire
 5. Inspections
 6. Library and 2022 Annual Report
 7. Parks & Recreation
 8. Police
 9. Public Works
 10. Safety
 11. Water

Recommended Action:
Motion to receive and file

D. Applications and Petitions

1. Application for New Combination Class "B" Beer/"Class B" Liquor License Application for the period of May 16, 2023 to June 30, 2023 for Two Rivers Pub LLC, 1822 Adams Street - Rita Del Valle, Agent (dba Ken's Place)

Recommended Action:
Motion to approve the application and authorize issuance of the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

12. CITY COUNCIL - FORMAL ITEMS

A. Resolution Declaring May 15-21, 2023 as Emergency Medical Services Week

Recommended Action:
Motion to read and adopt the resolution

B. Proclamation Naming the Week of May 15-21, 2023 as Police Week and May 15, 2023 as Peace Officers Memorial Day

Recommended Action:
Motion to waive reading and adopt the proclamation

C. National Public Works Week Proclamation, May 21-27, 2023, Connecting the World Through Public Works

Recommended Action:
Motion to waive reading and adopt the proclamation

D. Resolution Expressing Appreciation for Members of Committees, Commissions and Boards Who Retired as of April 2022 or Have Ended Their Service During the Past Year

Recommended Action:
Motion to waive reading and adopt the resolution

E. Ordinance to create Chapter 6-14, entitled "Licensing of Commercial Quadricycles (Pedal Pubs)", and amend section 1-2-1 entitled "Fees" to create a procedure for licensing Quadricycles (Pedal Pubs) and license fees

Recommended Action:
Motion to waive reading and adopt the ordinance

F. Neshotah Park Master Plan--Presentation by Parks and Recreation Director Mike Mathis

Recommended Action:
Motion to adopt the Plan, as recommended by the Parks and Recreation Director and the Advisory Recreation Board and affirm the location of the new Neshotah Park playground on the former ballfield, consistent with the plan

G. Authorization for City Hall and Other Departments to be Closed on Monday, July 3, 2023--Employees to Take Personal Leave or Unpaid

Recommended Action:
Motion to authorize City Hall and other departments to be closed on Monday, July 3, 2023--Employees to Take Personal Leave or Unpaid

H. Amendment to Personnel Policy Manual Regarding Retiree Health Insurance

Recommended Action:

Motion to adopt the amendment as recommended by the City Manager and the Personnel and Finance Committee

- I. Elimination of "No Parking" Restrictions for Spaces on the West Side of Madison Street Between 12th and 14th Street

Recommended Action:

Motion to concur with the recommendation of the Public Works Committee (meeting just prior to Council meeting)

- J. Automatic Mutual Aid Agreement--Two Rivers Fire Department and Manitowoc Fire Department

Recommended Action:

Motion to authorize the City Manager to sign the agreement

13. FOR INFORMATION ONLY

- A. City Council Work Session Meeting, Monday, May 22, 2023, 6:00 PM
- B. City Hall will be Closed on May, 29, 2023 in Observance of Memorial Day
- C. City Council Regular Meeting, Monday, June 5, 2023, 6:00 PM

14. ADJOURNMENT

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

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

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

ORDINANCE
AMENDING SECTION 10-1-24 B (1.) (k.)
OF THE ZONING CODE OF THE CITY OF TWO RIVERS
TO PROHIBIT THE CREATION OF NEW DRIVE-THROUGH ESTABLISHMENTS
ON PROPERTIES FRONTING ON WASHINGTON STREET
BETWEEN THE WEST TWIN RIVER AND 21ST STREET

Section 10-1-24, B-1, "Business District," Subsection B, "Uses," (1.) "Conditional Uses," is modified as follows:

Item (k) is hereby repealed and recreated to read as follows:

(k) Drive-in or drive-through business establishment offering goods or services directly to customers in parked or stopped motor vehicles, whether through a drive-up window or by other means, complying with section 10-1-24 C.

Provided, however, that after June 1, 2023, no new drive-in or drive-through establishments may be created that result in vehicular traffic entering onto the premises of such establishments directly from Washington Street or exiting from the premises of such establishments directly onto Washington Street along that portion of Washington Street lying north of the West Twin River and south of 21st Street.

The prohibition is intended to preserve the appearance and safety of the traditional, pedestrian -friendly downtown business district that exists in this area of the city's downtown, by not allowing such uses that would create vehicle-pedestrian conflicts within these blocks.

FYI: Just for ease of reference, below is the above-referenced language of Section 10-1-24 C

C. Yard area and height.

(1) *Height.* Any building erected or structurally altered shall not exceed 75 feet in height.

(2) *Lot width.* All lots shall have a minimum width of 45 feet.

(3) *Front yard and side yard setbacks.* No front yard or side yard setback requirement for business buildings, except where a front or side yard abuts a district of a different type. The front or side yard requirement shall then be 50 percent of that required in the abutting district. Residential buildings must meet the R-3 requirements.

(4) *Rear yard.* There shall be a rear yard having a minimum depth of 20 feet for a building of two stories or less in height. For each additional story or fractional story in height, the depth of such rear yard shall be increased by five feet.

(5) *Vision clearance.* Vision clearance shall be provided in accordance with [section 10-1-15](#).

(6) *Off-street parking and loading.* Off-street parking and loading facilities shall be provided in accordance with [section 10-1-13](#).

(7) Single- and two-family dwellings constructed in the B-1 district shall comply with the provisions of [section 10-1-20.I](#).

**DON'T THANK A VETERAN,
REMEMBER THOSE WHO
GAVE THEIR ALL.**

Award Presentation:

Glen Grothman

U.S. Representative

Guest:

André Jacque

Wisconsin State Senate

Shae Sortwell

2nd Assembly District

Greg Buckley-City Manager

Members of City Council

VSO - Todd Brehmer

Guest Speaker:

Teri (Loeser) Wagner

Retired Chaplain

9:30 am

Pioneer Rest

Cavalry Cemetery

2500 Forest Avenue

Two Rivers WI 54241

**PLEASE REFRAIN FROM
ANY GIVEAWAYS OF
ANY KIND DURING THIS
DAY OF REMEMBRANCE.**



**THIS INCLUDES:
PAMPHLETS, CANDY, TOYS,
OR POLITICAL HAND OUTS,
ETC.**

★ ★ ★ ★ ★
MEMORIAL DAY
IN HONOR OF OUR HEROES

★ ★ ★ ★ ★
**Two Rivers
Memorial Day Parade
May 29th, 2023**



**Grand Marshal
TOMMY KNAPP**



PARADE REGISTRATION INFORMATION

Completed Entry form due:

Thursday, May 25, 2023

Cost: \$10

Government/501(c)/schools

Exempt from cost

No Late entries on day of event

Staging line-up will be Emailed
to participants by:
Friday, May 26th

OUR DETAILS

Checks Payable to:

ALA Unit 165

Attn: PJ Stephens

P.O. Box 11

Two Rivers, WI 54241

Phone: 847-708-4533

Email: auxwipost165tr@gmail.com

CEREMONY

Ceremony starts at 8 am
**Bell ringing for Two Rivers'
deceased veterans.**

Central Park on Washington St
at the of Civil War statue
followed by wreath laying.

STAGING AREA

Line up 7:30 am - 9:00 am
**18th street
between Washington St. and
Adams St to include
Community House parking lot**

PARADE

Step off: 9:00 am
**Two Rivers Police Honor
Guard will start off parade.
All other
floats/vehicles/singers/
bands/walkers**
will follow down Washington
Street towards 22nd Street.

CEREMONY PROGRAM AT CEMETERY

STARTS at 9:30 am

- Opens with Prayer by VFW
member Deacon
Paul Gleichner
- Introduction & Thank you
of guest
- Comments from event
coordinator
- Award presentation by Glen
Grothman
- Guest speaker's personal
story of her father and
closing prayer
- VFW Post 1248 & American
Legion 165 Honor Guard
closing Taps & 3 rounds of
firing of riffles



**TWO
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WISCONSIN

CITY COUNCIL SPECIAL MEETING

Wednesday, April 12, 2023 at 6:00 PM

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

MINUTES

1. Call To Order

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

2. Roll Call

Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Scott Stechmesser, Adam Wachowski

Absent: Bonnie Shimulunas, Tim Petri

3. Pledge of Allegiance

4. Consider Action Relative to Allowing Continued Encroachment by Building Owned by Formrite Real Estate Holdings, LLC Onto a City Utility Easement Located Along the West Side of the Columbus Street Right-of-Way, on the Property Located at 400-408 Columbus Street owned by Formrite Real Estate Holdings, LLC

The City Manager described the history behind this location and the building at 400 to 408 Columbus Street. In 1970 a warranty deed was issued by the City to Hamilton Industries, conveying a 40 foot wide strip of land running along the west side of the Columbus Street right-of-way, with the City retaining an easement over the property for storm sewer and other utilities. It appears this deed was not recorded. In 1971, a quit claim deed was issued to American Hospital Supply and conveyed the same land., again with a storm sewer and utility easement.

A 1980 expansion by Hamilton resulted in a building being constructed over the easement and a corner of the building possibly encroaching onto Columbus Street right-of-way. Mr. Buckley provided the Council with copies of a survey showing these encroachments.

The current owner of 400-408 Columbus Street, Formrite Real Estate Holdings, LLC, is considering a transaction involving the property in question, and has requested that the City formally acknowledge and allow continuation of the encroachments.

Based on discussions between the City and the property owner over the past several weeks, staff is presenting for Council consideration an Encroachment Easement Agreement. If approved by the City and the property owner, this agreement will be recorded and will become a covenant running with the land.

Mr. Buckley noted that this proposed agreement not only addresses the private property owner's request, but also contains provisions requested by the City as conditions of the easement. First, the agreement provides that the property owner and its successors and assigns acknowledge that special measures may be needed to protect the private property at 400-408 Columbus if the City undertakes repairs or reconstruction of the nearby storm sewer pipe in the future. The agreement makes such special measures and the costs associated with them the responsibility of the private property owner. Second, the agreement provides that the property owner and its successors and

City Council Special Meeting
April 12, 2023
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assigns indemnify and defend the City for all claims the property owner may incur related to the City's operation, maintenance, repair or reconstruction of the City storm water pipe.

City Engineer Matt Heckenlaible offered further comments regarding the existing City infrastructure and easement on Columbus Street.

Discussion by City Council members followed.

Motion carried with a roll call vote.

Motion made by Stechmesser, seconded by Dahlke, to approve and authorize the City Manager and City Clerk to sign the prepared agreement between the City and owner of the building at 400-408 Columbus allowing the continued encroachment.

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

5. Adjournment

Motion to dispense with the reading of the minutes of this meeting and adjourn at 6:25 PM..

Motion carried with a voice vote.

Motion made by Koach, seconded by D. LeClair.

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

Respectfully submitted,

Gregory E. Buckley
City Manager



CITY COUNCIL MEETING

Monday, May 01, 2023 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

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

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

None.

5. INPUT FROM THE PUBLIC

William Otto, 1800 Jefferson Street – Requested that the City Council and Parks and Recreation Department keep the softball diamond at Neshotah Park and Requested that the City Council allow operation of ATV's and UTV's on local streets.

6. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember D. LeClair reported that all members of Council received a letter questioning the status of paying for parking at Neshotah Beach. Council President Wachowski responded to the email explaining the concerns of the program and how to regulate it. Mr. Buckley stated more needs to be addressed in the proposal to help create a policy for a fee that is fair to the residents and taxpayers of this community.

Councilmember Dahlke reported he received an email requesting the City Council to switch from at-large election of Council members to election by districts to help have representation throughout the city. Mr. Buckley stated that an at-large council comes with City Manager Government per Wisconsin State Statutes, but the City could change the Council to be based on district representation. City Attorney Bruce stated a charter ordinance would be necessary to change the make up of council and he will research the topic and email the City Councilmembers.

Councilmember B. LeClair stated his concern that the community would become divided instead of working together. Council President Wachowski confirmed that anyone can run for City Council that lives anywhere within the city. Councilmember D. LeClair would like to hear from citizens that think the Council should change and what benefits it would bring to the city.

Councilmember Stechmesser received the Leading with Purpose magazine from WPPI Energy and in the Shinning Stars section, Paul Fabian Line Crew Forman for the City of Two Rivers Utilities is listed.

7. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following Boards:

-- Main Street: Two Rivers Main Street achieved its 2022-2023 accreditation by the Main Street America Program. This is completed to ensure Main Street is following best practices and follows the Main Street Model, this is a way for Main Street to provide accountability to for the stake holders. A new business called Meridian Wellness located at 1509 19th Street; the business focuses on healing through Eastern Holistic Medicine. On Saturday April 29th there was a ribbon cutting for Paper Crane Bookstore. On June 15th there will be a ribbon cutting for Meridian Wellness and Rebel Massage located at 1604 Washington Street.

-- Environmental Advisory Board: the board is doing great with their current initiatives

Councilmember B. LeClair reported on the Committee on Aging. There are currently \$35 food vouchers available for people over 60 years old. A new water bottle filling station has been installed at the senior center. Ten students from the swing chorus volunteered at the Senior Center for the Monthly Birthday Party. The Senior Center is planning a celebration bash for reaching over 1,000 members. They are looking into purchasing another T.R.U.S.T. vehicle for the program. A representative from Two Rivers Public School District is looking into opening a Raiders Manufacturing store front on Main Street.

Council President Wachowski reported on the Advisory Recreation Board. The Neshotah Park Master Plan is scheduled for the May 15th Meeting. There has been a large amount of public input that has helped move the plan forward. Work will start soon at Zander Park and the Library for the Story Walk. Tree inventory throughout the city will be starting soon, the city received a grant for this project. Shoutout to the Highschool for Volunteer Day that took place over the weekend. They did a great job throughout the community.

8. CITY MANAGER'S REPORT

A. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported Fire Chief interviews are scheduled for May 11th at the Police and Fire Commission Meeting; Public Works Maintenance Worker interviews have been completed; Firefighter/Paramedic application deadline was 4/28/2023, four application have been received; Police Officer interviews have been completed and the first conditional offer has been sent contingent on passing a background check and drug screen, with a possible hire date of Friday, May 5, 2023.

2. Central Park West 365 Project

a. Construction Status

Mr. Buckley reported on the progress during the week of April 24th, including pouring the floor and steps on the Schmitt Brothers Stage, installation of water jets and lighting for the Formrite Water Feature, and installation of roof trusses and sheathing on the Park Pavilion. The project is on target to be completed by mid-June. The park dedication is planned for July 15 & 16, 2023.

b. Fund-Raising

Mr. Buckley reported that the original fundraising goal has been achieved with donations totaling \$810,756. It is possible the City may receive a \$50,000 grant from WEDC's Vibrant Spaces Grant

Program, which will be announced in early May. An estimate on the remaining funding of \$75,000 and pavers are still available to be purchased.

3. Lincoln Street Reconstruction

Mr. Buckley reported Mammoth Construction has installed over two (2) blocks of watermain from 17th Street north to about 100 feet north of 19th Street. Construction will be continuing north with watermain construction over the next week as weather permits, with potentially starting the installation of private services next week and will be scheduling inspection meetings beginning this week. The project should be completed by late August.

Mr. Buckley reported notices have been mailed to property owners on 17th Street from East Park Street to Zlatnik Drive and Madison Street from 19th Street to 22nd Street, regarding the planting of trees from pass street projects.

4. Public Work Projects Directory

Mr. Buckley reported the Public Works Department has created a project directory as a resource to be used by constituents to keep up current City projects. The directory also shows the state and county highway projects in or near the City of Two Rivers that may impact drivers.

5. 2023 Wastewater Screw Press Project

Mr. Buckley reported the Wastewater Department is in the process of replacing the 25+ year old belt press with a more efficient, cost saving sludge drying screw press. The new press extracts the water from sludge before it is transported for land application. The weight and volume of the “dry” sludge will both be reduced with the new press, making it less costly to haul than the sludge from the old belt press. Also, with the new press there is less maintenance because of fewer moving parts.

6. Upcoming Events:

- a. Heart-a-Rama, May 4-6, 6:30 PM, J.E. Hamilton Community House
- b. Cinco de Mayo Dinner to Go Fundraiser, Friday, May 5, Pre-order at Senior Center
- c. Bird Walk, Saturday, May 6, Woodland Dunes Nature Center & Preserve
- d. Law Enforcement Officers Memorial Ceremony, Monday, May 15, 12:00 Noon on 22nd Street Bridge

7. Other

Mr. Buckley reported that Riverside Foods is using the Made in Two Rivers Wisconsin logo on their products

B. Legislative/Intergovernmental Update

1. Assembly Republicans' Proposal for State Shared Revenues

Mr. Buckley reported that on April 27, Speaker Robin Vos, on behalf of Assembly Republicans announced his Caucus' Plan for Shared Revenues. Highlights include a Full Penny of sales tax for a new local government fund to be utilized for a wide array of critical local services including law enforcement, fire protection, emergency medical services, emergency response communication, public works, and transportation; all communities will see at least a 10% increase. An additional, one-time proposed investment will be an Innovation Fund; a \$300 million, three-year pilot program to encourage creativity in local services in many areas including public safety, fire, EMS, courts, jails, training, communications, IT, administration, public works, economic development, tourism, public health, housing, planning, zoning, parks, and recreation.

In addition, Assembly Republicans propose that the current EMS funding assistance program will increase from \$2.28 million to \$15 million to help local governments with emergency medical services, and Law Enforcement Training reimbursement will increase from \$160 per officer to \$320 per officer.

2. Other

9. CONSENT AGENDA

A. Presentation of Minutes

1. City Council Work Session Meeting, March 27, 2023
2. City Council Meeting, April 17, 2023
3. City Council Re-Organization Meeting, April 18, 2023
4. City Council Work Session Meeting, April 24, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

1. Public Works, April 5, 2023
2. Public Utilities, April 3, 2023
3. Personnel and Finance, April 12, 2023

Recommended Action:

Motion to receive and file

C. Summary of Verified Bills for the Month of April 2023 for \$2,985,588.77

Recommended Action:

Motion to receive and file

D. Applications and Petitions

1. Application for Temporary Class "B" License from Casa Guadalupe Education Center for the Latino American Beach Festival, July 14-15, 12:00 PM - 11:00 PM at Neshotah Beach
2. Application for Landscaping/Tree Removal License from Troy Juntunen dba Troy Juntunen Tree Work, for license period ending June 30, 2023

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses.

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by Koach, Seconded by B. LeClair.

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

10. CITY COUNCIL - FORMAL ITEMS

A. Announcement of Council President's Appointments to the Standing Committees of City Council

Recommended Action:

Information only; not action required

Council members were provided with a listing of members and chairs for the three committees, as follows:

- **Personnel & Finance Committee:** Jeff Dahlke (Chairperson), Bonnie Shimulunas, Adam Wachowski
- **Public Works Committee:** Scott Stechmesser (Chairperson), Bill LeClair, Tracey Koach

- **Public Utilities Committee:** Darla LeClair (Chairperson), Tim Petri, Jeff Dahl

B. City Manager's Appointments to Citizen Boards, Committees and Commissions

Recommended Action:

Motion to approve the appointments and re-appointments, as recommended by the City Manager

Motion carried upon a voice vote.

Motion made by Koach, Seconded by Petri.

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

C. Official Newspaper Declaration and Bid

Recommended Action:

Motion to accept bid as submitted and declare the Herald Times Reporter as the official newspaper of the City of Two Rivers

The City Manager and City Attorney noted that this is a statutory requirement, to designate the newspaper where City legal notices, meeting minutes and other required publications must be placed.

Motion carried upon a roll call vote.

Motion made by Shimulunas, Seconded by B. LeClair.

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

D. City Manager's Designation of Acting City Manager--City Manager has Designated Police Chief Ben Meinnert to Serve as Acting City Manager in his Absence for the Coming Year

Recommended Action:

None; information only

No formal action.

E. Ordinance to Amend Section 6-5-22, Entitled "Licensing and Keeping of Chickens and Ducks " in the Municipal Code to Provide Requirements and Standards for Chickens and Ducks in the City

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by Dahlke.

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

Voting Nay: Petri

F. Resolution Naming May 13, 2023, as International Migratory Bird Day

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried upon a roll call vote.

Motion made by Koach, Seconded by Dahlke

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

- G. Resolution Designating Pavilion Building in Central Park West as the James Taddy Memorial Pavilion

Recommended Action:

Motion to read and adopt the resolution

Motion carried upon a roll call vote.

Motion made by Stechmesser, Seconded by D. LeClair.

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

- H. Proclamation of National Drinking Water Week of May 7-13, 2023

Recommended Action:

Motion to read and adopt the proclamation

Motion carried upon a voice vote.

Motion made by Dahlke, Seconded by Koach.

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

- I. Proclamation of Professional Municipal Clerks Week, April 30 - May 6, 2023

Recommended Action:

Motion to read and adopt the proclamation

Motion carried upon a voice vote.

Motion made by Dahlke, Seconded by B. LeClair.

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

- J. Authorization to Contract for City Hall HVAC Control System Improvements

Recommended Action:

Motion to authorize the City Manager to contract for the project with Schaus Mechanical of Manitowoc, based on its proposal at a cost of \$306,839

Motion carried upon a roll call vote.

Motion by D. LeClair, Seconded by Koach.

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

- K. Election of Council Members to Citizen Boards and Committees

Recommended Action:

Council discretion

No formal action.

The Council agreed by consensus that Council members will serve on citizen committees for the coming year as follows:

- **Advisory Recreation Board:** Jeff Dahlke and Adam Wachowski

- **Board of Review:** Bill LeClair, Bonnie Shimulunas, and Scott Stechmesser
- **Business and Industrial Development Committee/Community Development Authority:** Tracey Koach and Scott Stechmesser
- **Commission for Equal Opportunities in Housing:** Tim Petri and Bonnie Shimulunas
- **Committee on Aging:** Bill LeClair
- **Community Development Block Grant Housing Committee:** Bill LeClair and Bonnie Shimulunas
- **Environmental Advisory Board:** Darla LeClair and Tracey Koach
- **Library Board:** Tracey Koach
- **Plan Commission:** Adam Wachowski
- **Main Street Representative:** Darla LeClair

State Statute requires that the local room tax commission serving a single municipality consist of 4 to 6 members, at least one of whom shall be a representative of Wisconsin's hotel and motel industry. The Two Rivers Ordinance sets membership at five members, to include the City Council President or his designee, the City Manager, two members who shall be Council members or members of the public, and a representative of the local hotel and motel industry. Council President Wachowski chose to appoint former Councilmember Curt Andrews to serve in his place. Councilmember Bill LeClair was appointed as the Council representative.

11. FOR INFORMATION ONLY

- A. City Council Regular Meeting, Monday, May 15, 2023
- B. City Council Work Session, Monday, May 22, 2023

12. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn the meeting at 7:37 PM.

Motion carried upon a voice vote.

Motion made by Dahlke, Seconded by B. LeClair.

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

Respectfully submitted,

Amanda Baryenbruch
City Clerk



PLAN COMMISSION

Monday, May 8, 2023 at 5:30 PM

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

MINUTES

1. CALL TO ORDER

Chairman Buckley called the meeting to order at 5:30 PM.

2. ROLL CALL

Present: Greg Buckley, Kay Koach, Matthew Heckenlaible, Rick Inman, and Eric Pangburn attended remotely.

Also Present: Alexander Daron, Vicky Berg, Bonnie Shimulunas, and Recording Secretary Adam Taylor

3. ACTION ITEMS

- A.** Proposed zoning text amendment to Section 10-1-22 (4)(a)(1) of the City of Two Rivers zoning code to add the housing of a raptor (a red-tailed hawk) as a conditional use, applicant Alexander Daron.

Discussion included the keeping, training, and hunting of birds of prey, safety, federal regulations, and the topic of urban vs rural.

Staff must submit a draft ordinance to the committee for falconry in the R-1, R-2, and R-3 zoning districts with a cross reference to Chapter 6 as a conditional use in the zoning code and make reasonable efforts to research other municipalities regulations.

A motion was made in support of further discussion with a draft ordinance.

Motion made by Kay Koach, seconded by Matt Heckenlaible.

Roll Call Vote:

Voting Yea: Buckley, Inman, Koach, Heckenlaible, Pangburn.

Motion Carried

4. ADJOURNMENT

Motion to adjourn at 6:15 PM.

Motion made by Koach, seconded by Inman.

Respectfully submitted,

Adam Taylor, Recording Secretary



LIBRARY BOARD MEETING

Tuesday, April 11, 2023 at 6:00 PM

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

MINUTES

1. **CALL TO ORDER** – President Palmer called the meeting to order at 6:01 PM.
2. **ROLL CALL**
Board Members Present: David Pennefeather, Sharon Sleger, Katie Stone, Don Weiss, Ned Guyette, Tracey Koach, Mary Glaser and Stanley Palmer. Absent and Excused: Kathryn Gadd.
Also present: Jeff Dawson, Director.
3. **PUBLIC COMMENT** – None
4. **APPROVAL OF BOARD MEETING MINUTES**
Motion to approve the minutes from the March 14, 2023, meeting, made by Glaser, second made by Koach. Voice vote carried unanimously.
5. **RECEIVE AND FILE EXPENDITURE AND FINANCIAL REPORTS**
Motion to receive and file the expenditure and financial reports from March, 2023, made by Pennefeather, second made by Weiss. Voice vote carried unanimously.
6. **BOARD MEMBER COMMENT**
Pennefeather asked about the Workforce Development officer on site. Dawson noted the ongoing program, Worker Connection with the Department of Workforce Development, meets two Mondays a month at the library and the representative tends to have at least one client a session.
7. **DIRECTOR'S REPORT**
Dawson fielded questions concerning his monthly report.
8. **COMMUNICATIONS**
Library Links – the monthly printed library newsletter.
Article in the March Issue of the *Raider Reporter* detailing the West Director's Imagining Grant Award.
Article in the Spring 2023 edition of *WLA News: Information from the Wisconsin Library Association*; providing details on the *World on the Move: 250,000 Years of Human Migration* museum installation award.
9. **REPORT FROM CITY COUNCIL REPRESENTATIVE** – Three incumbents will remain on City Council after the April election. Jason Ring's seat will remain vacant for now. New Director of Tourism, Brian Dean, was hired. City Council reorganization meeting is next week. Central Park project should be finished by June. Noted new businesses in Two Rivers.
10. **REPORT FROM SCHOOL DISTRICT REPRESENTATIVE** – 8 weeks left in the school year. State testing almost complete throughout the district. The high school Spanish class is planning a trip to Costa Rica. LB Clarke has hired a Mental Health Navigator. Prom is right around the corner.
11. **REPORT FROM COUNTY REPRESENTATIVE** – Authorizing Manitowoc County to enter into settlement agreements with Teva Pharmaceutical Industries, LTD.; Allergan Finance, LLC;

Walgreen Co.; Walmart, Inc.; CVS Health Corporation and CVS Pharmacy, Inc.; agreeing to the terms of the addendum to the MOU Allocating Settlement Proceeds and authorizing entry into the MOU with the Attorney General. Accepted an \$11,000 donation for Manitowoc County Airport ground power unit and electrical work. Joh Reisenbuechles, Manitowoc County Material Resource Recovery Manager, was one of ten in the nation to receive the National Leadership Award from Municipal Solid Waste Management.

12. UNFINISHED BUSINESS

- A. Updated Board terms were reviewed.
- B. Motion to approve changes to the Restrictions to Minors policy made by Weiss, second made by Guyette. Voice vote carried unanimously.

13. NEW BUSINESS

- A. Motion to approve the slate for Board officers 2023-2024 – Palmer, President and Pennefeather, Vice President, made by Koach, second made by Sleger. Voice vote carried unanimously.

14. BOARD EDUCATION – None

15. CLOSED EXECUTIVE SESSION – None

16. ADJOURNMENT

- Motion to adjourn made by Weiss, second made by Koach. Voice vote carried unanimously.
- Meeting adjourned at 7:07 PM.

Respectfully submitted by Jeff Dawson



COMMITTEE ON AGING

Monday, April 03, 2023 at 8:30 AM

Senior Center Library - Senior Center 1520
17th Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

2. ROLL CALL

Jackie Ackerman, Virginia Coffman, Kyle Korinek, Jerome Schubring, Jo Anne Yungerman, Bill LeClair, Kyle Korinek, Ben Meinert, Wendy Hutterer and Heather Ihlenfeldt

3. MINUTES

Jerome made a motion

Jackie seconded the motion

Motion was carried.

4. INPUT FROM PUBLIC

5. CORRESPONDENCE AND PRESS

6. COMMITTEE REPORTS

A. Aging and Disability Resource Center- Wendy Hutterer

May 9th Aging Advocacy Days

Looking into ways to help the community in the areas of mental health and homelessness.

Painting Pathways

Haven and Hope House

Offering prevention programs such as Stepping On, and Powerful Tools for the Caregiver

Lori Peri-hired as the OAA coordinator

B. City Council - Bill LeClair

Council updates: pilot program for front yard gardens, Lucky's Marina to rent pontoon boats and Docked Houseboats. Brian Dean the New tourism director, pavers available to purchase for Central Park, 4/7 Fire Dept Fish boil, Jason Ring's Seat will stay open. City Council election on 4/4. Lincoln st project to end August.

C. Recreation Department Programs - Mike Mathis

Mike was unavailable for this meeting and sent notes to Heather to introduce Kenny S
new Recreation Programs Supervisor.

D. Senior Center - Heather Ihlenfeldt

Heather reported on monthly numbers including that the Trust car gave over 323 rides last month and that the Friends group is looking to purchase a new vehicle.

- E. TRIAD-Selling Car Wash Cards, able to get some at the Senior Center provides the Senior Center with movie matinee snacks including popcorn and raise money for shirts for the group when out in the community. Coming up: Spring Clean up
- F. Two Rivers School System- Kyle reported about the upcoming School Board Election, successful Little Mermaid Junior show, Lynn Fabian is retiring, High School has over 40 students in the Youth Apprenticeship Program, Rep. Andre Jacques has visited the school. Began Strategic planning which is a 18 month-2year process.

7. NEW BUSINESS

Committee member brought up the school's paper and information in the last issue about statistics of students that are homeless in our community. There was discussion about the lack of services in the community and what can be done.

8. CONTINUING BUSINESS

9. ADJOURNMENT

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

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



**TWO
RIVERS**
WISCONSIN

Section 11, Item B.

POLICE AND FIRE COMMISSION

Thursday, April 13, 2023 at 4:30 PM
Council Chambers - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER

The meeting was called to order by Chairman Brad Yaggie at 4:33 PM.

2. ROLL CALL

Commission Members: Mike Canty, Kris LaFond, Brad Yaggie
Absent and Excused: Jack Gadzala, Sandy Rohrick

ALSO PRESENT: Ben Meinnert, Police Chief, Steve Denzien (Grand Chute Fire Chief), and Greg Buckley, City Manager

3. CLOSED SESSION

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

- A. Review Fire Chief Applications
- B. Interviews and Selection of Police Lieutenant

Motion by LaFond, Seconded by Canty, to convene in closed session. Motion carried upon a roll call vote.

Motion by Canty, Seconded by LaFond for the purpose of allowing a Commission Member to attend via phone.

Motion by Yaggie, seconded by LaFond to reconvene in Open Session for the purpose of allowing Commission Member Jack Gadzala to attend via phone. Motion carried upon a voice vote.

City Clerk conducted Roll Call at 4:38 PM.

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

Motion by Lafond, seconded by Canty to convene in closed session. Motion carried upon a roll call vote

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

Motion by Canty, seconded by LaFond to reconvene in open session. Motion carried upon a voice vote.

5. ANY ACTION AS A RESULT OF CLOSED SESSION

The Commission requested for Chief Denzine and Chief Meinnert to be on the interviewing committee for Fire Chief on May 11, 2023.

Motion by LaFond, seconded by Canty to promote Rob Wandrie to Police Lieutenant. Motion carried upon a roll call vote.

6. DISCUSSION ITEMS

A. Approval of an Eligibility List for the Police Department Position and Approval to Hire and Fill Necessary Positions

Motion by LaFond, seconded by Canty, to fill the police sergeant position and police officer position and continue to fill the open vacancies in the Police Department with the list of current candidates. The motion carried upon a voice vote.

7. ADJOURNMENT

Motion by Canty, seconded by LaFond to adjourn the meeting at 6:48 PM. Motion carried upon a voice vote.

Respectfully submitted,

Amanda Baryenbruch
City Clerk



**TWO
RIVERS**
WISCONSIN

Section 11, Item B.

ADVISORY RECREATION BOARD MEETING

Tuesday, March 21, 2023 at 6:00 PM

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

MINUTES

1. ROLL CALL

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

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

Also Present: Mike Mathis- Parks and Recreation Director, Megan Marsh- Parks and Recreation Clerk

2. APPROVAL OF MINUTES

February 15, 2023

Daniel Cortte Established Motion to Approve

Travis Kadow 2nd the Motion

3. CORRESPONDENCE

None.

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

None.

5. NEW BUSINESS

a. Neshotah Park Master Plan – Public Open House

Open House Results:

What improvements do you want to see in Neshotah Beach/Park? (Money Voting Station)

1. Additional handicap accessible pathways connecting neighborhoods. \$17
2. Additional picnic shelters of various sizes. \$26
3. Additional or larger restroom and locker room facilities. \$14
4. Concession stands with more food offerings. \$7
5. Artificial turf multi-sport field (soccer, flag football, volleyball, many other activities). \$5
6. Bocce ball courts. \$55
7. Nature-based playground structures. \$5
8. Obstacle course and fitness style playground structures. \$5
9. Kayak and/or stand-up paddle board rentals. \$11
10. Mobile climbing wall. \$2

11. New garden style concession stands seating area. \$16
12. Pickleball courts. \$9
13. Public art displays. \$14
14. Updated sand volleyball courts. \$10
15. Updated tennis courts. \$5

Do you think the following need improvement in Neshotah Beach/Park? (Green Ticket- YES, Yellow Ticket- MAYBE, Red Ticket- NO.)

1. Improve park cleanliness due to trash. G-4 Y-1 R-1
2. Improve restroom cleanliness and capacity. G-9 Y-2 R-0
3. Replace outdated playground. G-3 Y-2 R-6
4. Improve park security and safety. G-9 Y-1 R-2
5. Improve accessibility for people of all abilities. G-6 Y-1 R-1
6. Improve recreation and sports facilities/fields. G-5 Y-2 R-1
7. Improve the quality of the natural habitats. G-12 Y-0 R-0
8. Improve the quality and quantity of pathways. G-8 Y-1 R-0
9. Improve summer parking experience. G-6 Y-2 R-4

How do you feel about the vehicular parking areas at the park and beach? (Yes or No Sticky Dot)

1. Better pathways to access existing parking is needed. Y-1 N-10
2. Finding parking is difficult during the summer. Y-3 N-10 Middle Line-1
3. I do not access the park via vehicle. I walk or bike to the park. Y-7 N-6
4. It is difficult to find parking during specific events.
5. It is difficult to get in and out of parking areas. Y-3 N-10
6. More parking is needed in the park. Y-3 N-10
7. It is hard to navigate the parking areas as a pedestrian using the park. Y-3 N-9
8. My parking needs are satisfied most of the time. Y-13 N-0

Describe Neshotah Beach/Park in 3 positive words.

- ☐ Beautiful the way it is.
- ☐ Community, Picturesque All Year, Accessible
- ☐ Beautiful, Naturally, Jewel.
- ☐ Natural, Peaceful.
- ☐ Unique outlook to Lake Michigan from 5 miles out from the shoreline.
- ☐ Welcoming, Scenic, Great.
- ☐ Love the nature, good for picnics, fun kids' area.
- ☐ Beautiful, Exciting, Adventurous.
- ☐ Natural, Beautiful, Relaxing.
- ☐ Natural, Beautiful, Appreciated.
- ☐ Beautiful, Natural Setting.
- ☐ Beach is Amazing.

If you have children who use the park, what are their ages? (Place Sticky Dot on Answer)

1. No Children= 6
2. 0-3= 3
3. 4-6= 4
4. 7-10= 6
5. 11-15= 2
6. 16-18= 1
7. 18+= 1

How many times do you visit the park annually? (Place Sticky Dot on Answer)

1. 0-3= 0
2. 4-10= 1
3. 11-20= 1

4. 20-49= 3
5. 50-100= 10
6. 365= 6

What is your age?

1. 17 or younger= 0
2. 18-24= 2
3. 25-39= 1
4. 40-54= 1
5. 55-69= 9
6. 70+= 7

Are you a resident of Two Rivers? (Place Sticky Dot on Answer)

- ☐ Yes- 16
- ☐ No- 2

What do we need to do now to ensure that future generations can also enjoy Neshotah Park and Beach? (Sticky Note)

- ☐ Stop disposing the snow from the windrows at the beach!
- ☐ Plant native plants like pussywillows and trees at intervals so there will always be greenery.
- ☐ Quit dumping snow from streets in lots on beach. When meets the filth goes in the beach- black liquid- shows on beach.
- ☐ Pay park personnel more.
- ☐ Enforce dog rules!
- ☐ Make preserving the natural beauty/nature a priority.
- ☐ More lights in parking lot- handicap trail to playground equipment.
- ☐ Preserve open space for softball, frisbee, soccer, etc.
- ☐ Handicap accessible is for all age groups sitting areas.
- ☐ Preservation of native vegetation and upkeep of trees and native grass.
- ☐ Retaining baseball diamond for people returning back to Two Rivers. Like retirees, grandparents, grand uncles, and aunts.
- ☐ Continue beach grooming.
- ☐ Clean up under brush in the wooded area. Add more native plants. Stop cutting grass when grass is dormant from lack of rain.
- ☐ Neshotah is a jewel, green space, keep as is! Beach, more effort to limit wind/sand erosion.
- ☐ Make sure someone is always taking care of the facilities.
- ☐ Have activities for all ages to come enjoy now and in the future.

Strengths, Weaknesses, Opportunities - Western Portion (Sticky Note)

- ☐ Strengths:
 - o Natural.
 - o Natural areas, hike through woods.
 - o Small ball diamond.
 - o Greening, old unique trees.
 - o Natural!
 - o Open Spaces
 - o Natural open spaces.
 - o Public access part.
 - o Variety.
 - o Natural area.
 - o Open space. Wildlife birds.
 - o Natural open space, beautiful trees.
 - o Open space.
- ☐ Weaknesses:
 - o Only one main pathway leading thru.

- o We use the beach parking lots to dispose of contaminated snow.
- o Only one main access road.
- o Restrooms.
- o Fear of mugging at night.
- o Some people are afraid of dogs that are down by the beach when they shouldn't be! Got rules- enforce them!
- o The overgrowth has not been cleared in the wooded areas.
- ☐ Opportunities:
 - o Clean up "Rock City".
 - o The ability to view the beach from the park.
 - o If we lose the baseball diamond, we lose opportunities!
 - o Pathways and signage directing people.
 - o Pierce St too narrow.
 - o Clear dead trees and replace with native species.
 - o Move quanset hut.
 - o Restrooms.

Strengths, Weaknesses, Opportunities – Eastern Portion (Sticky Note)

- ☐ Strengths:
 - o View unobstructed beach.
 - o Open green space.
 - o Open space for misc. play.
 - o Relaxing, nature, beautiful trees.
- ☐ Weaknesses:
 - o If we lose the baseball diamond.
 - o More to maintenance.
 - o Beach parking lot exits. Difficult to back out of parking lot if full.
- ☐ Opportunities:
 - o Enter/ exits one way through parking lots.
 - o More activities for all ages.
 - o Lighting and signage to move around in park.
 - o Make an area for food truck vendors and food festivals- seafood.
 - o Food truck program.

6. OLD BUSINESS

None.

7. OTHER BUSINESS

None.

8. DIRECTOR'S REPORTS

9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS

10. NEXT MEETING

April 11, 2023

11. ADJOURNMENT

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Two Rivers will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you

need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined 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.



**TWO
RIVERS**
WISCONSIN

Section 11, ItemB.

ADVISORY RECREATION BOARD MEETING- MAKEUP MEETING FOR APRIL 11, 2023

Wednesday, April 26, 2023 at 6:00 PM

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

MINUTES

1. ROLL CALL

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

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

Also Present: Mike Mathis- Parks & Recreation Director, Megan Marsh- Parks & Recreation Clerk

2. APPROVAL OF MINUTES

March 21, 2023

Travis Kadow Established Motion to Approve

Jason Scharping 2nd the Motion

3. CORRESPONDENCE

A. Rotary Project Options:

a. Option 1: Ballfield Playground- Adding more picnic tables, handicapped accessible picnic tables, and a pergola shade type structure.

b. Option 2: Zander Park Project- Remove Parking Lot chain fence and update it to a split rail fence.

c. Option 3: Washington Park Path- Sidewalk covered in goose droppings, due to the type of grass by the sidewalk. Plant seeds for a different type of grass along the path.

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

Speaker 1: Tennis Court looks good, only the corner needs to be fixed and we shouldn't spend money replacing it, we could use the money at other parks. People do come by and play in the Tennis Court.

Speaker 2: We have seen people playing on the open space by the baseball diamond. The park needs open space for frisbee, batting practice, etc. After reading survey results, people enjoy the natural space and natural beauty of the park.

5. NEW BUSINESS

Section 1: Priority Tiers for Forestry Division:

All citizen concerns regarding trees will be inspected by our Maintenance Department or an appointed Parks and Recreation staff member with knowledge of trees. Each tree will be placed in the appropriate tier by the department. Tiered categories are in order of importance, and are as follows:

Tier 1

Height Clearance Ordinance Violations Street Trees – Street trees that have been struck by traffic or maintenance vehicles or by pedestrians on the sidewalk because they are not complying with the city’s height clearance ordinance (Sec. 7-4-9-B-1).

- Trees will be immediately addressed by city staff.

Tier 2

4-D Trees – Trees that are dead, dying, diseased or dangerous. Trees affecting the sidewalk or sanitary sewer laterals do not fall into this category.

- Trees will be placed on a list by city staff for removal or pruning by city staff or the City’s contractor based on severity and safety.

Tier 3

Public Nuisance or Private Hazard Trees – Trees that have been in violation of a city tree ordinance and are on private property but affecting the public right of way or hazardous private property trees. Letters will be sent to these homeowners to correct the violations.

- Trees will be dealt with individually depending on severity and safety but will normally be addressed by the homeowners.

Tier 4

All Other Trees – Trees that have been requested to be removed or trimmed and do not fall into the other categories.

- Trees will be noted by the Parks and Recreation Department but will not be scheduled for any type of maintenance performed by the city. Property owners with street trees that fall into tier 2 or 4 and would like to remove the tree by using a contractor may apply for a Street Tree Removal Permit.

Resident requests inspection of terrace street tree for pruning or removal. Contact: Jared Rohrer at 920-793-5599 or jarroh@two-rivers.org to schedule tree inspection. Based on inspection, the tree is deemed to be in good condition and no work is needed. Resident may complete an application to use a City licensed landscaping/tree removal company to do the pruning or removal at their own cost. The permit will be granted or denied based on the criteria listed below. Based on inspection, the tree is deemed to be a hazard and/or public nuisance.

Parks and Recreation will execute pruning or removal to eliminate any hazard or nuisance issue. This will be completed with the least amount of disturbance to tree as possible.

- a. Motion to Approve new Street Tree Policies

Kathy Peterson Established Motion to Approve

Travis Kadow 2nd the Motion

Motion Carried

B. Denial of Street Tree Removal Request

a. Motion to Deny Street Tree Removal Request

Jason Scharping Established Motion to Approve

Dorothy Tinkham DeLo 2nd the Motion

Motion Carried

6. OLD BUSINESS

A. Review Neshotah Master Plan Survey and Open House Results

a. *See attached.*

B. Discuss Final Neshotah Park Master Plan

a. *See attached.*

7. OTHER BUSINESS

8. DIRECTOR'S REPORTS

A. Neshotah Playground Progress

a. DWP and Parks will begin to remove fence and light polls the first week in August. Northland Design will install the pour-in-place in the beginning of September. Playground due to be finished by fall. The new grass will be planted, but won't be grown until Spring-Summer of 2024.

B. Zander Park Progress

a. August 16th Grand Opening for new park and StoryWalk. Two part event- at Zander and the Library. Free book, snacks and activities at both locations.

C. Central Park Progress

a. On track for timeline of Central Park progress.

9. ITEMS FOR FUTURE ADVISORY RECREATION BOARD MEETINGS

A. Discuss when the next meeting will be.

a. June 13, 2023

B. Add daily operations of Events and Activities to Agenda.

10. NEXT MEETING

11. ADJOURNMENT

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

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



Tuesday, May 2, 2023, at 5:00 PM

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

MINUTES

1. CALL TO ORDER - 5 pm

2. ROLL CALL

Committee Members: Darla LeClair, Tim Petri, Jeff Dahlke – all present

Council Member Scott Stechmesser also present

Staff present: Matthew Heckenlaible, Scott Ahl, Brian Delleman and Andrew Sukowaty

3. REVIEW AND APPROVAL OF MINUTES

Minutes from the April 3, 2023, Public Utilities Committee Meeting

Tim Petri made a motion to approve the April 3, 2023, Public Utilities Committee Meeting minutes, seconded by Jeff Dahlke – Motion passed.

4. PUBLIC INPUT - None

5. 2023 CONSTRUCTION PROJECTS

- A. Lincoln Street from 17th Street to 22nd Street – Watermain construction is underway with main being installed from 17th Street north to 100 feet north of 19th Street. Watermain installation will continue for the next couple of weeks with private service work beginning the week of May 8th. Private service inspections will kick off the later part of the week of May 1.
- B. Lateral replacement (various locations - 2022) - With the 2022 deadline being extended to June of 2023, we were able to fill the remaining 29 open slots and have completed the removal of the old lead services and replaced with new water services as of this week.
- C. Lateral replacement (2023) – This work will take place on Lincoln Street (project) from 17th Street to 22nd Street with the replacement of private side services (water and sanitary). A pre-construction meeting will be held at 12:30 pm on May 3, 2023, in City Council Chambers. As noted above, inspections of private services will commence later this week with actual work beginning the week of May 8, 2023.

6. WASTEWATER UTILITY: UPDATES AND ACTION

- A. Sludge screw press project – The oldest belt press has been removed from the building and the new screw press has been moved into its place. By the end of April, the windows had been replaced and the building was again watertight. The Contractor is working on piping, electrical and control panels which they hope to finish up in May and are awaiting 'the logic controls' prior to start up in June of 2023.
- B. Plant treatment process status – Staff believe that they have gained the upper hand in dealing with the filament issue that has impacted plant operations twice this winter/spring. Unsure of the actual cause but were leaning towards excessive fats and oils. Currently, the plant is more

or less back to normal operation.

- C. Riverside Foods – Another round of sampling took place at the end of March early April during the ‘spring melt’ which increased flows within the sanitary collection system and at the wastewater plant. Therefore, the BOD and TSS sample results were down from the early to mid-December sampling period. Now that flows are back down to a more normal rate, similar to flows observed in December, Wastewater staff is going to be collecting additional samples in early May.

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

- A. Frontier Communication – Fiber up-grade update – Frontier is proposing to upgrade their existing communication system with a fiber optic network. They are proposing to over lash onto their existing system maintaining approximately 90% of the system being overhead and connected to City utility poles. They submitted a single set of plans in early March and stated that they would be submitting numerous smaller plan sets to provide better coordination. Work was supposed to begin late spring and extend into the fall of 2023. Since our virtual meeting with them at the end of March, we have not heard anything further about this project.
- B. Customer non-payment disconnect update - Electric Utility started the disconnect process by sending out 24-hour notices, which actually ends up being a 48-hour notice. Prior to those notices, over 50 notices were sent out as a courtesy with an additional 6 notices the following week. Brian Dellemann wanted to acknowledge all the hard work that Customer Service puts in working with customers to formulate payment plans, avoiding disconnection. They are down to 13 customers remaining delinquent. It should be noted that there are many repeat residential offenders. There are also several delinquent businesses; however, the disconnect policy does not apply to businesses so disconnections could occur during the winter months if the City elected to do so.
- C. 2025 Bucket truck replacement discussion with possible action – Electric Utility Staff looked over a new truck and have received the build specifications for it. They went through the specifications and are removing extra bells and whistles that would be nice but are not necessary for their future truck. The vendor is going to take that modified specification and supply them with a quotation which can be discussed at the next Public Utilities meeting.
- D. Electronic recycling event June 13th – 7:30 am – 5:00 pm: A recent mailer stated the date to be June 14, 2022 – the actual date is June 13th, 2023, at the Electric Utility Shop off Lake Street. It should also be noted that prices for dropping off electronic items have increased slightly and can be found on the Two Rivers Utility Website: <https://www.two-rivers.org/trwl/page/recycle-event> .
- E. WIFI upgrade for downtown and beach – Last week Electrical crews met with IT staff and mounted antennas to provide service along Washington Street and at Neshotah Beach. This expands the bandwidth service from 50 to 200.

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

- A. Water Week May 7th – 13th - There will be a coloring contest this year with three different entry forms available at City Hall and the Lester Public Library. They are also available on the Two Rivers Water Utility webpage. This is to recognize the vital role that water plays in everyday life for both water professionals and the communities they serve.
- B. Lead Service Line replacement - 5 year outlook – City Staff are looking at how to maximize APRA and WDNR funds to reduce the total amount of lead services left within the City. When

we had 'scattered' lead service replacements in the past, it was on a voluntary basis. informational purposes, to maximize the funding, the City/Utilities may need to mandate property owners to make the switch.

- C. Discuss bringing back Community care days – In trying to promote the current lead service replacement program it has been noted that a lot of property owners may not be aware of the program and the reasons behind it. As such, would having a booth at some community events promoting the program be worthwhile such as what had been known as Community Care Days or National Night Out. There was no formal action taken on this topic.
- D. WDNR corrosion control discussion (review PowerPoint) – Andrew Sukowaty provided insight as to how the Water Utility presently deals with corrosion control primarily as to preventing lead and copper leaching out of the system. WDNR desires to have the Water Utility modify their corrosion control treatment program. Water Utility had a study completed by a consultant as to how those changes could or would impact our current process and system. This study was provided to the WDNR and is awaiting feedback from the Department. It is anticipated that a meeting between the Water Utility and WDNR will take place towards the end of May 2023.

9. STORM WATER UTILITY: UPDATES AND ACTION AS NEEDED

- A. Urban Non-point Planning Grant Application – A grant application has been submitted to WDNR for consideration.
- B. A brief discussion was had regarding enacting parking restrictions to aid in the efficiency of street sweeping. It was Director Heckenlaible's recommendation to maintain the current status until the City-Wide Stormwater Model and Program are re-evaluated as proposed within the Planning Grant application.

10. ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION - There was a brief discussion about future meetings being held over at the Utilities so that Committee and Council Members could then also take a tour of these facilities to get a better understanding of what goes on at these locations. No formal action taken.

11. SET DATE, TIME, LOCATION, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING Proposed for Monday, June 5, 2023, at 5:00 pm prior to Council Meeting. Looking ahead, it appears that the July meeting will take place on Wednesday, July 5, 2023, prior to the City Council Meeting.

12. ADJOURNMENT - A motion was made by Tim Petri to adjourn the meeting, seconded by Jeff Dahlke. Motion Carried 7:02 pm.

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

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



Wednesday, May 3, 2023, at 5:15 PM
Committee Room - City Hall, 3rd Floor
1717 E. Park Street, Two Rivers, WI 54241

MINUTES

1. CALL TO ORDER: 5:17 pm

2. ROLL CALL

Committee Members: Scott Stechmesser, Tracey Koach, Bill LeClair – All committee members present

Staff and Others: Matthew Heckenlaible and Scott Ahl present

3. REVIEW AND APPROVAL OF MINUTES

Minutes from the April 5, 2023, Public Works Committee Meeting

Bill LeClair made a motion to approve the minutes from the April 5, 2023, Public Works Committee Meeting, seconded by Tracey Koach – Motion carried

4. PUBLIC INPUT - None

5. ON-GOING PROJECT STATUS AND ACTION IF NEEDED

A. Lincoln Street - 17th Street to 22nd Street update

Watermain construction is underway with main being installed from 17th Street to 100 feet north of 19th Street. Watermain installation will continue for the next couple of weeks with private service work beginning the week of May 8th. Private service inspections will kick off the later part of the week of May 1.

B. Zlatnik Drive - Paving update

Paving scheduled the week of May 15, 2023. Public Works will be replacing approximately 40 feet of curb and gutter on 18th Street prior to the start of paving.

C. Scattered Laterals (2022 - Extended from April to June 2023)

With the 2022 deadline being extended to June of 2023, we were able to fill the remaining 29 open slots. At this time all 29 old lead services have been removed and replaced with new water services as of this week.

D. Scattered Laterals (2023) – Lincoln Street

Work will be done on this contract on Lincoln Street from 17th Street to 22nd Street with the replacement of private side water and sanitary services. A preconstruction meeting will be held at 12:30 pm on May 3, 2023, in the Council Chambers. As noted above, inspections of private services will commence later this week with actual work beginning the week of May 8th, 2023.

E. Central Park West – update

Public Works finished most of the concrete work around the stage and Vinton and Martell will be working on concrete flat work soon. There are some concerns regarding the splashpad control cabinet which are being addressed with the installer and manufacturer. The contractor has begun the brick and stone work on the pavilion and it is progressing very well.

F. 2024 Projects

Staff met to discuss a broad overview of future projects within a 5-year C.I.P. Primary focus will be on Roosevelt Street and lead water service replacements to maximize funding opportunities available to the City to aid in offsetting costs. Other areas of focus may be within the area bound by Lowell Street, 12th Street, Roosevelt Street and Memorial Drive. Also, staff will be evaluating Jefferson Street between 22nd Street and 25th Street.

6. PROPERTY OWNER REQUESTS: None

Section 11, ItemB.

7. DISCUSSIONS OR ISSUES ON HOLD, PENDING FURTHER INVESTIGATION

A. Memorial Drive sidewalk update – No update

B. Washington Street bridge resurfacing, pedestrian accommodations, and Memorial Drive crossings - No update

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

There was concern pertaining to the utility cut near 2406 Forest Avenue – staff informed the committee that could be repaired within the next two weeks.

9. DISCUSS STAFF RECOMMENDATIONS (TRAFFIC AND PARKING CONTROL) – ACTION, ENDORSEMENT or MODIFICATIONS AS NEEDED: None

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

A. Sidewalk – Street / Terrace Tree Policy

There was discussion regarding past action pertaining to impacts from street or terrace trees on sidewalks and assistance from the City when this occurs. In May 2021, this was brought to the Committee and it was the consensus at that time to provide assistance. Just wanted to reaffirm that position and clarify ‘assistance’. The Public Works Director’s interpretation was that the City would assume the replacement cost of the sidewalk or work with the property owner to make provisions on preventing this from occurring in the future (cut the roots, remove the tree and/or relocating the walk). The Committee agreed with that assessment.

B. For informational purposes, the week of May 21 – 27, 2023, is National Public Works Week with the theme for this year being “Connecting the World Through Public Works.”

C. The annual salt shed inspection had been completed back in late March and the results of that inspection were forwarded on to Public Works the beginning of May. There was one minor defect noted of some wallboards bowing and showing some signs of minor rot. Staff will further investigate and determine the magnitude of work required.

11. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING(S)

Suggested as Wednesday, June 7, 2023, at 5:15pm - Discussion that the July 5th meeting will also have a Public Utilities Committee meeting prior to the City Council meeting at 6 pm. May have to split staff on July 5th or look at rescheduling to the second Wednesday of the Month, July 12.

12. ADJOURNMENT

Bill LeClair made a motion to adjourn the meeting, seconded by Tracey Koach - Motion carried.
(6:05 pm)

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MEMO

DATE: May 10, 2023
TO: City Council and City Manager Greg Buckley
FROM: Amanda Baryenbruch, City Clerk/Human Resources Director
SUBJECT: Monthly Updates

ELECTIONS:

The 2022-2023 Election Cycle is complete. There are no remaining elections for 2023 unless a special election is scheduled.

HUMAN RESOURCES UPDATES:

- Ongoing Recruitments:
 - o Fire Chief – Interviews completed at the Police and Fire Commission meeting on 5/11/23
 - o Public Works Maintenance Worker – reviewing applications
 - o Firefighter/Paramedic – Interviews on 5/10/2023
- Recent Hires
 - o Police Officer – Jacob Schweigl

ANNUAL LICENSE RENEWALS:

Paperwork for annual renewals of beer, liquor, cigarette, operator licenses, etc. are in the mail for the 7/1/23 to 6/30/24 license period. Applications are due back to the Clerk's office no later than May 19, 2023, and will be presented to City Council for approval in June.

OPERATOR'S LICENSES ISSUED:

On May 4, 2020 the City Council authorized the City Clerk to issue Operator's Licenses. The following licenses have been issued since the 4/18/2022 Council meeting:

Name	Address	Duration
Kenneth Del Valle	E9450A Dellwood Ct #25, Reedsburg	1 years
Tracey Koach	3411 Parkway Blvd, Two Rivers	2 Years
Carlos Munoz	1206 Ohio St., Oshkosh	Temporary
Saleeya Blackmon	1111A 35 th St., Two Rivers	2 Years



From: Elizabeth Runge, Community Development Director

Date: May 15, 2023

Re: Staff Report

Key Activities:

- Met with developers to discuss new, potential housing development in locations in the City.
- Met with business owners looking for a location in Two Rivers.
- Working with individuals looking at the Woodland Industrial Park for development.
- Began a preliminary review process for an economic development loan.
- Ongoing: supported staff related to zoning, building, and tourism related issues.

Two Rivers Electric Department
Monthly Report For
May 2023

Section 11, Item C.

Electric Consumption in KWH:

This Month:

April Data

2018	2019	2020	2021	2022	2023	%Change from 2018-2023	%Change from 2022-2023
6,382,985	6,297,794	6,074,565	6,263,418	6,550,259	6,270,923	-1.76%	-4.26%

Year-to-Date:

2018	2019	2020	2021	2022	2023	%Change from 2018-2023	%Change from 2022-2023
27,348,735	27,338,364	26,814,148	27,604,452	28,475,836	27,267,049	-0.30%	-4.24%

Cost of Electricity Purchased in Dollars:

This Month:

2018	2019	2020	2021	2022	2023		
\$ 441,906.30	\$ 460,825.00	\$ 415,462.67	\$ 434,306.01	\$ 478,228.14	\$ 437,749.21		
						%Change from 2018-2023	%Change from 2022-2023
\$0.0692	\$0.0732	\$0.0684	\$0.0693	\$0.0730	\$0.0698	0.83%	-4.39%

Two Rivers Electric Department

May 2023 Monthly Report

Section 11, ItemC.

Large Work Orders Worked on during the current month:

Location	Description of work performed
Citywide	Non Payment Disconnections
Eastside	Pole and wire replacements
Northend	Pole and wire replacements
Downtown	Central Park Project
Others	Routine meter replacements

Callout Dates	Issue	Outage	Notes
4/2/2023	708 Bellevue Place	NA	1/2 Power - replace connections
4/9/2023	1921 Columbus St.	2 Hrs	Replace transformer
4/16/2023	2741 45th St.	45 mins	Replace broken cutout
4/17/2023	21st & School St.	NA	Phone drop
4/26/2023	2501 16th St.	NA	After hours reconnect - Billed
4/28/2023	3302 Riverview Dr.	NA	Reconnect with Inspection

Number of Services Upgraded or Changed:	6
Number of Electric Meters Installed:	57
Total Number of Electric Meters Tested:	0
Service Disconnects & Reconnects Normal Hrs:	55

Fire Department Monthly Report

March 2023

Section 11, Item C.

			Monthly			Year to Date 2023			Year to Year 2022		
Total Incident Responses				139			501		501		
EMS Response			Total EMS Incidents				413		474		
	Treated and Transported			86			296		308		
	No Transport			46			112		145		
	Interfacility Transports			40			127		115		
	Intercepts			3			9		7		
	Public Assist			4			11		0		
EMS Revenue		Date of Service Report		Monthly			Year to Date 2023		Year to Year 2022		
EMS Operations Billing Information	SDC and TRIP Revenue		\$3,312.70			\$10,762.58		\$21,608.74			
	Charges		\$169,819.34			\$557,261.22		\$577,967.12			
	Payments		\$61,882.31			\$214,795.50		\$196,451.69			
	Adjustments		\$93,086.68			\$320,167.07		\$310,924.09			
Change + or - in Accounts Receivable			\$76,732.66			\$151,647.19		\$70,591.34			
Monthly Collection Percentage			36.44%			38.54%		33.99%			
Fire Incidents		Total Fire Incidents			7		24		29		
	Structural			1		3		3			
	Fire Other			2		5		3			
	Unauthorized			0		0		1			
	Hazardous Condition			4		7		9			
	False / Cancelled			1		5		8			
	Service Calls			3		8		4			
Overlapping calls					22		71		58		
Occup/ Inspect		Total Inspections			26		98		132		
	General			26		98		132			
	Special/Other/Consults			0		0		0			
			Violations	5		45		56			
			Corrections	3		18		41			
Training		Total Hours			595		1153		1153		
	Fire Training			431		1034		713			
	EMS Training			300		540		320			
		Community Based Outreach			60		180		120		
See attached training summary											
Public Education			Monthly			Year to Date 2023			Year to Year 2022		
Totals / Events	Staff Hours	Participants	6	29	9	19	70	19	11	36	19
CPR Classes	Staff Hours	Participants	13	27	42	23	42	49	8	6	19
Station Tours	Staff Hours	Participants	1	2	6	3	8	48	0	0	0
Presentations	Staff Hours	Participants	0	0	0	2	4	8	0	25	0
Maintenance				Monthly		Year to Date 2023			Year to Year 2022		
		Total Hours		295		823.7			823.7		
		Building Care, Cleaning, Maintenance		90		207			231.6		
		Grounds Care		40		117			38.75		
		Vehicle Checks		152		453			500		
		Vehicle Cleaning		25		57			13.25		
		Vehicle Maintenance		20		48.2			40.1		
Current Events											
Paramedic And Critical Care Refresher											
EMS Protocols Updated											

Monthly Fire Operations Report for April 2023

News

Training

- The training theme for March was American Heart Association CPR and Blood born pathogen refresher.
- Driver Operator – Apparatus inspection, vehicle component identification, and aerial cone drill were the topics covered in March. Louis Kumbalek completed his aerial course and passed his written test. He will be tested on his practical skills in April. Once he has passed that component, he will be a state certified aerial operator. A review and test of his skills on the department pumper and aerial will conclude his evaluation process before he is promoted to the status of department driver operator.

Fire Operations

Fire Operations training: 431 hours

Fire Inspections: 26 Inspections, 5 Violations, 3 Corrections, 32 hours

<u>Public Education:</u>	7 CPR classes	22 staff hours	36 students
	6 CPR test outs	5 staff hour	6 students
	1 Station Tours	2 staff hour	5 students

Fire Admin Work: SOG updates Engine Spec

Fire Operations training number reflects total training hours per member, not hours per training segment. For example: If there was a 2-hour training segment and there were 4 members that participated, the recorded time for the training would be 8 hours not 2 hours.

INSPECTIONS DEPARTMENT

MONTHLY SUMMARY APRIL 2023

	Permits Issued		Permit Revenue		Project Value	
	Month	YTD	Month	YTD	Month	YTD
Building (residential)	20	54	3,563	10,803	812,071	1,571,498
Building (commercial)	1	7	650	1,830	65,000	401,058
Electrical	8	54	780	4,820	27,200	198,776
Heating	12	58	984	4,199	83,746	478,253
Home Occupation	-	-	-	-	-	-
Moving	-	-	-	-	-	-
Plumbing	9	52	845	7,315	27,642	330,928
Sign	-	4	-	200	-	6,280
Tank	-	-	-	-	-	-
Wrecking/Salvage	2	5	142	347	3,200	8,400
Totals	52	234	6,964	29,514	1,018,859	2,995,193

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2023	2022	2023	2022	2023	2022
Building	61	70	12,633	15,579	1,972,556	2,392,462
Electrical	54	72	4,820	5,785	198,776	200,576
Heating	58	80	4,199	5,048	478,253	445,732
Home Occupation	-	-	-	-	-	-
Moving	-	-	-	-	-	-
Plumbing	52	48	7,315	5,745	330,928	240,050
Sign	4	4	200	250	6,280	32,959
Tank	-	-	-	-	-	-
Wrecking/Salvage	5	4	347	320	8,400	5,000
Totals	234	278	29,514	32,727	2,995,193	3,316,779

Other Activities

Prepared agenda packet and minutes for Plan Commission meeting

Prepared notices, ordinances & related documents for public hearings

Received and responded to requests for information from the general public and staff

Completed annual tavern inspections with Fire Department

Type	Inspections	
	Month	YTD
Bldg	10	51
Elec	17	53
Heating	3	15
Plumbing	13	49
Misc	32	34
Sign	-	-
	75	202

Lester Public Library Director's Report April 2023

News

- Terry Ehle, Youth Coordinator, was one of four panel members presenting a Wisconsin Library Association webinar: WLA Youth Services Section Presents: ***Teen Programming Inspiration***. Four amazing library staff working with teens shared their teen programming successes, failures, and words of wisdom to keep youth librarians across Wisconsin motivated to create teen programming. The other presenters: Kahlil Griffin, Branch Manager of Simmons and Uptown, Kenosha Public Library, Kenosha, WI; Abby Seymour, Teen Services Librarian at the E.D. Locke Public Library, McFarland, WI; and Laci Sheldon, Youth Services Director, McIntosh Memorial Library, Viroqua, WI.
- During a routine HVAC inspection, Schaus discovered another air conditioner compressor coil was leaking. Last year we replaced two leaking coils. Schaus is contacting the manufacturer to inquire why these coils are failing – in particular, this most recent failure happened over the winter when the air conditioner was not operating. In the meantime, Schaus has rerouted the compressors to run on the operational compressors.
- Arrowhead and Lakeshores Library Systems merged and are now officially Prairie Lakes Library System (PLLS), serving the counties of Racine, Rock, and Walworth. PLLS' main office is located in Waterford, WI with a satellite office and delivery hub in Milton, WI. There are now fifteen library systems in Wisconsin.
- The Beanstack contract has been extended by the Department of Public Instruction (DPI) through April of 2025 for all interested Wisconsin public libraries and public-school libraries. This program is being offered through the DPI with funding from the Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) grant. This is at no cost to our library. We utilize Beanstack for our reading challenges and summer reading program.

Library Foundation

- The Foundation Board met in April and designated the annual allocation to the library - \$50,710. This is an increase of \$3424, or 7.24% over the \$47,286 allocation in 2022.
- Officers elected for 2023/24 are: Collette Tegen, president; Teri Wagner, vice president; Bob Fay, treasurer; and Stephanie Carpenter, secretary.

Library Legislation – No Report

Activities

04/03/23 – Two Rivers City Council Meeting
04/04/23 – Help Desk Shift

04/05/23 – Help Desk Shift
 04/05/23 – Educational Horizons Foundation Board Meeting, Two Rivers High School
 04/06/23 – Two Rivers Business Association Meeting, Cool City Brewing Company
 04/06/23 – Met with Lester Public Library Board of Trustees President, Stanley Palmer
 04/06/23 – Introduced the Environmental Advisory Board program – *Green Infrastructure Design and Implementation*
 04/10/23 – Circulation Desk Shift
 04/11/23 – Help Desk Shift
 04/11/23 – Lester Public Library Board of Trustees Meeting
 04/12/23 – Lester Public Library All Staff Meeting
 04/12/23 – City Department Heads Meeting
 04/13/23 – City of Two Rivers Safety Committee Meeting
 04/13/23 – City of Two Rivers Room Tax Commission Meeting
 04/14/23 – Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting at the Chilton Public Library
 04/14/23 – Manitowoc Calumet Library System Directors Meeting at the Chilton Public Library
 04/17/23 – Help Desk Shift
 04/17/23 – Two Rivers City Council Meeting
 04/18/23 – Lester Public Library Foundation Board Annual Meeting
 04/19/23 – Help Desk Shift
 04/19/23 – Introduced the Scholar for Life program – *Get Happy with Positive Psychology*
 04/20/23 – Help Desk Shift
 04/21/23 – Help Desk Shift
 04/24/23 – Help Desk Shift
 04/25/23 – Help Desk Shift
 04/26/23 – Help Desk Shift
 04/26/23 – City Department Heads Meeting
 04/27/23 – Met with David Pennefeather, Vice President, Lester Public Library Board of Trustees
 04/27/23 – Introduced Scholar for Life program – *Dealing with Angry People*

Jeff Dawson, Director, Lester Public Library 5/1/2023



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 01-23)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed and attachments to the library system headquarters. **Section 11, Item C.** Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Lester Public Library		2. Public Library System Manitowoc-Calumet Library System			
3a. Head Librarian First Name Jeffrey	3b. Head Librarian Last Name Dawson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 04/30/2027	
6a. Street Address 1001 Adams St.	6b. Mailing Address or PO Box 1001 Adams St.	7. City / Village / Town Two Rivers	8a. ZIP 54241	8b. ZIP4 3544	9. County Manitowoc
10. Library Phone Number 9207938888	11. Fax Number (920)793-7150	12. Library E-mail Address of Director jdawson@lesterlibrary.org			
13. Library Website URL www.lesterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wfs. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,000	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 084324875	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	52		
19b. Number of winter weeks	26		
19c. Summer hours open per week	52		
19d. Number of summer weeks	26		
19e. Total weeks per year	52		
19f. Total hours per year for this location	2,704		

PI-2401

Page 2

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	Yes
External Wi-Fi Access Increased During COVID-19	Yes
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
2020-03-03	2021-05-03

Additional building closure and reopening dates, please describe

PI-2401

Page 3

II. LIBRARY COLLECTION									
						a. Number Owned / Leased	b. Number Added		
1. Books in Print <i>Non-periodical printed publications</i>						82,626	6,156		
2. Electronic Books <i>E-books</i>						171,508			
3. Audio Materials						8,308	129		
4. Electronic Audio Materials <i>Downloadable</i>						68,757			
5. Video Materials						7,921	373		
6. Electronic Video Materials <i>Downloadable</i>						0			
7. Other Materials Owned <i>Describe</i> 0						447			
8a. Electronic Collections <i>Locally Owned or Leased</i>						0			
8b. Electronic Collections <i>Purchased by library system or consortia</i>						6			
8c. Electronic Collections <i>Provided through BadgerLink</i>						63			
9. Total Electronic Collections <i>Local, regional, and state</i>						69			
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>						97			

III. LIBRARY SERVICES							
1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
112,158	43,281	0		30,946	17,640		
				Method for Counting ILL Transactions Categorized ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)				29,790		16,447	
WISCAT				1,156		1,193	
Other (includes OCLC, manual tracking or other methods)				0		0	
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
3,061	1,346	4,407	No	Actual Count	12,819	Actual Count	51,441
6. Uses of Public Internet Computers						7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count	
24	17		Actual Count	2,539	Did Not Collect		
8. Website Visits		9. Electronic Collection Retrieval					
-1		a. Local	b. Other	c. Statewide	d. Total		
		-1	3,766	1,564			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
10,075	8,084	4	18,163		1,247		

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	36	21	12	62	0	131
Total Attendance	1,549	1,179	271	836	0	3,835

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	36	21	12	62	0
Total Attendance	1,549	1,179	271	836	0
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	131	49	131		
Total Attendance	3,835	180	3,835		

11i. Describe the library's in-person programs: In-person programming did not begin to return to normal until June of 2022. Storytime, Babygarden (baby lap sit), art programs, Families with STEAM events, LEGO programs, teen late nights, etc. were added as the staff moved back to pre-COVID programming. Youth staff traveled monthly to elementary and middle schools to conduct book talks and checkout library materials to students. Adult book clubs,

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs: Zero virtual programs in 2022.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	4	5	8	0	1	18
Total Pre-Recorded Program Views	183	177	292	0	4	656

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube, Google Slides, Google Forms

13h. Describe the library's pre-recorded programs: h. The library created monthly virtual libraries for three age levels with book talks on YouTube, Google slides with links to the library's catalog and Google Forms for ordering library materials. These virtual libraries were utilized by the community's charter

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Stanley	Palmer	331 23rd Street	Two Rivers	54241	spalmer@exchange.uta.edu
2. Katie	Stone	805 27th Street	Two Rivers	54241	katnissjstone@gmail.com
3. David	Pennefeather	1809 21st Street	Two Rivers	54241	david.aldon.pennefeather@
4. Mary	Glaser	12526 Lakeshore Road	Two Rivers	54241	mary.glaser@trschoools.k12
5. Don	Weiss	1813 S 28th Street	Two Rivers	54241	donweiss@manitowoccount
6. Kate	Gadd	2401 Jefferson Street	Two Rivers	54241	katieg919@gmail.com
7. Ned	Guyette	2501 Washington Street	Two Rivers	54241	guyettened@gmail.com
8. Sharon	Sleger	3625 Tannery Road	Two Rivers	54241	sharonsleger@gmail.com
9. Tracey	Koach	3411 Parkway Blvd	Two Rivers	54241	tkoach@two-rivers.org
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count					
9					

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V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Two Rivers	\$631,287
Subtotal 1		\$631,287

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$169,254

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Brown	\$615		
Calumet	\$248		
Kewaunee	\$1,411		
Sheboygan	\$51		
		Subtotal 2b	\$2,325

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0

Subtotal 3 \$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
		Subtotal 5	\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$7,909

7. All Other Operating Income

\$66,943

8. Total Operating Income Add 1 through 7

\$877,718

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$631,287

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

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VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$430,582

2. Employee Benefits Include maintenance, security, plant operations

\$127,026

3. Library Collection Expenditures

a. Print Materials

\$75,016

b. Electronic Materials

\$0

c. Audiovisual Materials

\$13,831

d. All Other Library Materials

\$0

Subtotal 3

\$88,847

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
OCLC	\$2,000	Ancestry.com	\$1,686
SIRSI Maintenance	\$932		
WPLC Member Share	\$1,520		
Newspaper Archive	\$275		
Envisionware	\$1,051		
Data Axle/Reference Solutions	\$1,383		
		Subtotal 4	\$8,847

5. Other Operating Expenditures

\$214,384

6. Total Operating Expenditures Add 1 through 5

\$869,686

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other	Roofing Project - Donor funded	\$190,000	\$190,000
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$190,000	\$190,000

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$74,921

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$0

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X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$89,752	40.00		Other		
Adult Services Coordinator	MLS (ALA)	\$64,272	40.00		Other		
Youth Services Coordinator	MLS (ALA)	\$64,272	40.00				
Customer Service Coordinator	Librn. no-MLS	\$45,614	40.00				
Reference Associate	Librn. no-MLS	\$24,128	25.00				
Reference Associate	Librn. no-MLS	\$14,596	20.00				
Reference Associate	Librn. no-MLS	\$13,634	17.00				
Early Literacy Specialist	Librn. no-MLS	\$18,954	25.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

3.00

Other Persons Holding the Title of Librarian (FTE)

3.18

Subtotal 2a

6.18

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

4.00

c. Total Library Staff (FTE)

10.18

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XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			42,911
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		16,001	23,484
3. Circulation to Nonresidents Living in Another County in the Library System		1,251	75
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		673	822
5. Circulation to All Other Wisconsin Residents		370	6. Circulation to Persons from Out of the State
			235
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	Yes	No	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Brown	79	f.	
b. Kewaunee	745	g.	
c.		h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i>	3. Is the library CIPA compliant?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	No a. State TEACH line Yes b. Other broadband connection Local, cable, telco, community network, etc.	No

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	52	47	13
Total Self-Directed Activity Participation	2,827	4,654	341
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	5	0	117
Total Self-Directed Activity Participation	858	0	8,680

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Terry	Ehle	tehle@lesterlibrary.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Chris	Hamburg	chamburg@lesterlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤ 	Stanley Palmer	2/16/2023
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤ 	Jeffrey Dawson	2/16/2023

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Manitowoc

The Lester Public Library Board of Trustees hereby states that in 2022 the Manitowoc-Calumet Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤ 

Stanley

Palmer

2/16/2023

COMMENTS

SECTION II

6. Electronic Video Materials (downloadable)

Videos downloaded from the WPLC catalog no longer available in 2022.--2023-02-14



Hamilton Community House
1520 17th Street
Two Rivers WI 54241-0087
Office (920) 793-5592
Senior Center (920) 793-5596

Date: May 10, 2023
To: Greg Buckley
CC: City Council, Recreation Staff, Recreation Board
From: Mike Mathis
Subject: Recreation Department Report

Senior Center

- Working on Back to School Carnival to support students in need in our community.
- Working on purchase of new TRUST car. Will operate two (2) TRUST cars as need continues.
- Sponsoring TRSC 1,000-member party May 12th.

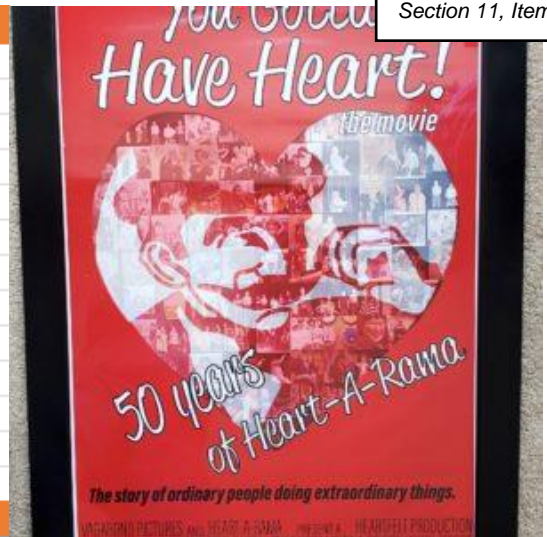
Recreation and Event Activities

- Successful Heart-A-Rama event took place again. Many compliments on our helpful and friendly staff and wonderful accommodation and organization at the TR Community House.
- Participation numbers were up for the Easter Bunny Breakfast this year and we profited \$1,700.
- Youth swimming took place again this year after a small hiatus due to covid and we will continue to offer more sessions this Fall!
- Training for Kenny Shillcox is going great! He is taken on many programs, creating, and organizing the upcoming spring, summer and fall activities.
- Ran two Pitching Clinics with the help of Jay Radey.
- Met with Softball and Baseball coach's and separated kids into teams. We will have 6 boy's teams and 6 girl's teams this year. This doesn't include our T—ball teams.
- Kenny put together and added a NEW Baseball Clinic into this Summer program offering.
- Kenny attended a MCYS meeting in preparation for this year's baseball season.
- We had a good positive showing for our Spring Flag Football in April, even considering the weather wasn't the best.

Cemeteries, Forestry, Parks, and Maintenance

- Fired up bathrooms/concessions Vietnam Ball Park and Walsh Field.
- Updated lighting Neshotah Park (NEW shelter).
- Dock installed Vets Park.
- Kayak Launch Installed.
- Buoys cleaned up and dropped off at Susie Q's.
- Waxed floors at Community House in prep of HAR.
- Took down Marquee signs Central Park East and West.
- Brush clean-up throughout parks.

Senior Center Participation	Number
Meals on Wheels Served	1,593
Congregate Meals	93
TRUST Car Rides	301
# Volunteers	110
# Volunteer Hrs Donated	1102
# New Members	10
# New Members YTD	51
Membership Renewals	18
Membership Renewals YTD	198
Lifetime Memberships YTD	6
Senior Center Programs	3840
Average Daily Attendance	91.70%
Total Members	1013



Recreation Programming	Number	Room / Location
Flag Football	222	
Pitching Clinic	46	
Youth Swimming	150	TRHS Pool
Youth Spring Track	94	Magee and Koenig Green Spaces
Total Recreation Programming	512	
Rentals / Events	Number	Room / Location
Lisa Gehrke	100	Behringer
Band Practice	25	Behringer
Salvation Army	100	Behringer
Walking Members	20	Gymnasium
Moving Forward Adult Day Service	20	Gymnasium
Roberto Flores	25	Gymnasium
Luarmarie Rosado	30	Gymnasium
Danielle Gammicchia	60	Gymnasium
Ivan Najera Osuna	15	Gymnasium
Michael Spaeth	30	Gymnasium
Elizabeth Paral	25	Gymnasium
Tina Luecke	20	Gymnasium
Ashley Smits	50	Gymnasium
Jennifer Schneider	150	Gymnasium
Wayne Schultz	30	Koska
American Legion Meeting	25	Koska
Destiny Krizek	40	Koska
Kristine Traeger	50	Koska
Jared Rohrer	25	Koska
Easter Bunny Breakfast	210	Koska
Heart A Rama	900	Gymnasium
Heart A Rama	50	Behringer
Baseball Coaches Meeting	13	Koska
Softball Coaches Meeting	9	Koska
JE Community House Totals	2022	
Farmer's Market Meeting	35	
Other Facility Totals	35	
Total Rentals / Events	2057	

Two Rivers Police Department Monthly Report March 2023

Section 11, Item C.



Serving our community since 1858

Two Rivers Police Department

1717 East Park St.

Two Rivers, WI 54241

Business (920) 793-1191

Non-Emergency (920) 686-7200



Monthly Report March 2023



In March we celebrated the outstanding, professional women of our department who make a difference each and every day.
Thank you!



CSO Tim Culligan Retirement

Congratulations to Community Service Officer Timothy Culligan who retired from TRPD for a second time. Tim was a Police Officer with us for 22 years previously, retiring in May 2020. His passion for serving his community and working with animals brought him back as a Community Service Officer in August 2020.

Thank you CSO Culligan for your outstanding service! We wish you a happy & healthy retirement!

March Training

- Officer Tlachac attended a two-week Department of Criminal Investigation Drug Investigator School in Oshkosh. This school provides investigators with the tools necessary to conduct all aspects of drug investigations.
- Officer Propson and Lieutenant Elsenpeter attended the Wisconsin Association of Women's Police conference where they received training in various topics and had the opportunity to network with other female professionals from across the state.
- Detective Klumpyan attended a 2-week Detective Training in Waukesha. This training provided her with advanced training on conducting investigations and will greatly advance her skills within her current role.
- Officer Verhelst attended an instructor training for "Not A Number- Love 146" This training focused on teaching youth how to avoid becoming victims of human trafficking. The training will come in particularly useful for her future role as a school resource officer.
- Officer Propson and Officer Lutze attended a grant funded, free Interview and Interrogation course in Sheboygan put on by WI DOJ.

- All supervisors took part in an online training to become certified in transmitting and receiving WI Crime Alert Network information. This system allows the sharing of crime information statewide greatly increasing crime solvability.
- Several officers attended Blue Courage- Breach Point training. This was a free training put on for all officers in Manitowoc County and their families, courtesy of a grant acquired by the Manitowoc County Sheriff's Office. The training deals with officer wellness for themselves and their families as they navigate the challenges of a law enforcement career.

Anniversaries



Chief Ben Meinnert
3/16/15
8 Years



Officer Briana Propson
3/13/16
7 Years



Officer Brogan Tremel
3/10/19
4 Years

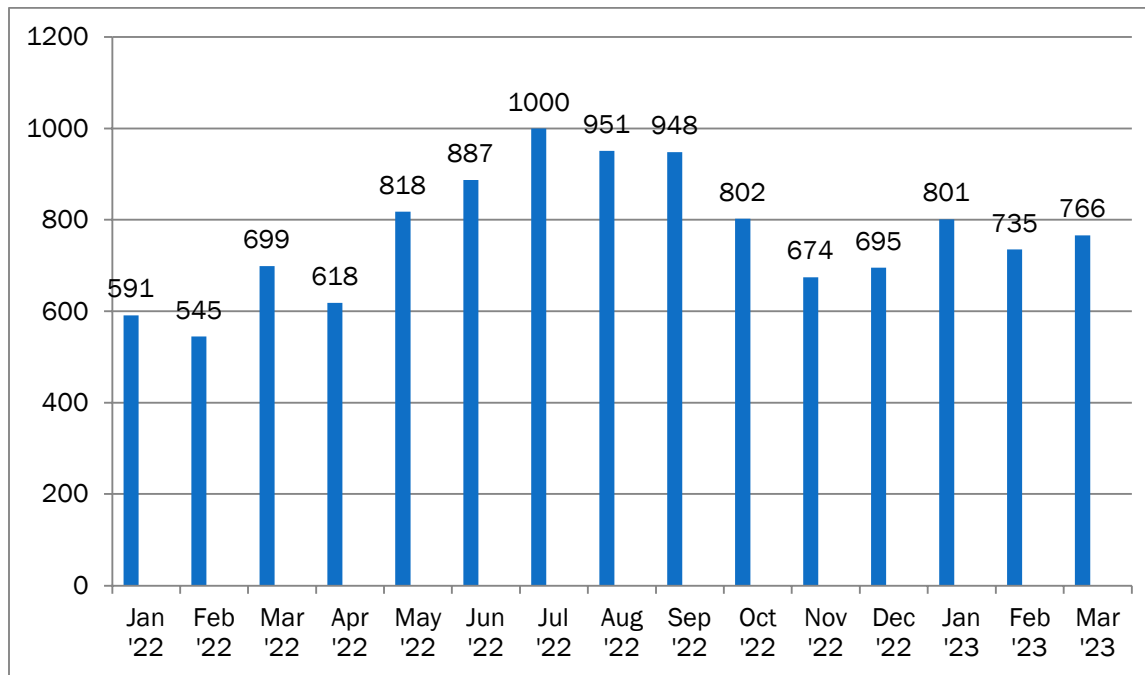


Thank you to Fatzo's Subs and Sandwiches for the donation!

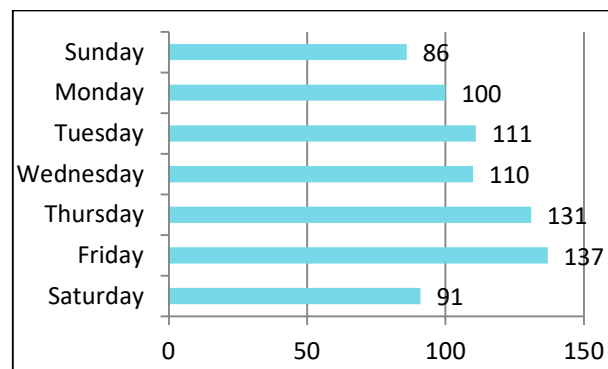
CALLS FOR POLICE SERVICE

March	2023 YTD TOTAL: 2,302
2023:	TOTAL LAST YEAR: 9,128
766	

Monthly Calls Comparison Chart:



Calls for Service by Day of Week:

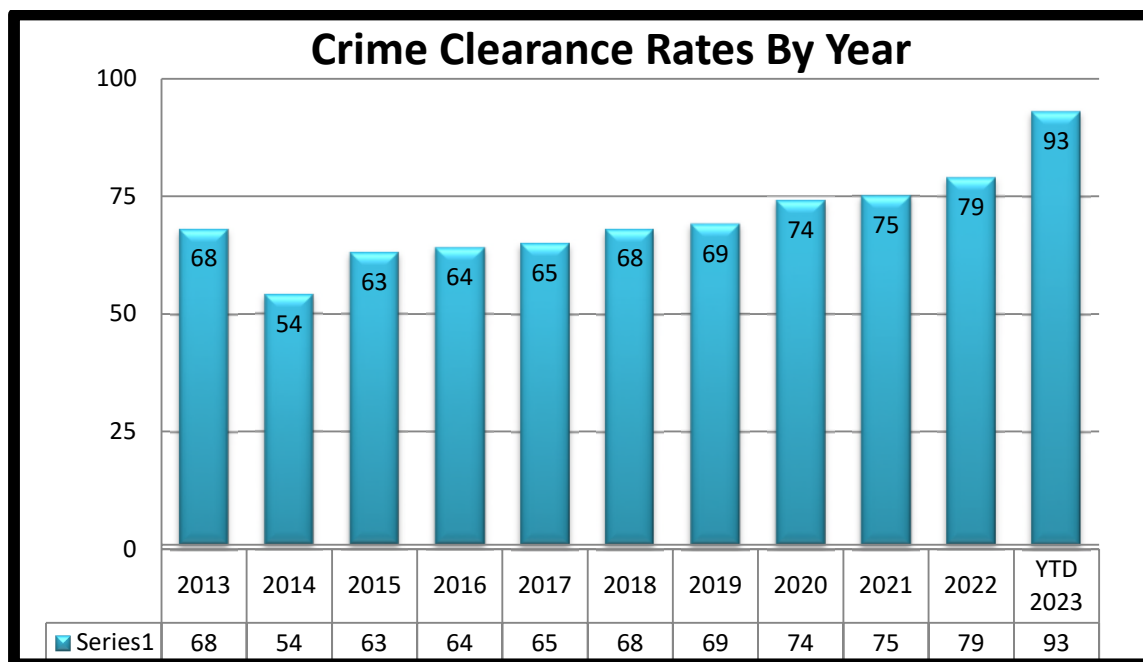


CRIME CLEARANCE RATE:

Each law enforcement agency in the Nation submits monthly reports to the Uniform Crime Reporting (UCR) Program. This program collects and reports crime offense data for the Nation, categorizing crime data as Part I or Part II offenses. Part I offenses include: Murder/Non-Negligent, Forcible Rape, Robbery, Assault(s), Burglary, Larceny/Theft, Motor Vehicle Thefts, and Arson. Part II offenses include all other crime classifications outside those defined as Part I offenses. These monthly reports also afford the Two Rivers Police Department the ability to monitor our crime clearance rate. The crime clearance rate is simply the percentage of offenses reported as compared to how many of those offenses were cleared or resolved. The Two Rivers Police Department is proud to note that our crime clearance rates are generally well above the average for the State of Wisconsin. Because some cases that are reported in one month may be solved or "cleared" the next month or months later, it is difficult to state crime clearance rates as purely a monthly rate. For our purposes, we continue to track our CCR rates across the months and years as well.

	March
Reported Part 1 Cases	4
Cases Cleared	6
Crime Clearance Rate	150%

Crime Clearance Rate YTD: 93%



Adult & Juvenile Arrest/Charge Summary:

The following is the total of ADULT and JUVENILE ARRESTS/CHARGES made by this department this month. This may not represent the actual number of individuals arrested as there are generally many cases where an individual will have multiple charges or counts of a specific charge. These statistics represent charges and arrests made for Criminal Code as well has Municipal Ordinance violations.

2023	
Adult Arrests	31
Juvenile Arrests	14
Total	45

March 2023 Parking Violations

Violation	
Overtime	0
Restricted	4
Winter	28
Total Parking Year to Date	180

Field Warnings 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
FIELD WARNING													
347.07(3)(B) OPERATE W/IMPROPER COLORED LIGHTS BENEATH	0	1	0	0	0	0	0	0	0	0	0	0	1
346.072(1M)(A) FAIL/CHANGE LANE PASSING STOPPED EMERGENCY VEHICLE MULTIPLE LANES	0	0	1	0	0	0	0	0	0	0	0	0	1
10-1-13(D) CONDITIONAL USE PERMITS VIOLATION	1	0	0	0	0	0	0	0	0	0	0	0	1
346.57(4)(e) 001 SPEEDING ON CITY HIGHWAY (1-10 MPH)	3	1	2	0	0	0	0	0	0	0	0	0	6
346.57(4)(e) 007 SPEEDING ON CITY HIGHWAY (16-19 MPH)	1	0	0	0	0	0	0	0	0	0	0	0	1
346.57(4)(f) 005 SPEEDING IN OUTLYING DISTRICT (11-15 MPH)	0	0	1	0	0	0	0	0	0	0	0	0	1
346.57(4)(e) 006 SPEEDING ON CITY HIGHWAY (11-15MPH)	29	27	32	0	0	0	0	0	0	0	0	0	88
341.04 NON-REGISTRATION OF VEHICLE	6	7	12	0	0	0	0	0	0	0	0	0	25
346.46(2)(A) IMPROPER STOP/STOP SIGN-STOP LINE	1	0	0	0	0	0	0	0	0	0	0	0	1

346.18(3) FAIL/YIELD RIGHT/WAY FROM STOP SIGN	1	0	2	0	0	0	0	0	0	0	0	0	3
346.87 UNSAFE BACKING OF VEHICLE	1	1	0	0	0	0	0	0	0	0	0	0	2
346.57(2) UNREASONABLE AND IMPRUDENT SPEED	0	1	0	0	0	0	0	0	0	0	0	0	1
346.46 001 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	1	8	4	0	0	0	0	0	0	0	0	0	13
346.37(1)(C)1 001 VIOLATE RED TRAFFIC SIGNAL	1	0	0	0	0	0	0	0	0	0	0	0	1
341.04(1) 001 NON-REGISTRATION OF AUTO, ETC	0	0	1	0	0	0	0	0	0	0	0	0	1
346.46 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	4	2	4	0	0	0	0	0	0	0	0	0	10
344.62(2) OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	13	17	20	0	0	0	0	0	0	0	0	0	50
344.62(1) 001 OPERATING MOTOR VEHICLE W/O INSURANCE	4	1	5	0	0	0	0	0	0	0	0	0	10
341.15(3)(B) IMPROPER DISPLAY/PLATES (HARD TO SEE)	1	1	0	0	0	0	0	0	0	0	0	0	2
341.15(1m)(a) FAIL/ATTACH REAR REGIS. DECAL/TAG	0	1	1	0	0	0	0	0	0	0	0	0	2
343.07(1g)(a)1 OPERATE MOTOR VEHICLE BY PERMITTEE W/O INSTRUCTOR	0	1	0	0	0	0	0	0	0	0	0	0	1
943.13(1M)(A) TRESPASS TO LAND - ENCLOSED, CULTIVATED OR UNDEVELOPED LAND	0	1	0	0	0	0	0	0	0	0	0	0	1
6-5-7(C)-2-10 RESTRICTIONS ON KEEPING DOGS (DOG AT LARGE)	5	4	3	0	0	0	0	0	0	0	0	0	12
6-5-21 LIMIT ON NUMBER OF DOGS AND CATS	1	0	0	0	0	0	0	0	0	0	0	0	1
346.37(1)(B) VIOLATE YELLOW SIGNAL	0	0	1	0	0	0	0	0	0	0	0	0	1
6-5-7(A)(2)(A) DOG AT LARGE - ON PREMISE	0	0	2	0	0	0	0	0	0	0	0	0	2
8-2-4(B) ALL NIGHT PARKING PROHIBITED/WINTER PARKING	0	0	1	0	0	0	0	0	0	0	0	0	1
346.37(1)(C)(1)/RED VIOLATE RED TRAFFIC SIGNAL	1	0	1	0	0	0	0	0	0	0	0	0	2
6-5-7(A)(2)(B) DOG AT LARGE - OFF PREMISE	1	0	0	0	0	0	0	0	0	0	0	0	1
6-5-6 PENALTY FOR FAILURE TO OBTAIN RABIES SHOT	3	3	8	0	0	0	0	0	0	0	0	0	14
6-5-1 DOG LICENSE	9	4	9	0	0	0	0	0	0	0	0	0	22
TR305.34(6)(C) WINDSHIELDS-TINTING CRITICAL AREA	0	1	0	0	0	0	0	0	0	0	0	0	1
TR305.32(5)(B)1 WINDOW-REAR WINDOW-TINTING MANUFACTURER	0	1	0	0	0	0	0	0	0	0	0	0	1

TR305.32(4)(B)2 WINDOW- VENT/FRONT SIDE TINTING 50%	0	1	0	0	0	0	0	0	0	0	0	0	1
TR305.28(1) SPEEDOMETER/ODOMETER- PROPER WORKING ORDER	0	1	0	0	0	0	0	0	0	0	0	0	1
TR305.20(1) EXHAUST WORKING CONDITION	0	0	2	0	0	0	0	0	0	0	0	0	2
TR305.16(2) TAIL LAMPS- PROPER WORKING CONDITION	0	1	0	0	0	0	0	0	0	0	0	0	1
TR305.15(2) STOP LAMPS PROPER WORKING CONDITION	0	0	1	0	0	0	0	0	0	0	0	0	1
TR305.13(1) REGISTRATION LAMP- PROPER WORKING CONDITION	1	1	2	0	0	0	0	0	0	0	0	0	4
TR305.11(2)(A) HEADLAMPS PROPER WORKING CONDITION	0	1	3	0	0	0	0	0	0	0	0	0	4
347.48(2m)(b) SEATBELT - OPERATOR USE REQUIRED	1	0	1	0	0	0	0	0	0	0	0	0	2
347.14(1) OPERATE VEHICLE W/O STOPPING LIGHTS	1	2	3	0	0	0	0	0	0	0	0	0	6
347.13(3) OPERATE VEHICLE W/O REGISTRATION LAMPS	0	1	3	0	0	0	0	0	0	0	0	0	4
347.13(1) NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT	2	5	3	0	0	0	0	0	0	0	0	0	10
347.12(1)(A) FAILURE TO DIM HEADLIGHTS- ONCOMING VEHICLES	0	0	1	0	0	0	0	0	0	0	0	0	1
346.59(1) IMPEDING TRAFFIC BY SLOW SPEED	0	0	1	0	0	0	0	0	0	0	0	0	1
346.57(4)(E) SPEEDING 25 MPH HWY CITY/VILLAGE	1	2	1	0	0	0	0	0	0	0	0	0	4
346.52(1)(B) STOPPING PROHIBITED ON A CROSSWALK	0	0	1	0	0	0	0	0	0	0	0	0	1
347.09(1)(B) HEADLAMPS- MOPED/TYPE 1 MOTORCYCLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.38(1) PEDESTRIAN SIGNAL VIOLATION BY VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.34(1)(B) TURN VEH W/O PROPER SIGNAL	0	1	0	0	0	0	0	0	0	0	0	0	1
346.34(1) FAILURE TO SIGNAL TURN/UNSAFE TURN	2	0	2	0	0	0	0	0	0	0	0	0	4
346.31(3) IMPROPER LEFT TURN	0	0	1	0	0	0	0	0	0	0	0	0	1
346.31(2) IMPROPER RIGHT TURN	0	1	0	0	0	0	0	0	0	0	0	0	1
346.31(1) FAIL TO FOLLOW INDICATED TURN	1	1	0	0	0	0	0	0	0	0	0	0	2
346.18(2) FAILURE YIELD RIGHT OF WAY MAKING LEFT TURN	0	1	0	0	0	0	0	0	0	0	0	0	1
346.13(3) DEVIATE FROM DESIGNATED LANE	1	1	2	0	0	0	0	0	0	0	0	0	4
346.13(1) UNSAFE LANE DEVIATION	0	1	1	0	0	0	0	0	0	0	0	0	2
346.04(2) FAIL TO OBEY TRAFFIC SIGNAL/SIGN	0	0	1	0	0	0	0	0	0	0	0	0	1

343.18(1) OPERATE W/O CARRYING LICENSE	0	0	1	0	0	0	0	0	0	0	0	0	1
343.05(3)(a) OPERATE W/O VALID LICENSE	0	0	1	0	0	0	0	0	0	0	0	0	1
341.15(3)(A) IMPROPER DISPLAY/PLATES (NO PLATES)	0	0	1	0	0	0	0	0	0	0	0	0	1
341.15(2) IMPROPERLY ATTACHED LICENSE PLATES	2	1	1	0	0	0	0	0	0	0	0	0	4
341.15(1) FAIL/DISPLAY VEHICLE LICENSE PLATES	1	1	2	0	0	0	0	0	0	0	0	0	4
341.11(4) NO DISPLAY OF REGISTRATION CERTIFICATE	1	0	0	0	0	0	0	0	0	0	0	0	1
341.03(1) OPERATE AFTER VEH REV/SUSP OF REGISTRATION	0	0	1	0	0	0	0	0	0	0	0	0	1
347.09(1)(A) HEADLAMPS- VEHICLES EQUIPED W/2 HEADLAMPS	4	3	3	0	0	0	0	0	0	0	0	0	10
347.07(2)(B) OPERATE VEHILCE W/NONRED TAILLIGHTS	0	1	0	0	0	0	0	0	0	0	0	0	1
347.06(3) UNCLEAR/DEFECTIVE LIGHTS OR REFLECTORS	7	6	4	0	0	0	0	0	0	0	0	0	17
347.06(1) OPER W/O REQUIRED LAMP LIGHTED	2	1	4	0	0	0	0	0	0	0	0	0	7
343.43(1)(a) PRESENT REVOKED LICENSE AS VALID	0	0	1	0	0	0	0	0	0	0	0	0	1
346.94(2) RACING ON HIGHWAY	0	1	0	0	0	0	0	0	0	0	0	0	1
23.33(4)(D) ATV ON ROADWAY	0	0	1	0	0	0	0	0	0	0	0	0	1
346.89(1) INATTENTIVE DRIVING	0	0	1	0	0	0	0	0	0	0	0	0	1
FIELD WARNING Totals	116	118	160	0	0	0	0	0	0	0	0	0	394
Totals	116	118	160	0	0	0	0	0	0	0	0	0	394

Traffic Citations 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
TRAFFIC													
346.57(4)(e) 001 SPEEDING ON CITY HIGHWAY (1-10 MPH)	0	0	1	0	0	0	0	0	0	0	0	0	1
343.44(1)(b) 013 OPERATING WHILE REVOKED (FORFEITURE)	1	1	0	0	0	0	0	0	0	0	0	0	2
346.57(4)(e) 007 SPEEDING ON CITY HIGHWAY (16-19 MPH)	0	3	2	0	0	0	0	0	0	0	0	0	5
346.57(4)(e) 006 SPEEDING ON CITY HIGHWAY (11-15MPH)	1	1	0	0	0	0	0	0	0	0	0	0	2
341.04 NON- REGISTRATION OF VEHICLE	4	3	5	0	0	0	0	0	0	0	0	0	12
346.18(3) FAIL/YIELD RIGHT/WAY FROM STOP SIGN	0	1	1	0	0	0	0	0	0	0	0	0	2
346.87 UNSAFE BACKING OF VEHICLE	0	0	1	0	0	0	0	0	0	0	0	0	1
346.46 001 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	0	2	0	0	0	0	0	0	0	0	0	0	2
346.37(1)(C)1 001 VIOLATE RED TRAFFIC SIGNAL	0	0	1	0	0	0	0	0	0	0	0	0	1
346.18(5) 003 FAIL/YIELD RT/WAY FROM PARKED POSITION (2ND+)	1	0	0	0	0	0	0	0	0	0	0	0	1
346.46 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	0	1	0	0	0	0	0	0	0	0	0	0	1
344.62(2) OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	1	0	0	0	0	0	0	0	0	0	0	0	1
344.62(1) 001 OPERATING MOTOR VEHICLE W/O INSURANCE	7	5	5	0	0	0	0	0	0	0	0	0	17
343.07(1g)(a)1 OPERATE MOTOR VEHICLE BY PERMITTEE W/O INSTRUCTOR	0	0	1	0	0	0	0	0	0	0	0	0	1
6-5-7(C)-2-10 RESTRICTIONS ON KEEPING DOGS (DOG AT LARGE)	0	0	1	0	0	0	0	0	0	0	0	0	1
343.085(2m)(a)1 PROB LICENSEE OPER CLASS D VEH W/OTHER PERSON IN VEH	0	1	0	0	0	0	0	0	0	0	0	0	1
346.37(1)(C)(1)/RED VIOLATE RED TRAFFIC SIGNAL	0	1	0	0	0	0	0	0	0	0	0	0	1
346.67(1) 004 PROPERTY HIT & RUN - ATTENDED VEHICLE PROPERTY DAMAGE	0	1	1	0	0	0	0	0	0	0	0	0	2
346.70(1) 001 FAILURE TO NOTIFY POLICE OF ACCIDENT	1	0	0	0	0	0	0	0	0	0	0	0	1

346.69 HIT AND RUN PROPERTY ADJACENT TO HIGHWAY	0	0	1	0	0	0	0	0	0	0	0	0	1
346.68 HIT AND RUN- UNATTENDED VEHICLE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.63(1)(B)ORD OWI - OPERATE W/PAC OVER LEGAL LIMIT	2	0	0	0	0	0	0	0	0	0	0	0	2
346.57(5) SPEEDING - EXCEEDING ZONED & POSTED LIMIT/HWY CONST	0	0	1	0	0	0	0	0	0	0	0	0	1
346.57(4)(E) SPEEDING 25 MPH HWY CITY/VILLAGE	0	0	1	0	0	0	0	0	0	0	0	0	1
346.57(3) DRIVING TOO FAST FOR CONDITIONS	0	1	0	0	0	0	0	0	0	0	0	0	1
346.57(2) 001 UNREASONABLE AND IMPRUDENT SPEED	0	0	1	0	0	0	0	0	0	0	0	0	1
346.48(1) FAIL TO STOP FOR SCHOOL BUS	0	0	1	0	0	0	0	0	0	0	0	0	1
346.18(6) FAIL YIELD RIGHT OF WAY FROM YIELD SIGN	0	1	0	0	0	0	0	0	0	0	0	0	1
346.18(2) FAILURE YIELD RIGHT OF WAY MAKING LEFT TURN	0	1	0	0	0	0	0	0	0	0	0	0	1
346.13(1) UNSAFE LANE DEVIATION	1	0	0	0	0	0	0	0	0	0	0	0	1
343.44(1)(b) OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUST/REFUSAL)	2	3	5	0	0	0	0	0	0	0	0	0	10
343.44(1)(a) 001 OPERATING AFTER SUSPENSION	1	5	8	0	0	0	0	0	0	0	0	0	14
343.05(3)(a) OPERATE W/O VALID LICENSE	3	2	6	0	0	0	0	0	0	0	0	0	11
341.04 001 NON- REGISTRATION OF VEHICLE <=10000 LBS	0	1	1	0	0	0	0	0	0	0	0	0	2
341.03(1) OPERATE AFTER VEH REV/SUSP OF REGISTRATION	3	4	2	0	0	0	0	0	0	0	0	0	9
347.413(1) NO TAMPERING W/IGNITION INTERLOCK DEVICE	1	0	0	0	0	0	0	0	0	0	0	0	1
346.89(1) INATTENTIVE DRIVING	0	0	1	0	0	0	0	0	0	0	0	0	1
346.63(1)(A) ORD OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE	2	0	0	0	0	0	0	0	0	0	0	0	2
TRAFFIC Totals	32	38	47	0	0	0	0	0	0	0	0	0	117
Totals	32	38	47	0	0	0	0	0	0	0	0	0	117

Municipal Citations 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
ORDINANCE													
7-1-1(C) PLACE OR LEAVE RUBBISH	0	0	1	0	0	0	0	0	0	0	0	0	1
9-1-4 W/INJ DISORDERLY CONDUCT WITH INJURY	0	0	1	0	0	0	0	0	0	0	0	0	1
9-1-4 W/O INJ DISORDERLY CONDUCT WITHOUT INJURY	0	1	5	0	0	0	0	0	0	0	0	0	6
9-1-2(C)(3) POSSESS TOBACCO OR NICOTINE PRODUCTS UNDER 18	1	0	0	0	0	0	0	0	0	0	0	0	1
9-1-2(F) NO PERSON PURCHASE ELECTRONIC SMOKING DEVICE ON BEHALF OF PERSON UNDER 18	1	1	0	0	0	0	0	0	0	0	0	0	2
9-1-2(E)(3) POSSESS ANY ELECTRONIC SMOKING DEVICE UNDER 18	5	3	2	0	0	0	0	0	0	0	0	0	10
9-1-1 947.0125(2)(B) UNLAWFUL USE OF COMPUTERIZED COMMUNICATION-HARRASSMENT	0	3	0	0	0	0	0	0	0	0	0	0	3
9-2-10(C) CONTRIBUTE TO TRUANCY	1	0	12	0	0	0	0	0	0	0	0	0	13
9-2-13 POSSESSION OF DRUG PARAPHERNALIA	1	0	2	0	0	0	0	0	0	0	0	0	3
9-2-12 POSSESSION OF TETRAHYDROCANNABINOLS/8 GM OR LESS	1	0	4	0	0	0	0	0	0	0	0	0	5
8-2-4(B) ALL NIGHT PARKING PROHIBITED/WINTER PARKING	0	1	0	0	0	0	0	0	0	0	0	0	1
9-2-5/10P-7A LOUD AND UNNECESSARY NOISE/VIBRATIONS 10PM-7AM	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-1 DISCHARGE OR CARRYING FIREARMS AND GUNS	1	0	0	0	0	0	0	0	0	0	0	0	1
9-1-1 946.41 RESISTING OR OBSTRUCTING OFFICER	0	0	1	0	0	0	0	0	0	0	0	0	1
9-1-1 943.50(<\$10) RETAIL THEFT - UNDER \$10	0	2	0	0	0	0	0	0	0	0	0	0	2
9-1-1 943.20 THEFT	0	3	2	0	0	0	0	0	0	0	0	0	5
9-1-1 943.14 TRESPASS TO DWELLING	0	2	0	0	0	0	0	0	0	0	0	0	2
9-1-1 943.01(1) CRIMINAL DAMAGE TO PROPERTY	1	1	0	0	0	0	0	0	0	0	0	0	2
9-2-10(B) HABITUAL TRUANCY	1	2	0	0	0	0	0	0	0	0	0	0	3
9-2-10(A) SIMPLE TRUANCY	0	3	4	0	0	0	0	0	0	0	0	0	7
9-1-1 167.10(3) USE OF FIREWORKS/POSSESSION OF FIREWORKS	0	1	0	0	0	0	0	0	0	0	0	0	1
6-5-8(D) FAILURE TO PAY FOR REDEEMED ANIMAL	0	1	0	0	0	0	0	0	0	0	0	0	1
ORDINANCE Totals	14	24	34	0	0	0	0	0	0	0	0	0	72
Totals	14	24	34	0	0	0	0	0	0	0	0	0	72

March 2023 Juvenile Arrests

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
940.19(1)	13B BATTERY - SIMPLE	1	1
9-1-1 943.20	23H THEFT	4	4
9-2-10(A)	90B SIMPLE TRUANCY	2	2
9-1-4 W/INJ	90C DISORDERLY CONDUCT WITH INJURY	1	1
9-1-4 W/O INJ	90C DISORDERLY CONDUCT WITHOUT INJURY	1	1
947.01(1) 90C	90C DISORDERLY CONDUCT - GENERAL	1	1
9-1-2(E)(3)	90Z POSSESS ANY ELECTRONIC SMOKING DEVICE UNDER 18	2	2
Totals:		12	12

March 2023 Adult Arrests

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
948.02(2) RAPE	11A RAPE UNDER 16 YEARS OF AGE	1	1
940.19(2)	13A SUBSTANTIAL BATTERY/AGGRAVATED/INTEND BODILY HARM	1	1
943.50(1M)(B) MISD	23C RETAIL THEFT - INTENTIONALLY TAKE- MISD	1	1
943.20(1)(A) THEFT OTHER	23H THEFT ALL OTHER	1	1
9-2-12	35A POSSESSION OF TETRAHYDROCANNABINOLS/8 GM OR LESS	3	3
961.41(3G)(AM)	35A POSSESS NARCOTIC SCH I OR II	1	1
961.41(3G)(G)	35A POSSESS METHAMPHETAMINE	1	1
9-2-13	35B POSSESSION OF DRUG PARAPHERNALIA	2	2
961.573(1)	35B POSSESS DRUG PARAPHERNALIA	1	1
9-2-10(C)	90B CONTRIBUTE TO TRUANCY	11	11
9-1-1 946.41	90C RESISTING OR OBSTRUCTING OFFICER	1	1
947.01(1) 90C	90C DISORDERLY CONDUCT - GENERAL	4	4
948.21(2) FELONY	90F CHILD NEGLECT - FELONY	1	1
968.075(1)(a)	90F DOMESTIC ABUSE	3	3
343.44(1)(b)	90Z OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUST/REFUSAL)	2	2
346.48(1)	90Z FAIL TO STOP FOR SCHOOL BUS	1	1
346.69	90Z HIT AND RUN PROPERTY ADJACENT TO HIGHWAY	1	1
51.15	90Z EMERGENCY DETENTION/MENTAL HEALTH	3	3
7-1-1(C)	90Z PLACE OR LEAVE RUBBISH	1	1
8-2-4(B)	90Z ALL NIGHT PARKING PROHIBITED/WINTER PARKING	1	1
8-4-1(B)	90Z ABANDONMENT OF VEHICLES PROHIBITED	1	1
946.41(1) RESIST	90Z RESISTING AN OFFICER	1	1
946.49(1)(a)	90Z BAIL JUMPING-MISDEMEANOR	9	6
946.49(1)(b)	90Z BAIL JUMPING-FELONY	5	3
948.02(3)	90Z FAIL TO ACT/SEX ASSAULT OF CHILD	1	1
948.025(1)(E)	90Z REPEATED SEX ASSAULT OF SAME CHILD	1	1
948.45(1)	90Z CONTRIBUTE TO TRUANCY	1	1
973.10	90Z PROBATION HOLD	6	6
973.10(1)	90Z PROBATION VIOLATION	1	1
Totals:		67	62

April 2023 Public Works Narrative Tasks**ENGINEERING 2023*****Lincoln Street (17th St to 22nd St) Reconstruction (Contract 2-2023)***

- Plans submitted for DNR approval in September
- Staff preparing final plans for February Bidding
- Public Information Meeting held Jan. 25, 5:30 p.m.
- Prepared Preliminary Assessment Resolution for January Council Meeting - Approved
- Bid received February 14, 2023
- Bid awarded to Mammoth Construction at the February 20, 2023 Council Meeting
- Contract documents prepared and forwarded to Mammoth Construction
- Prepared Assessment Engineer's Report including Assessment Role in Preparation of Public Hearing
- Public Hearing was held and Final Assessment Resolution passed
- Contractor mobilized to Lincoln Street and began saw cutting the pavement

Zlatnik Drive (17th to Pierce St) Resurfacing (Contract 1-2023)

- Planned for 2023 construction
- Early 2023 construction expected
- Prepared Preliminary Assessment Resolution for January Council Meeting - Approved
- Preparing plans and bid package for a late March bid opening
- Bids were received and opened March 30, 2023 with apparent low being Northeast Asphalt
- Prepared award recommendation memo for Council Meeting

Lincoln Avenue Private Side Laterals / Services (Contract 3-2023)

- Prepared bid documents for March bid opening
- Bids received and opened March 20, 2023, with apparently low being Van Rite Plumbing, Inc.
- Prepared bid award recommendation memo for Council Meeting
- Private lead service lateral estimates

Lead water services and Sanitary Sewer lateral Replacement (2022)

- Project was bid February 23, 2022, with Essential Sewer & Water being the low bidder
- Contractor started work on other laterals August 1. Substantial completion of 52 service replacements October 5
- Expect to replace other services as needed, and as requested, early Spring, 2023
- January and February with little success.
- WDNR extended grant deadline to June 2023. Had the ability to fund 29 additional services
- 29 of the 29 available slots are under contract with the City and Water Utility - all 29 replacements have been completed as of 5/4/23. Invoices for this work will go out within May 2023

17th Street Reconstruction

- Limits from East Street to Zlatnik Drive, and East Park Street to Jefferson Street
- Project was bid on February 23, with low bid from Jossart Bros. Construction
- Construction started July 25.
- Substantial completion and roadway opened to traffic Nov. 22
- Spring punch list items remain including terrace restoration and tree planting
- Ordered trees for planting that will take place early May 2023

Eggers Pond, (near 20th St & East River St)

- City staff and consultant continue to work on project coordination
- Contract was bid June 2, 2021, with Superior Sewer & Water being the low bidder.
- Street paving on 20th Street completed in November

- Punch list items remain for early 2023

- Consultant working on final Close-out documents with WDNR (Cont'd into March)

Street Improvement Grants

- Staff submitted additional applications in early June for street improvement grants for years 2023-2027.

- DOT notified City of grant for resurfacing Emmet Street (17th to 22nd)

- Work would be scheduled for 2025.

- Prepared memo to Council to deny the authorization to execute the SMA due to significant cost overrun concerns.

Pierce Court Drainage

- Staff is coordinating with a consultant on cleaning a drainage ditch which drains the Pierce Court area

Shoreline Protection

- Staff and consultant submitted the permit application for shoreline protection placed at DPW/WWTP area, Eggers Pond Site, Lot F, and Neshotah Pond area, as required by DNR.

Sidewalk Repair

- Future contract(s) to be bid for additional sidewalk complaint areas, as marked in prior years/.

- Staff is responding to additional complaints, for which notices have been sent to affected residents.

- Staff preparing bid documents for a 2023 Sidewalk Replacement Contract (February/March)

- Storm Lateral, and mini storm sewer work continues to be considered to help provide location for sump pump discharge, and reduce inflow into sanitary sewer.

Sandy Bay Highlands Subdivision (Phase 2.5)

- Engineering staff working with Consultant on preliminary stormwater management concept and attempting to obtain WDNR by-in of the conservation by design concept.

- Consultant and Engineering awaiting to have a conversation with WDNR regarding their restrictive stance regarding utilizing wetlands for stormwater runoff.

Central Park West

- Prepared alternative memo for Old Bandstand relocation / salvage / demolition

- Project team / coordination meetings (internal / external)

- Awaiting delivery on Splash Pad equipment (anticipated March delivery)

- Awaiting delivery on Donor bricks (anticipated March delivery)

- Vinton Construction and Subcontractors mobilized to the site and began underground utility work along with footing and foundation for the new shelter.

- Metal roof installed on band shelter

- East and West Park new sign bases poured

- Poured concrete under stage roof

- Set forms for step and colored ribbons and pour concrete for both

STREET DIVISION 2023

- 17th St. Bridge Openings (45)

- PBS Sewers (2) City Main Open (2) City Main Not Open (0)

- Vac for Electric Department - 5 times for poles

- Televise homeowner lateral on Sandy Ridge Drive - low flow, need to run more water

- Installed roof on band shelter at Central Park West

- Poured sign bases (east and west) park

- Set up band stage (concrete) and pour the stage

- Set up and pour concrete steps and colored ribbons

	Installed new "15 Minute Parking" sign in front of Post Offices	Section 11, Item C.
	Four (4) street openings and closed up sidewalk in front of the Post Offices	
WASTEWATER UTILITY 2023		
Screw Press Replacement Project		
	- Contractor mobilized in and has started some of the necessary demolition work	
	- Contractor will return in late March or early April to complete the installation	

2023 Public Works/WWTP Tracking			2023			
			April	Year-to-Date	April	Year-to-Date
ENGINEERING 2023						
		Landfill Leachate Pumpage (gallons)	815,985	3,004,605	924,674	6,970,895
scott		Precipitation	2.19	10.69	3.09	34.90
sue		Number of Encumbrance property checks	22	77	29	317
scott/bill		Digger's Hotline Locates	131			
STREET DIVISION 2023 (Manhours)			April	Year-to-Date	April	Year-to-Date
53200		Shop/Vehicle Maintenance	700.00	2,346	336	5,116
53300		Street Maintenance	14.00	143	69	1,545
53310		Street Cleaning	152.00	175	101	911
53320		Street Signs/Painting	162.50	345	51	661
53330		Snow & Ice	93.00	2,595	107	1,315
53337		PT Snowplowers		71		37
53380		Bridge - maintenance				24
53381		17th Street Bridge opening	25.75	86	12	320
53620		Refuse/Garbage		1		4
53625		Recycling/Leaf Collection	2.00	11		1015
53640		Weed Cutting				256
53650		Work for Others	502.50	883	321	4,244
53700		Landfill Maintenance		1		53
53710		Landfill Sampling				13
*****		PBS Sewers	2	13	7	52
*****		Salted Streets		20		25
*****		Plowed all city streets		6		8
*****		Open 17th Street Bridge	45	158	46	767
WASTEWATER UTILITY 2023			April	Year-to-Date	April	Year-to-Date
		Wastewater Treated, Gallons	95,383,000	297,009,000	92,998,000	706,525,500
		MONTHLY AVERAGE: Daily Flow, Gallons	3,179,000	2,465,000	3,100,000	2,121,250
		MONTHLY AVERAGE: Daily BOD, Lbs.	4,097	4,059	3,940	4,341
Plant Discharges (MONTHLY AVERAGE)						
		Biological Oxygen Demand (BOD), mg/l	16.4	18.08	8.00	7.31
		Suspended Solids, mg/l	6.2	9.25	4.70	6.34
		Ammonia, mg/l	1.84	1.65	0.40	0.24
		Phosphorus, mg/l	0.19	0.38	0.18	0.28
		Fecal Coliform, per 100ml	63	113	14.00	18
		pH, Min (6.0)	7.0	6.7	6.50	6.7
		pH, Max (9.0)	7.2	7.0	6.80	6.9
Chemicals						
		Polymer, Gallons	88	352	88	1056
		Ferric Chloride, Gallons	2,329	9,219	2,410	29,875
P&Fonly		Chemical Purchases for the month		\$ 11,498.07	\$ 7,305.48	\$ 71,779.27
		Mishicot Payment to City	\$ 11,552.90	\$ 35,723.60	\$ 11,049.00	\$ 78,500.19
		Emergency call-ins	2	8	-	18



**Two Rivers
April 2023**

Prepared By: Patrick Murphy – MEUW Regional Safety Coordinator

SAFETY REPORT

ACCOMPLISHMENTS

1. Training

- Work Zone Safety

2. Audits/Inspections

None

3. Compliance/Risk Management

continuing 2023 annual safety program reviews

GOALS AND OBJECTIVES

1. Training

- Seasonal Safety
- Tabletop Exercise Development ongoing

2. Audits/Inspections

- Field Inspections

3. Compliance/Risk Management

- Continue to promote good investigation and root cause analysis for all incidents
- Promote incident and near miss reporting
- Stop the Bleed Training for all FA/CPR/AED trained employees
- Stop the Bleed kits to be added to city vehicles with a need

Apr-23

CITY OF TWO RIVERS

Section 11, Item C.

ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT

ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION

TOTAL PRODUCTION	31,125,850 GAL/MONTH
LESS BACKWASH WATER	4,510,660 GAL/MONTH
WATER TO CITY	26,615,190 GAL/MONTH
MAX. DAILY WATER PRODUCTION	1,106,610 GAL/DAY
MIN. DAILY WATER PRODUCTION	976,850 GAL/DAY
AVERAGE DAILY WATER PRODUCTION	1,037,530 GAL/DAY

TOTAL PRODUCTION	31125850 GAL/MONTH
WATER TO CITY	26615190 GAL/MONTH

PUMP OPERATION

LOWLIFT PUMPS

1	2	3	
240	240	240	HR/MO
8.00	8.00	8.00	HR/DAY

HIGHLIFT PUMPS

1	2	3	4	
0	0	672	48	HR/MO
0	0	22.40	1.60	HR/DAY

USED FOR PRODUCTION ONLY

CHEMICAL USAGE

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

POUNDS USED	PMG	PPM
2289.5	0.09	0.00
3082.0	0.10	0.00
367.0	0.01	0.00
1731.0	0.00	0.00
637.7	0.02	0.00
14 gals	----	----

RESERVOIR OPERATIONS

HOURS OF OPERATION
 PUMP HOURS PER MONTH

HR/MONTH

PUMP 7	PUMP 8	PUMP 9	TOTAL
384	0	336	720

TOTAL GALLONS PUMPED PER MONTH
 MAXIMUM GALLONS PER DAY
 MINIMUM GALLONS PER DAY
 AVERAGE GALLONS PER DAY

7,620,000	GAL/MONTH
288,000	GAL/DAY
244,000	GAL/DAY
254,000	GAL/DAY

REPORT PREPARED BY

Garret Wachowski

DATE

5/3/2023

AS

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 05/16/2023 ending: 6/30/2023
(mm dd yyyy) (mm dd yyyy)To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Two RiversCounty of Manitowish Aldermanic Dist. No. _____
(if required by ordinance)Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1031299940-02</u>	
FEIN Number <u>92-3128641</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>116.67</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>102.50</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>32.22</u>
TOTAL FEE	\$

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

DeValle, Kenneth, J (Agent) Two Rivers Pub LLC

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

President / Member Last Name <u>DeValle</u>	(First) <u>Rita</u>	(Middle Name) <u>Johanna</u>	Home Address (Street, City or Post Office, & Zip Code) <u>E94501 Bellwood Ct #25 Reedsburg WI 53959</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>DeValle</u>	(First) <u>Kenneth</u>	(Middle Name) <u>Joseph</u>	Home Address (Street, City or Post Office, & Zip Code) <u>E94501 Bellwood Ct Reedsburg WI #25</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Ken's Place Business Phone Number _____
2. Address of Premises 1822 Adams St Post Office & Zip Code 54241

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


Mixed use property with commercial space (Bar Area) where liquor is to be consumed / sold
Beer and Liquor along w/ Records to be sold stored in basement directly below bar area.Living Area not to be used for beer/liquor/wine sales. Living area consists of 3 bedrooms / living room / Kitchen

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

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

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☒ Yes ☐ No
Wisconsin Alcohol Seller/Service Course completed
3/30/23 (see Attached copy)
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☒ Yes ☐ No
If yes, explain.
Listed as Agent on LLC
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 3/23/23 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

Contact Person's Name (Last, First, M.I.) <u>Dei Valle Kenneth J</u>	Title/Member	Date <u>3/30/23</u>
Signature 	Phone Number <u>773-241-0324</u>	Email Address

TO BE COMPLETED BY CLERK

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

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Isi Ull</u>		(first name) <u>Kenneth</u>		(middle name) <u>Joseph</u>	
Home Address (street/route) <u>E9450A Neilwood Ct #25</u>		Post Office	City <u>Reedsburg</u>	State <u>WI</u>	Zip Code <u>53959</u>
Home Phone Number <u>608-254-6363 / 773-241-0324</u>		Age <u>56</u>	Date of Birth <u>3/20/1967</u>	Place of Birth <u>CAMP Pendleton - Oceanside Ca.</u>	

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

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

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

☒ Agent of Two Rivers Pub LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? Approx 10 days

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☒ Yes ☐ No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

1) Misdemeanor Assault, Cook County IL, 1991. (Court Supervision)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No

If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No

If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No

If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

Employer's Name <u>KDU Electric</u>	Employer's Address <u>52015 Kimbark Cir J2 60015</u>	Employed From <u>1/1/06</u>	To <u>1/1/18</u>
Employer's Name <u>Two Rivers Pub</u>	Employer's Address <u>1616 Washington Two Rivers WI</u>	Employed From <u>3/18 3119</u>	To <u>3/19</u>

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


(Signature of Named Individual)

2) DUI - DuPage County IL Arrest date 12/94
Found Guilty. Received Court Supervision, with
completion of court mandated DUI school.

Section 11, Item D.

3) Misdemeanor Domestic Violence - Cook County IL,
Pleaded Guilty in Nov 2003, received 120 days
in Cook County Jail.

4) Disorderly Conduct - Eau Claire WI ~~2004~~ 2005
Plea of No Contest

5) Please note, I have been arrested 3 times for DUI

A) 1991, was granted Court Supervision upon completion
of remedial Alcohol Awareness Classes,
Dispositioned as a Not Guilty upon completion.

B) Arrested for DUI in Chicago Sept, 1994, and case
was dispositioned as Not Guilty

C) 3rd Arrest occurred in Bloomingdale IL, County of
DuPage in Dec 1994,
Dispositioned as Guilty

My reason for explaining the 3 Arrests, is
due to how my arrests and Court dispositions
are interpreted by the Wisconsin DMV. I have had
more than 1 problem w/this situation.

I have 1 and just 1 DUI conviction. Any Issues
please contact the Illinois Secretary of State Springfield
office. (217) 785-3000

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
delVello		Rita		Johanna	
Home Address (street/route)		Post Office	City	State	Zip Code
E 9450 A Dellwood Ct #2			Reedsburg	WI	53959
Home Phone Number		Age	Date of Birth	Place of Birth	
608-254-6363		77	5/11/46	Richland Center, WI	

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

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

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

☒ **Agent**

of **Two Rivers Pub LLC**

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? Since 1994
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify.

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

Employer's Name	SCHC	Employer's Address	505 Broadway St Baraboo WI	Employed From	Aug. 2001	To	Dec. 2014
Employer's Name	ST Coletta WI	Employer's Address	Jefferson, WI	Employed From	Nov. ? 1995	To	Feb. 2001

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


(Signature of Named Individual)

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

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

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

The undersigned duly authorized officer(s)/members/managers of Two Rivers Pub LLC
(registered name of corporation/organization or limited liability company)

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

Ken's Place
(trade name)

located at 1822 Adams Two Rivers WI

appoints Rita del Valle
(name of appointed agent)

E94504 Dellwood Ct #25 Reedsburg WI 53959
(home address of appointed agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 50 yrs

Place of residence last year Reedsburg WI

For: Two Rivers Pub LLC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: _____
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Rita J. del Valle, hereby accept this appointment as agent for the
(print/type agent's name)

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

Rita J. del Valle 4/13/23 Agent's age 76
(signature of agent) (date)

E94504 Dellwood Ct #25 Reedsburg, WI 53959 Date of birth 5/11/46
(home address of agent)

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

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

Approved on _____ by _____ Title _____
(date) (signature of proper local official) (town chair, village president, police chief)

Serving Alcohol

is proud to present this certificate to

Kenneth Del Valle

for successful completion of the online course



Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at
servingalcohol.com

Verification Code

K3OoFXHehz

Date Issued

Mar 30th, 2023

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Kenneth Del Valle

Certification Date: Mar 30th, 2023

Certificate Code: K3OoFXHehz

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

Serving Alcohol

is proud to present this certificate to

Rita Del Valle

for successful completion of the online course



Wisconsin Alcohol Seller/Server Course

PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECORD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

Verify online at
servingalcohol.com

Verification Code

2xEGoaVmkk

Date Issued

Apr 17th, 2023

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Rita Del Valle

Certification Date: Apr 17th, 2023

Certificate Code: 2xEGoaVmkk

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>



WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000129

TWORIVERSPUB LLC
E9450A DELLWOOD CT TRLR 25
REEDSBURG WI 53959-9688

Letter ID L1012309456



Wisconsin Business Tax Registration Certificate

Expiration date: March 31, 2025
Legal/real name: TWORIVERSPUB LLC

- This certificate confirms that you are registered with the Wisconsin Department of Revenue for the tax types shown below.
- This registration certificate is not a seller's permit, and should not be used as proof that you hold a seller's permit.
- You may not transfer this certificate to any other individual or business.

Tax Type


Sales & Use Tax

Account Type

Sales & Use Tax

Number

456-1031299940-02

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 03-24-2023

Employer Identification Number:
92-3128641

Form: SS-4

Number of this notice: CP 575 B

For assistance you may call us at:
1-800-829-4933

TWORIVERSPUB LLC
KENNETH J DEL VALLE SOLE MBR
1822 ADAMS ST
TWO RIVERS, WI 54241

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 92-3128641. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for their business. Some taxpayers receive CP575 notices when another person has stolen their identity and are opening a business using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

Based on the information received from you or your representative, you must file the following forms by the dates shown.

Your Form 11C and/or 730 becomes due the month after your wagering starts.

If you have questions about the forms or the due dates shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification (corporation, partnership, estate, trust, EPMF, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2020-1, 2020-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

3/27/23

Re: Liquor License

To whom it may concern,

On March 27, 2023 I Aaron R. Bernas relinquish
the liquor license for Choppers Tap. at 1822 Adams St.

Thank You

Aaron Bernas

A Ble 

EMS Week Resolution

Designating the Week of May 21st thru May 27th, 2023, as Emergency Medical Service Week.

WHEREAS, emergency medical services are a vital public service to all residents of our community; and

WHEREAS, the members of emergency medical service teams are ready to provide lifesaving care to those in need twenty-four hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical service system consists of emergency physicians, nurses, skilled dispatchers, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

WHEREAS, the members of emergency medical service teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week;

NOW THEREFORE, the City Council of the City of Two Rivers in recognition of this event, do hereby proclaim the week of May 21st through 27st, 2023 as

EMERGENCY MEDICAL SERVICES WEEK

With this year's theme, **"EMS: Where Emergency Care Begins"**. We encourage the community to observe this week and throughout the year with participation in the appropriate programs, ceremonies, and activities.

Dated this 15th day of May 2023



**TWO
RIVERS**
WISCONSIN

PROCLAMATION
NAMING THE WEEK OF MAY 15-21, 2023 AS POLICE WEEK
AND MAY 15, 2023 AS PEACE OFFICER'S MEMORIAL DAY

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

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

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

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

NOW, THEREFORE, the City Council of the City of Two Rivers calls upon all citizens and upon all patriotic, civic and educational organizations to observe the week of May 15 through May 21, 2023 as Police Week; and

BE IT FURTHER RESOLVED THAT the City Council further calls upon all citizens of Two Rivers to observe May 15, 2023, as **PEACE OFFICERS' MEMORIAL DAY** in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Dated this 15th day of May, 2023.

Adam Wachowski, City Council President

Gregory E. Buckley, City Manager



Peace Officer's Memorial Day



"In valor there is hope"

Monday, May 15, 2023



Traditionally the Two Rivers Police Department recognizes Police Week by performing ceremonies at LB Clarke, Koenig, Magee and St. John's Schools. The students are advised of the significance of May 15 and a brief posting of the colors is conducted by the Two Rivers Police Department Honor Guard.

After the school presentations on Monday, May 15, 2023 at noon, a wreath will be laid on the Law Enforcement Memorial Bridge (22nd St Bridge) in honor of our fallen officers and others.

The Two Rivers Police Department would like to invite all active and retired officers and their families to attend these ceremonies. In addition, the wreath laying ceremony at the 22nd St Law Enforcement Memorial Bridge at Noon and the Manitowoc County courthouse ceremony at 2:45pm are **open to the public**. If you have any questions or are a former or current law enforcement officer wishing to attend, please contact Captain Andrew Raatz at (920) 793-5504.

In 1962, President John F. Kennedy proclaimed May 15 as Peace Officer's Memorial Day to honor those that gave the ultimate sacrifice in serving their communities. Since that date, the day and week surrounding it has been commemorated throughout the United States as Police Week. In 1994, President William Jefferson Clinton signed a law requiring the American Flag to be flown at half staff on May 15. Flying the flag at half staff is a rare honor and serves as a tribute to the 25,747 United States Law Enforcement Officers who have died in the line of duty.

Many officers die in the line of duty as they serve the citizens of our communities. Across the nation, 245 officers died in the line of duty last year. In the last 5 years, 1,784 officers have died in the line of duty. Since January of this year, there have already been 33 reported deaths with 3 of them being in the State of Wisconsin

It is important to remember those who have died in the line of duty while serving this noble profession and those that continue to serve and are willing to pay the ultimate sacrifice to protect the citizens of their communities.



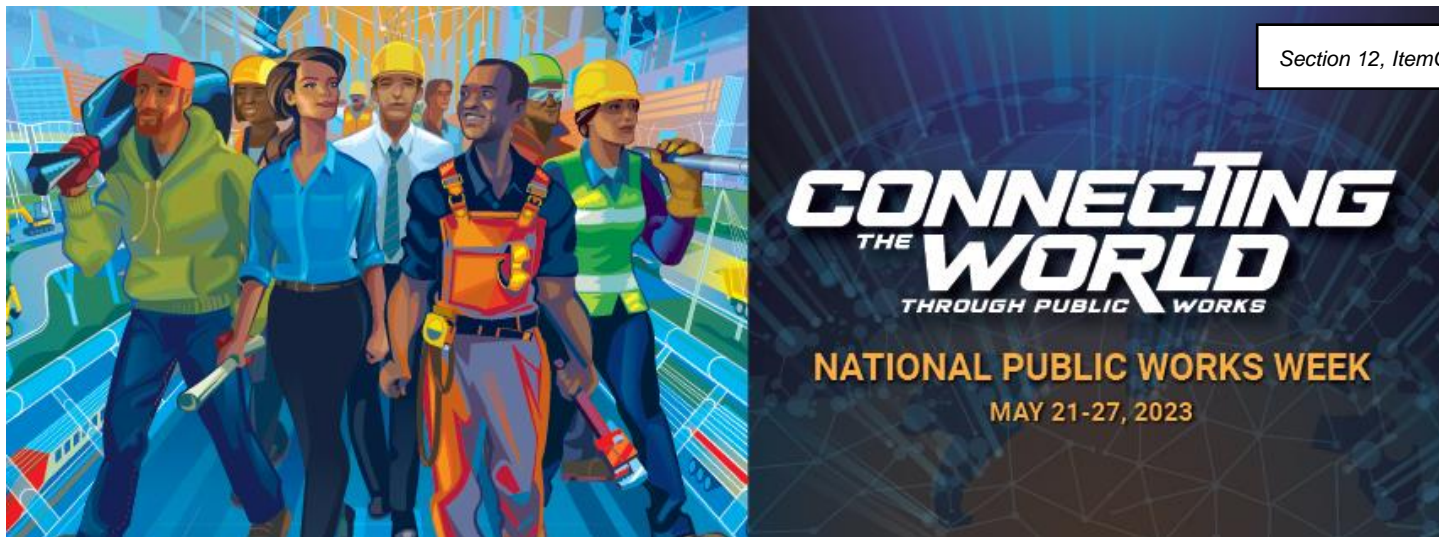
In Memory of our fallen officers



Leo Rocque: On October 5, 1926, Police Officer Leo Rocque, a five year veteran of the Two Rivers Police Department and first shift patrolman, reported for his tour of duty on the night shift. Between 2:00 and 3:00 AM a bell, used to summon police services, was activated at the Police/Fire station entrance, then located at 17th and Washington Streets. As Officer Rocque looked through the window in an attempt to locate the caller, a .30 caliber bullet crashed through the window glass and struck Officer Rocque in the throat. Officer Rocque collapsed and was pronounced dead at the scene. No arrests were ever made and the investigation remains open.



Thomas R. Dodge: On September 10, 1975, at 2:36AM, Police Officer Thomas R. Dodge, a six month veteran of the Two Rivers Police Department, and his partner were sent to a south side residence to check the welfare of a walk away hospital patient. Upon knocking on the second story apartment door, the officers were met with gunfire directed at them through the closed door. A single round from a 12 gauge shotgun struck Officer Dodge in the left side of his chest, fatally injuring him at the scene. The assailant was subsequently apprehended and was confined to a Wisconsin State mental health facility where he eventually died in 2004.



National Public Works Week Proclamation

May 21–27, 2023

“Connecting the World Through Public Works”

WHEREAS, Public Works Professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of City of Two Rivers; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in City of Two Rivers to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association,

NOW, THEREFORE, the City Council of the City of Two Rivers, do hereby declare the week of May 21 through May 27, 2023 as

National Public Works Week

And urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Dated this 15th day of May 2023.

Adam Wachowski, City Council President

Gregory E. Buckley, City Manager

EMS Week Resolution

Designating the Week of May 21st thru May 27th, 2023, as Emergency Medical Service Week.

WHEREAS, emergency medical services are a vital public service to all residents of our community; and

WHEREAS, the members of emergency medical service teams are ready to provide lifesaving care to those in need twenty-four hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical service system consists of emergency physicians, nurses, skilled dispatchers, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

WHEREAS, the members of emergency medical service teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

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NOW THEREFORE, the City Council of the City of Two Rivers in recognition of this event, do hereby proclaim the week of May 21st through 27st, 2023 as

EMERGENCY MEDICAL SERVICES WEEK

With this year's theme, "**EMS: Where Emergency Care Begins**". We encourage the community to observe this week and throughout the year with participation in the appropriate programs, ceremonies, and activities.

Dated this 15th day of May 2023

ORDINANCE

An Ordinance to create Chapter 6-14 entitled "Licensing of Commercial Quadricycles (Pedal Pubs)", and amend Section 1-2-1, entitled "Fees" to create a procedure for licensing Quadricycles (Pedal Pubs) and license fees.

SECTION 1. Chapter 6-14 of the Municipal Code of the City of Two Rivers is hereby created to read as follows:

LICENSING OF COMMERCIAL QUADRICYCLE

§ 6-14-2. Definitions.

- A. The provisions of Wis. Stats. §§ 346.94 and 346.95, relating to the operation of Commercial Quadricycles are adopted as a portion of this chapter as far as they are applicable, except as otherwise provided herein.

§ 6-14-2. Definitions.

- A. The following definitions apply unless specifically modified:

1. CITY CLERK — The City Clerk of the City of Two Rivers or their designee.
2. COMMERCIAL QUADRICYCLE — means a vehicle with fully operative pedals for propulsion entirely by human power, that has 4 wheels and is operated in a manner similar to a bicycle, that is equipped with at least 12 seats for passengers, that is designed to be occupied by a driver and by passengers providing pedal power to the drive train of the vehicle, that is used for commercial purposes, and that is operated by the vehicle owner or an employee of the owner. The vehicle is operated only on approved roadways and in compliance with motor vehicle laws.
3. APPLICANT — Shall include a corporation, firm, partnership, association, organization, limited liability company and any other group acting as a unit as well as individuals, including a personal representative, receiver or other representative appointed according to law. Whenever the word person is used in any section of this code prescribing a penalty or fine, as to partnerships, limited liability companies or associations, the word shall include the partners or members hereof, and as to corporations, shall include the officers, agents or shareholders thereof who are responsible for any violation of such section.
4. DRIVER — An individual who is at least 18 years of age, holds a valid driver's license, and responsible for steering, operations and functions of a Commercial Quadricycle. The "driver" can not be a passenger who is pedaling or has the opportunity to pedal.
5. FERMENTED MALT BEVERAGES — Any beverage made by the alcohol fermentation of an infusion in potable water of barley malt and hops, with or without unmalted grains or decorticated and degerminated grains or sugar containing 0.5 percent or more of alcohol by volume.

§ 6-14-3. Commercial Quadricycle License Required

- A. No person shall maintain, manage or operate a Commercial Quadricycle within the City of Two Rivers without a license issued by the City of Two Rivers pursuant to this section. Licenses are issued on a calendar year basis and expire on December 31 of each year. There shall be no pro rata or other reductions for applications made, or for the termination of operations during the calendar year. Licenses are non-transferable. If an Applicant owns more than one Commercial Quadricycle, the Applicant shall obtain a License for each Commercial Quadricycle. The License shall be prominently displayed on the Commercial Quadricycle so that the public, passengers, and City employees or representatives may easily view the content of the license.

§ 6-14-4. Application for a Commercial Quadricycle License

- A. Applications for a license shall follow the following procedures:
- (1) All applicants for a License shall submit an application on a form provided by the City Clerk and pay a nonrefundable application fee of \$50.00.
 - a) Applications must include the following minimum information:
 - i. Name, address, and telephone number of the applicant. If the applicant is a legal entity, then the application must also identify the person who is authorized to act in all respects for the entity.
 - ii. The serial number of the Commercial Quadricycle and the number of persons the Commercial Quadricycle is designed to carry.
 - iii. A detailed description map of the proposed route which the Commercial Quadricycle is operated, including the pickup and drop off locations of the passengers and where the Commercial Quadricycle will be parked.
 - iv. Proof of liability insurance in the amounts referenced in this section.
 - v. Any additional information that may be required from the City.
 - (2) Upon receipt of each application, the City Clerk shall forward the application to the City of Two Rivers Police Department for inspection of the vehicle and approval of the proposed route. No vehicle shall be licensed until it has been annually examined by the Chief of Police or their designee. The Commercial Quadricycle must be in a thoroughly satisfactory and safe condition for the transportation of passengers, clean, of good appearance and well-painted, and that the Commercial Quadricycle complies with all other provisions in this chapter. If such examination and inspection shows that the Commercial Quadricycle does not comply with any of the provisions of this section, no license shall be issued.
 - (3) If the application is approved by the City Council, and the Two Rivers Police Department finds the Commercial Quadricycle to be in compliance with this section, the City Clerk shall issue a License for the Commercial Quadricycle.
 - (4) The Licensee must comply with the route and other conditions of the License. New or temporary routes must be approved by the City Council. There shall be no fee for amended applications from the same license.

- (5) The applicant shall undergo a criminal records inspection and background check by the Chief of Police, or their designee and the Chief of Police shall make and complete an investigation of the statements made in such registration.

§ 6-14-5. Restrictions on Operations of Commercial Quadricycles

- A. Commercial quadricycles shall be driven by persons having in their possession proof of insurance and a valid driver's license.
- B. Commercial quadricycles shall only be operated on routes specified in the approved license application.
- C. Commercial quadricycles shall not use any public street or any other public property as a loading, unloading, parking, or waiting area unless such area is a legal motor vehicle parking space.
- D. Commercial quadricycles shall be operated in compliance with applicable State and local traffic and parking laws and in a manner so as to assure the safety of persons and property.
- E. Commercial quadricycles shall have adequate lighting and reflectors to notify motor vehicle operators of their presence.
- F. Commercial quadricycles shall not be driven by anyone that consumes alcohol while the commercial quadricycle is occupied by passengers, including any stops, breaks, or transport to and from active operations. Drivers of commercial quadricycles shall maintain absolute sobriety for the duration of the operation period.
- G. No glass containers are allowed on a commercial quadricycle.
- H. No alcohol beverages other than fermented malt beverages shall be carried or consumed on a commercial quadricycle.
- I. No alcohol beverages shall be sold on a commercial quadricycle. This includes the prohibition of delivery on the commercial quadricycle of alcohol beverages previously sold by a caterer.
- J. Each passenger on a commercial quadricycle may carry onto the commercial quadricycle up to 36 ounces of fermented malt beverages. No other alcohol beverages may be possessed on, carried upon, or consumed on the commercial quadricycle by passengers. Any fermented malt beverages brought on the commercial quadricycle may only be consumed on the quadricycle and may not be removed from the quadricycle at any time. This includes consuming the fermented malt beverages between the commercial quadricycle and any licensed establishment.
- K. Any police officer of the City, County, or State may, at all reasonable times, inspect any commercial quadricycle that is licensed under this chapter and may prohibit the use of any commercial quadricycle that is found to be unsafe, not in proper repair, or not otherwise in compliance with this chapter or State law.

- L. All existing lights are in working order, or a minimum of two headlights/taillights with directionals and stop lights installed so as to not conflict with oncoming traffic's vision if not driving during daylight hours. All lighting must be capable of being observed from a distance of 500 feet.
- M. Commercial quadricycles shall not be occupied by passengers or available to carry passengers between 10:00 p.m. and 10:00 a.m.
- N. Commercial quadricycles must comply with the City of Two Rivers noise ordinance as outlined in Municipal Code Chapter 9 Section 9-2-5

§ 6-14-6. Insurance required.

- A. It shall be unlawful to operate a Commercial Quadricycle within the boundaries of the City, nor shall any license be issued hereunder, until and unless the applicant for a license deposits with the City Clerk a certificate of liability insurance to be acceptable and approved by the City Clerk and issued by a company authorized to do business in the State of Wisconsin, indemnifying the applicant in the amount of \$1,000,000 for one person and \$1,000,000 for any number of persons injured or killed in one accident and \$100,000 for damage to property caused by the operation of the Commercial Quadricycle in the City.

§ 6-14-7. Revocation of license; appeals

- A. *Revocation.* Licenses granted under Chapter 6-14 may be suspended or revoked at any time by the Chief of Police for any violation of this chapter. When a Commercial Quadricycle license is revoked or canceled as herein provided, the Chief of Police shall immediately notify the owner to cease at once to operate the Commercial Quadricycle for which the license has been revoked.
- B. *Appeals.* Any person who receives a revocation of license and objects to all or part thereof may appeal to the City Council within seven days of the receipt of the order, and the City Council shall hear such appeal within thirty (30) days of receipt of such written notice of the appeal. After such hearing, the City Council may reverse, affirm or modify the order or determination.

§ 6-14-8. Prohibited Streets

- A. Commercial Quadricycles may not operate on any street with a speed limit in excess of 25 miles per hour.
- B. Commercial Quadricycles may not operate on any trails within the city limits
- C. Commercial Quadricycles may not operate on any state highway with the exception of Washington Street from 16th Street to 21st Street or to cross a state highway.

SECTION 2. That Section 1-2-1 of the Municipal Code shall hereby be amended as follows:

Code Section	License/Permit	Fee
6-14-1	Commercial Quadricycle	\$50

SECTION 3. This ordinance shall take effect the next day, following its date of passage and publication.

Adam Wachowski
President, City Council

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney



**TWO
RIVERS**
WISCONSIN

Commercial Quadricycle (R Section 12, Item E.)

License Annual Application

Municipal Code Chapter 6-14

Date: _____ Receipt #: _____

Expiration Date: December 31, 20____

BUSINESS INFORMATION:

BUSINESS NAME: _____

ADDRESS: _____
Street Address City State Zip

NAME OF OWNER: _____
First Middle Last

PHONE: _____

QUADRICYCLE INFORMATION:

SERIAL NUMBER: _____

NUMBER OF PERSONS DESIGNED TO CARRY: _____

LOCATION OF WHERE THE QUADRICYCLE WILL BE PARKED: _____

LOCATION OF WHERE THE PASSENGERS WILL BE PICKED UP AND DROPPED OFF: _____

REQUIRED ITEMS TO BE SUBMITTED WITH APPLICATION:

- ☐ Detailed Description of proposed route with map
- ☐ Photograph of Commercial Quadricycle
- ☐ Certificate of liability insurance

I agree to meet with the Two Rivers Police Department and allow for the inspection of the Commercial Quadricycle.

I understand that no license shall be issued unless the application is filled out with all the required documentation and a certificate of insurance is filed with the City Clerk with the required limits as described in Municipal Code Section 6-14

I understand that if any statement(s) contained in this application are found to be false, the waiver resulting from this application may be revoked and I may be prosecuted for false swearing in violation of Wisconsin Statute 946.32.

I solemnly swear that the statements made in this application are true and acknowledge that I have made these statements under pains and penalties of law. I understand that any the Commercial Quadricycle shall comply with all provisions of the Two Rivers Municipal Code. I understand that licenses may be revoked if requirements of Two Rivers Municipal Code Chapter 6-14 are not in compliance and license fees will not be reimbursed.

APPLICANT SIGNATURE: _____ **DATE:** _____

REMIT APPLICATION, FEES, AND REQUIRED DOCUMENTATION TO:

TWO RIVERS CITY CLERK, PO BOX 87, TWO RIVERS, WI 54241

FOR OFFICE USE ONLY

DATE RECEIVED: _____

DATE TO POLICE DEPT. FOR INSPECTION: _____

REQUIRED MATERIALS RECEIVED? ☐ YES ☐ NO

POLICE DEPT APPROVED? ☐ YES ☐ NO DATE: _____

CLERK ISSUANCE DATE: _____

REASON FOR DENIAL: _____

LICENSE EXPIRATION DATE: _____



Neshotah Park Master Plan 2023 - 2033



Prepared by

Mike Mathis, Director of Parks and Recreation

Inventory and Maps Prepared by

Blake Theisen, Parkitecture

City of Two Rivers - Advisory Recreation Board

Adam Wachowski

Jeff Dalhke

Brian Gallagher

Justin Klinkner

Chase Mathias

Kathy Peterson

Daniel Cortte

Rober Reed, Jr.

Dorothy Tinkham Delo

Travis Kadow

Jason Scharping

1. Table of Contents

1. Table of Contents
2. Executive Summary
3. Park Inventory
4. Master Plan Goals and Objectives
5. Master Plan Timeline
6. Master Plan Park Maps
7. Planning Timeline and Community Feedback

2. Executive Summary

The Neshotah Park Master Plan outlines a comprehensive vision for the development and maintenance of Neshotah Park, with the goal of creating a clean, safe, natural, convenient, and fun recreational space for the community. The plan encompasses various objectives aimed at enhancing the park's amenities, improving accessibility, promoting sustainability, and creating memorable experiences for visitors.

Overarching Goals:

Clean: Across the Parks and Recreation industry, one of the top desires of park users is to have clean park restrooms. We will strive to provide a high level of service by maintaining clean restrooms, beaches, and open spaces. Under the goal of "Clean," the plan focuses on reducing or eliminating the need for portable restrooms, addressing complaints about trash, improving restroom cleanliness, and maintaining and updating beach grooming equipment. It also proposes a new staffing model, quantifies park operation costs, and implements a park cleanliness scoring system.

Safe: A park that promotes the mental and physical health of visitors is an inclusive, and welcoming environment for people of all backgrounds. Ensuring the park's safety is a key goal, with measures to improve safety at the new playground, install safety surfaces, increase shaded areas, enhance lighting, and expand camera coverage. Hazardous trees will be identified and removed, while a park safety scoring system and beach weather advisory system will be implemented. Additionally, efforts will be made to improve the safety and cleanliness of the rock city pump house.

Natural: The objective of "Natural" focuses on promoting human health and creating high-quality wildlife habitats within the park. This includes increasing the quantity of living trees, enhancing pollinator habitats, repairing damaged playground areas, managing invasive plant species, protecting threatened or endangered plant species, and improving the quality of woodlot and dune grass areas. The existing tennis court will be removed and replaced with greenspace featuring a recreation amenity.

Convenient: We want Neshotah Park and Beach to be easy to use for people of all abilities and to also encourage visitors to return for more visits. The park experience should be easy,

welcoming, and free of barriers. To enhance convenience, the plan aims to develop a welcoming and easily navigable park for individuals of all abilities. This involves installing a new accessible playground, integrating accessible elements, establishing an accessible picnic area, decreasing walk times from neighborhoods and parking lots, improving pathways' safety and accessibility, and replacing essential equipment throughout the park. The plan also suggests replacing the 22nd St. parking lot, developing a trolley system, and increasing parking spots along Pierce St.

Fun: As we plan the future of Neshotah Park, we recognize that the creation of memorable experiences through fun is a core means for driving park usage. Creating a fun environment and facilitating memorable experiences is another goal of the master plan. It proposes developing and maintaining three distinct play areas for youth, including an accessible playground and a nature-based play area. Aging equipment will be replaced, and obstacle course-style play equipment will be installed. The plan also emphasizes maintaining sports facilities, such as horseshoe courts, and adding new amenities like pickleball and tennis courts, a multi-sport field, bocce ball courts, and a sand volleyball complex. Enhancements to the beach area, restoration of the "rock-city" area, and implementing a public art program are also included.

Sustainable Operations: Sound management of financial and physical resources is vital to maintaining Neshotah Park for generations to come. Under the goal of sustainable operations, the plan aims to increase revenue generation and the park budget. This involves adding rentable picnic areas, expanding or updating the concession stand, offering additional rentable amenities, proposing updated staffing models, and implementing a donation program for park operations and capital projects. Strategies for reducing park expenses include quantifying maintenance costs, reducing portable restroom expenses, installing renewable energy equipment, utilizing technology for increased efficiency, and improving the maintenance building's aesthetics.

The Neshotah Park Master Plan provides a comprehensive framework to guide the development and maintenance of the park. By addressing the goals and objectives outlined in the plan, the park will become a vibrant and inclusive recreational space that enriches the community and promotes a healthy, sustainable, and enjoyable outdoor experience for all.

3. Park Inventory

Section 12, Item F.



- LEGEND**
- Entry Point
 - Parking
 - Structure
 - Natural Surface Trail
 - Concrete Sidewalk
 - Asphalt Multi-Use Trail



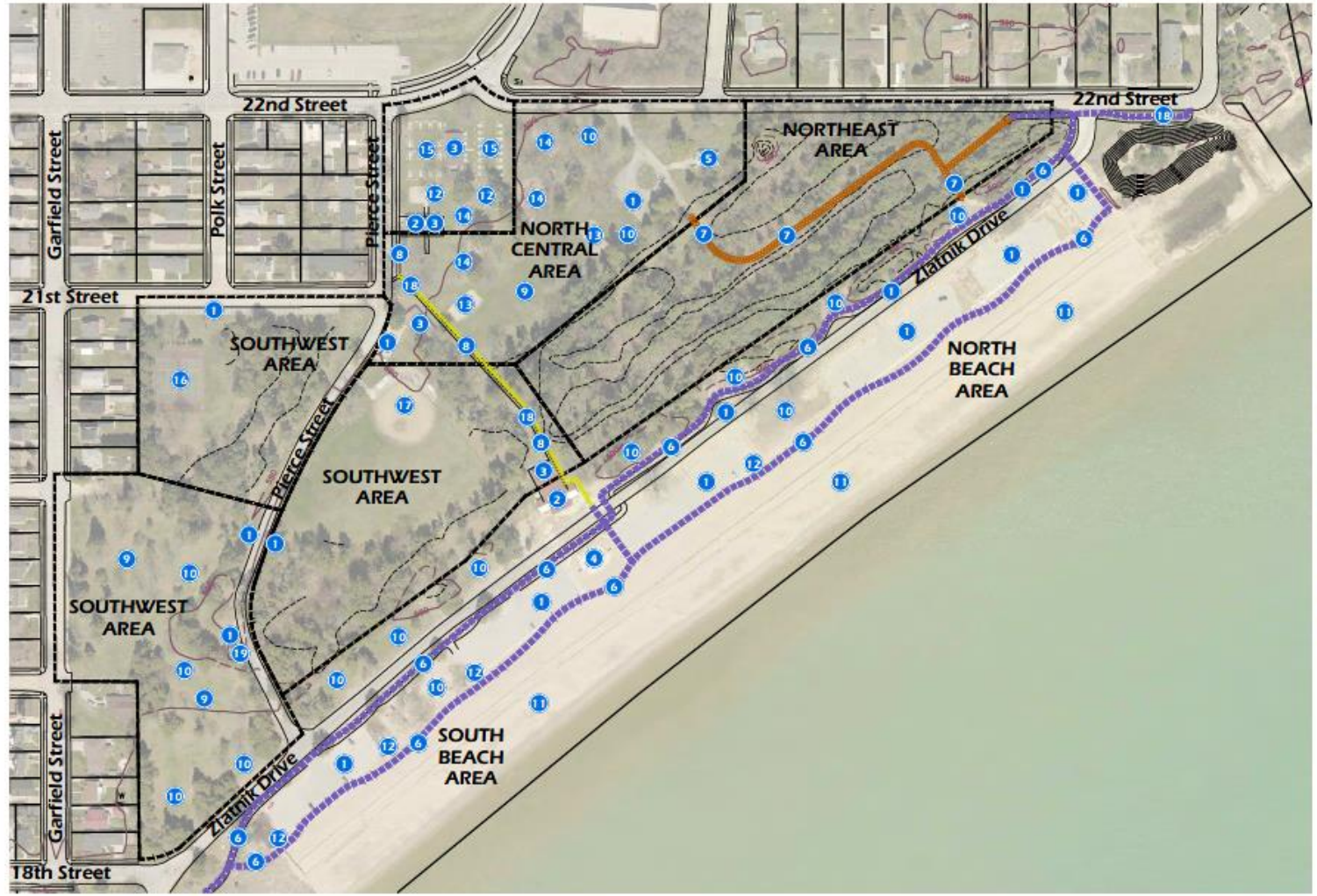
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901 Downing Way, Suite 102
Madison, WI 53717
608.886.6806

NESHOTAH PARK MASTER PLAN
Zlatnik Drive
Two Rivers, WI 54241
Project Name: NESHOTAH PARK MASTER PLAN
Revisions:

Project #: 22042
Issued For: Review
Date: 10/27/2022

Sheet Number
E100

SITE OPPORTUNITY ANALYSIS - OVERVIEW



- LEGEND**
- 1 Parking
 - 2 Restrooms
 - 3 Open Air Shelter
 - 4 Rotary Pavilion
 - 5 Maintenance Shed
 - 6 Multi-Use Asphalt Trail
 - 7 Natural Surface Trail
 - 8 Concrete Sidewalk
 - 9 Open Greenspace
 - 10 Picnic Area
 - 11 Beach
 - 12 Basketball Hoop
 - 13 Sand Volleyball Court
 - 14 Playground Area
 - 15 Horseshoe Pits
 - 16 Tennis Courts
 - 17 Softball Field
 - 18 Ice Age Trail Route
 - 19 Trolley Stop



Project Name: NESHOTAH PARK MASTER PLAN
Location: Zlatnik Drive
 Two Rivers, WI 54241
Sheet Title: OVERVIEW PLAN

Revisions:	
Project #:	22.042
Issued For:	Review
Date:	10/27/2022
Sheet Number:	E101

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- LEGEND**
- 1 Parking
 - 2 Restrooms
 - 3 Open Air Shelter
 - 4 Rotary Pavilion
 - 5 Maintenance Shed
 - 6 Multi-Use Asphalt Trail
 - 7 Natural Surface Trail
 - 8 Concrete Sidewalk
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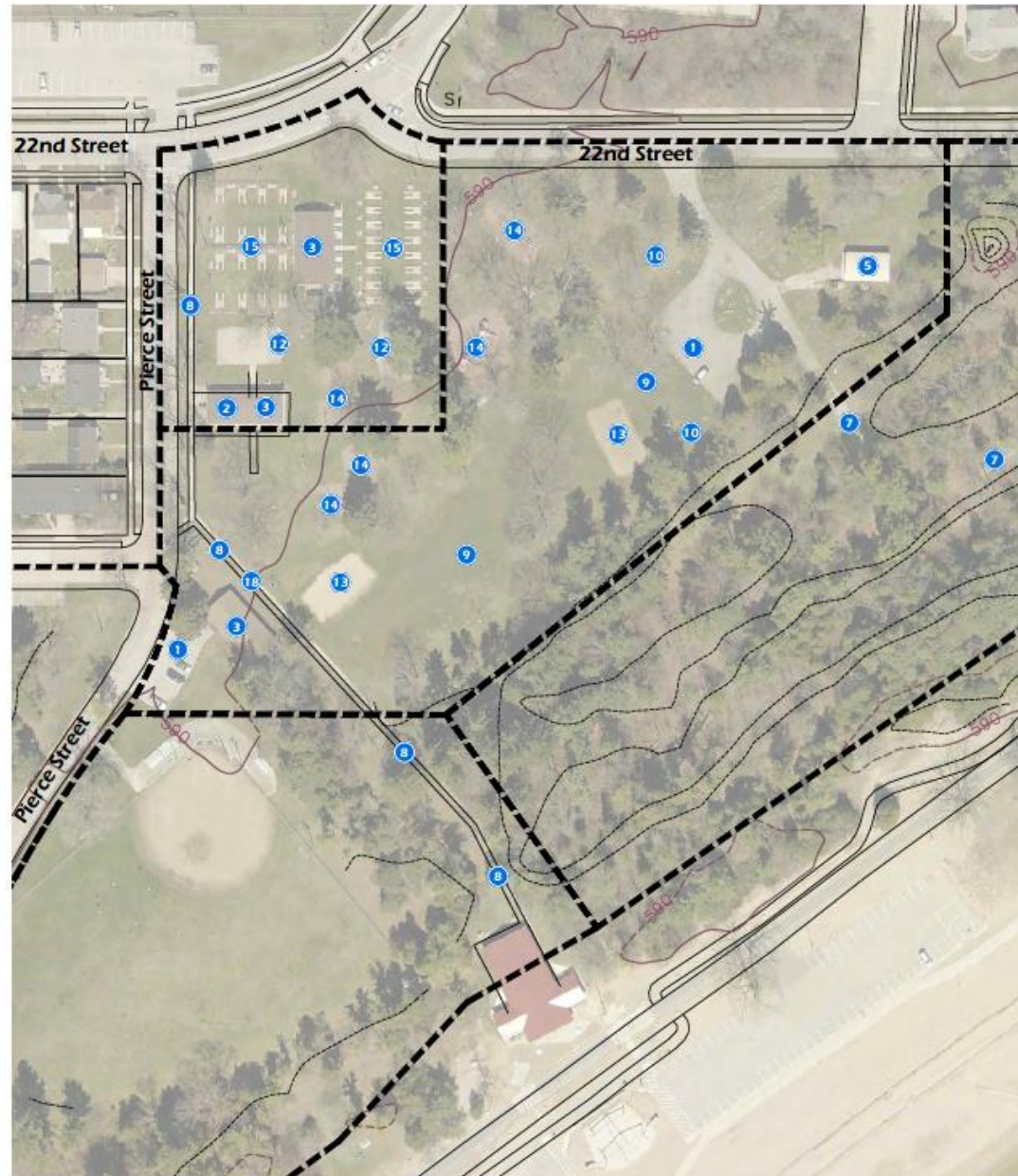
Project Name	NESHOTAH PARK MASTER PLAN
Project #	22.042
Issued For	Review
Date	10/27/2022
Sheet Number	E110

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LEGEND

- 1 Parking
- 2 Restrooms
- 3 Open Air Shelter
- 4 Rotary Pavilion
- 5 Maintenance Shed
- 6 Multi-Use Asphalt Trail
- 7 Natural Surface Trail
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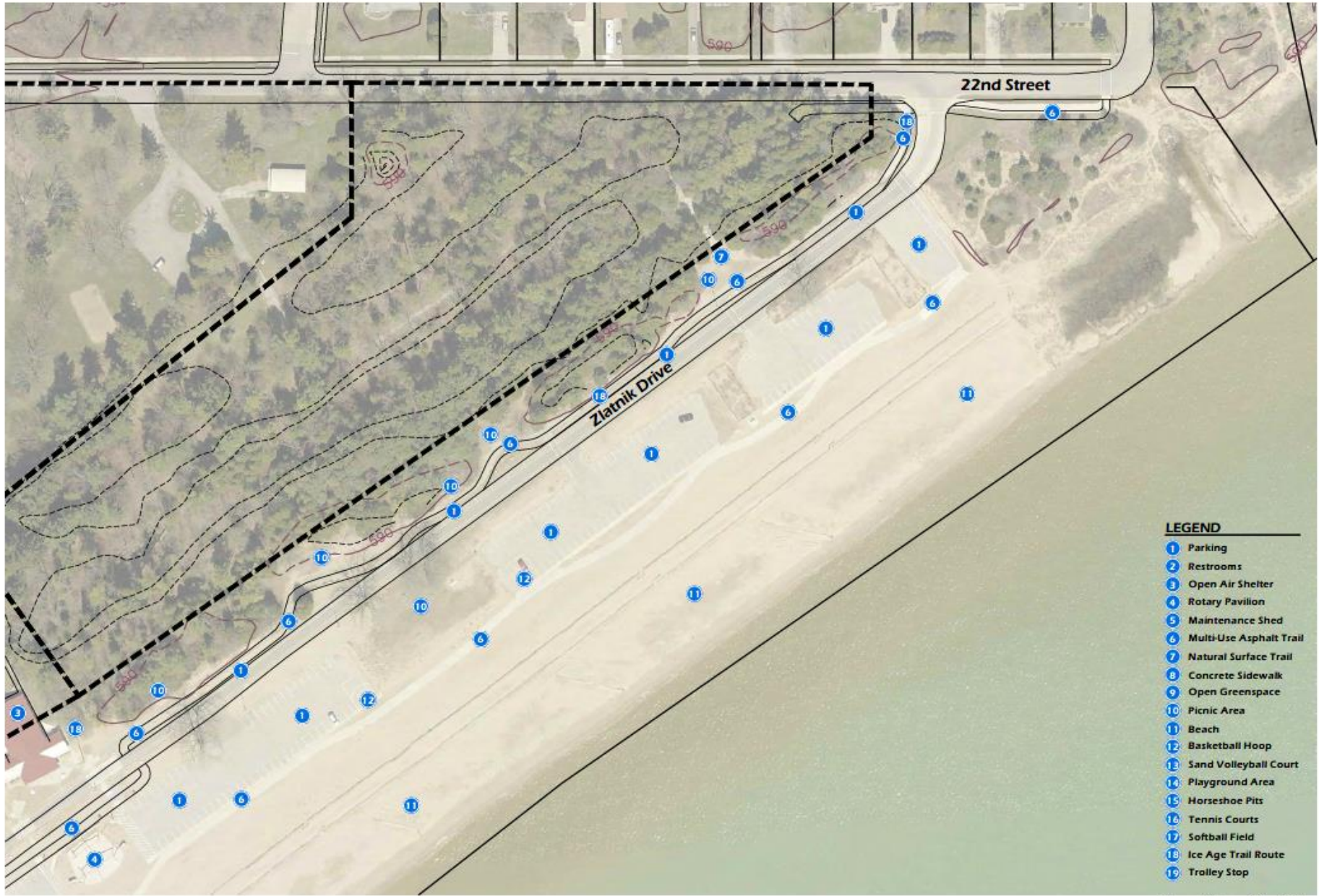
- LEGEND**
- 1 Parking
 - 2 Restrooms
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Project Name:
NESHOTAH PARK MASTER PLAN
 Zlatnik Drive
 Two Rivers, WI 54241
Project Title:
NORTH CENTRAL AREA

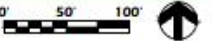
Project #: 22.042
Issued For: Review
Date: 10/27/2022

Sheet Number:
E130



LEGEND

- 1 Parking
- 2 Restrooms
- 3 Open Air Shelter
- 4 Rotary Pavilion
- 5 Maintenance Shed
- 6 Multi-Use Asphalt Trail
- 7 Natural Surface Trail
- 8 Concrete Sidewalk
- 9 Open Greenspace
- 10 Picnic Area
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- 16 Tennis Courts
- 17 Softball Field
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NESHOTAH PARK MASTER PLAN
Zlatnik Drive
Two Rivers, WI 54241
Sheet Title: **NORTH BEACH AREA**

Project #:	22.042
Issued For:	Review
Date:	10/27/2022

Sheet Number:
E111

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WYNESHOTAH PARK MASTER PLAN
Zlatnik Drive
Two Rivers, WI 54241

Project #:	22.042
Issued For:	Review
Date:	10/27/2022

E140



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Project Name:
NESHOTAH PARK MASTER PLAN
Zlatnik Drive
Two Rivers, WI 54241
Project Title:
EXISTING CONDITIONS PHOTOS - BEACH SOUTH

Revisions:	
Project #:	22-042
Issued For:	Review
Date:	10/27/2022
Sheet Number	
E210	

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NESHOTAH PARK MASTER PLAN

Ziannik Drive
Two Rivers, WI 54241

EXISTING CONDITIONS PHOTOS - SOUTHWEST

Revisions:

Project #: 22.042
Issued For: Review
Date: 10/27/2022

Sheet Number:
E220



NESHOTAH PARK MASTER PLAN
 Zlatnik Drive
 Two Rivers, WI 54241
 Project Name:
 Project #:
 Issued For:
 Date:
 Revisions:
 Sheet Number:
E230

EXISTING CONDITIONS PHOTOS - NORTH CENTRAL



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PARKITECTURE

NESHOTAH PARK MASTER PLAN
Zlatnik Drive
Two Rivers, WI 54241
Project Name:
Street Title:

EXISTING CONDITIONS PHOTOS - NORTHEAST

Revisions:
Project #: 22.042
Issued For: Review
Date: 10/27/2022
Sheet Number:
E240

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4. Master Plan Goals and Objectives

1. **Clean** – Develop and maintain a clean park and beach.
 - 1.1. Reduce or eliminate the need for portable restrooms.
 - 1.2. Manage trash effectively by providing convenient facilities and doing timely pickup.
 - 1.3. Provide clean restrooms by increasing the number of facilities, well-located and well-designed, with service and maintenance commensurate with use.
 - 1.4. Maintain and update beach grooming equipment as necessary.
 - 1.5. Propose a new staffing model for city consideration.
 - 1.6. Quantify costs of park operations and portable restroom rentals.
 - 1.7. Implement a park cleanliness scoring system.
 - 1.8. Remove roadside white posts.

2. **Safe** – Design and maintain a park that supports the mental and physical health of park users.
 - 2.1. Improve safety of the new playground from any hazards with Pierce St.
 - 2.2. Install poured-in-place safety surface at the new playground.
 - 2.3. Increase the amount of shaded area around the new playground.
 - 2.4. Increase natural and artificial light in the park.
 - 2.5. Increase camera coverage within strategic areas of the park.
 - 2.6. Identify and remove hazardous trees within the park.
 - 2.7. Develop and implement a park safety scoring system.
 - 2.8. Develop and implement a beach weather advisory system. (i.e., flags)
 - 2.9. Improve safety and cleanliness of rock city pump house.
 - 2.10. Remove broken concrete light posts and benches.

3. **Natural** – Develop and maintain a park that promotes human health through nature and recreation and provides high quality habitat for wildlife.
 - 3.1. Increase the quantity of living trees within the park.
 - 3.2. Increase the amount of pollinator habitat within the park.
 - 3.3. Infill, level, and seed damaged former playground areas.
 - 3.4. Improve the quality of habitat in the woodlot.
 - 3.4.1. Identify and manage invasive plant species within the park.

3.4.2. Identify and protect any threatened or endangered plant species within the park.

3.5. Improve the quality of habitat and expand the dune grass areas.

3.6. Remove the existing tennis court and restore it to greenspace with a recreation amenity.

4. Convenient – Develop a park that is welcoming and easy to navigate for all abilities.

4.1. Install a new playground in an easy to access location.

4.2. Integrate accessible elements in the new playground.

4.3. Install an accessible picnic area next to the new playground.

4.4. Decrease walk times from neighborhoods and parking lots.

4.5. Increase connectivity for people with limited mobility.

4.6. Improve the safety and accessibility of existing pathways.

4.7. Replace and increase essential equipment across the park (i.e., trash cans, bike racks, grills, benches, picnic tables, etc.).

4.8. Replace 22nd St. parking lot to improve drainage, appearance, and capacity.

4.9. Develop a trolley system between the beach, downtown, and hotel areas.

4.10. Increase the quantity of parking spots along Pierce St. while preserving trees and using best practices for traffic safety.

5. Fun – Create a park that is fun and facilitates the creation of memorable experiences.

5.1. Develop and maintain three distinct play areas for youth.

5.1.1. New accessible playground area located on the ball field.

5.1.2. New nature-based play area at North end of Zlatnik Drive.

5.1.3. Remove aging equipment from current playground area.

5.1.4. Install obstacle course style play equipment next to the zipline.

5.2. Develop and/or maintain sports facilities for passive and active use.

5.2.1. Maintain the horseshoe complex in partnership with the horseshoe league.

5.2.2. Install new pickleball and tennis courts.

5.2.3. Install a multi-sport field for futsal, soccer, and fitness.

5.2.4. Install bocce ball courts at the old tennis court site.

5.2.5. Replace existing sand volleyball courts with one 3 court complex.

5.2.6. Maintain large open spaces for events and passive recreation.

- 5.3. Improve visitor experience at the beach. (i.e., rentable equipment, more concession offerings, mobile climbing wall, food truck access, etc.)
- 5.4. Restore or re-purpose the “rock-city” area of the park.
- 5.5. Implement a public art program with an art committee.

6. Sustainable Operations – Develop and maintain a park that efficiently uses community resources over the long-term.

- 6.1. Increase Park revenue generation and increase park budget.
 - 6.1.1. Add rentable picnic areas of various sizes and amenities.
 - 6.1.2. Expand and/or update concession stand facility. (i.e., restrooms, food truck access, garden seating area, re-configured building, etc.).
 - 6.1.3. Offer a portable climbing wall at the beach on peak days.
 - 6.1.4. Develop new rentable amenities through vendor agreement(s) or direct sales. (i.e., beach chairs, kayaks, etc.)
 - 6.1.5. Propose updated staffing models for city budget consideration.
 - 6.1.6. Implement donation program for park operations and capital projects.
- 6.2. Identify and execute strategy(s) for reducing park expenses.
 - 6.2.1. Quantify cost of park maintenance.
 - 6.2.2. Reduce the costs of using portable restrooms.
 - 6.2.3. Install renewable energy equipment within the park.
 - 6.2.4. Execute strategy(s) for using technology to increase efficiency.
 - 6.2.5. Beautify, screen, or move the park maintenance building.

5. Master Plan Timeline

Goal	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
1. Clean – Develop and maintain a clean park and beach.										
1.1. Reduce or eliminate the need for portable restrooms.										
1.2. Manage trash by providing convenient facilities and doing timely pickup.										
1.3. Provide clean restrooms by increasing the number of facilities, well-located and well-designed, with service and maintenance commensurate with use.										
1.4. Maintain and update beach grooming equipment as necessary.										
1.5. Propose new staffing model for city consideration.										
1.6. Quantify costs of park operations and portable restroom rentals.										
1.7. Develop and implement a park cleanliness scoring system.										
1.8. Remove roadside white posts.										
Goal	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
2. Safe – Design and maintain a park that supports the mental and physical health of park users.										
2.1. Improve safety of the new playground from any hazards with Pierce St.										
2.2. Install poured-in-place safety surface at the new playground.										
2.3. Increase the amount of shaded area around the new playground.										
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2.8. Implement a beach weather advisory system.										
2.9. Improve safety and cleanliness of rock city pump houses.										
2.10. Remove broken concrete light posts and benches.										
Goal	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
3. Natural – Develop and maintain a park that promotes human health through nature and recreation and provides high quality habitat for wildlife.										
3.1. Increase the quantity of trees within the park.										
3.2. Increase the amount of pollinator habitat within the park.										
3.3. Infill, level, and seed damaged former playground areas.										
3.4. Improve the quality of habitat in the woodlot.										
3.5. Improve the quality of habitat and expand the dune grass areas.										
3.6. Remove the existing tennis court and restore it to greenspace with a recreation amenity.										
Goal	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
4. Convenient – Develop a park that is welcoming and easy to navigate for people of all abilities.										
4.1. Install a new playground in an easy to access location.										
4.2. Integrate accessible elements in the new playground.										
4.3. Install an accessible picnic area next to the new playground.										
4.4. Decrease walk times from neighborhoods and parking lots.										
4.5. Increase connectivity for people with limited mobility.										
4.6. Improve the safety and accessibility of existing pathways.										

4.7. Replace and increase essential equipment across the park (i.e., trash cans, bike racks, grills, benches, picnic tables, etc.).										
4.8. Replace 22nd St. parking lot to improve drainage, appearance, and capacity.										
4.9. Develop a trolley system between the beach, downtown, and hotel areas.										
4.10. Increase the quantity of parking spots along Pierce St. while preserving trees and using best practices for traffic safety.										
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5.1.2. New nature-based play area at North end of Zlatnik Drive.										
5.1.3. Remove aging equipment from current playground area.										
5.1.4. Install obstacle course style play equipment next to the zipline.										
5.2. Develop and/or maintain sports facilities for passive and active use.										
5.2.1. Maintain the horseshoe complex in partnership with the horseshoe league.	On-going									
5.2.2. Install new pickleball and tennis courts.										
5.2.3. Install a multi-sport field for futsal, soccer, and fitness.										
5.2.4. Install bocce ball courts at the old tennis court site.										
5.2.5. Replace existing sand volleyball courts with one 3 court complex.										
5.2.6. Maintain large open spaces for events and passive recreation.	On-going									
5.3. Improve the visitor experience at the beach. (i.e., rentable equipment, more concession offerings, mobile climbing wall, food truck access, etc.)										
5.4. Restore or re-purpose the “rock-city” area of the park.	Dependent on grant funding opportunities.									
5.5. Implement a public art program with an art committee.										
Goal	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
6. Sustainable Operations – Develop and maintain a park that efficiently uses community resources over the long-term.										
6.1. Increase Park revenue generation and increase park budget.										
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6.2.2. Reduce the costs of using portable restrooms.										
6.2.3. Install renewable energy equipment within the park.	On-going									
6.2.4. Execute strategy(s) for using technology to increase efficiency.	On-going									
6.2.5. Beautify, screen, or move the park maintenance building.										

6. Master Plan Park Maps

Section 12, Item F.





NESHOTAH PARK MASTER PLAN
 Zlatnik Drive
 Two Rivers, WI 54241
CONCEPT PLAN - WEST

Project #: 22-042
 Issued For: Review
 Date: 5/9/2023

Drawn Number:
P101

7. Planning Timeline and Community Feedback

Full agendas and minutes for Advisory Recreation Board meetings are available at

<https://www.two-rivers.org/meetings>.

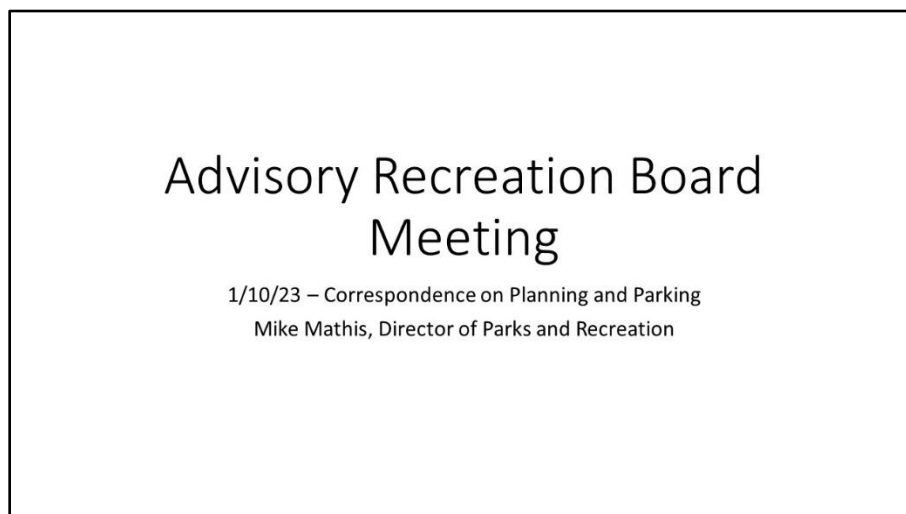
1. 8/9/22 – Advisory Recreation Board Meeting - The Advisory Recreation Board discussed the progress on existing plans to update the Neshotah Park playground in three phases. Other discussion topics included repurposing the Neshotah ballfield, the need for more discussion about ideas for the public and tourists, lighting in the Neshotah Park-wooded area, and improvements to the Neshotah Beach concession and bathroom area. The Parks and Recreation Director also presented the idea of updating the Park and Open Space plan to provide a more goal focused plan for all parks. The meeting's discussion focused heavily on Neshotah Park, so it was decided to focus the planning efforts on a new Neshotah Park Master Plan.

2. 9/13/22 – Advisory Recreation Board Meeting - The Advisory Recreation Board discussed the plans for a new Neshotah Park playground and the scope of the proposed planning process for Neshotah Park. The Board was notified that Blake Theisen, from the landscape architecture firm Parkitecture, would join the board at the October meeting to lead a brainstorming session to kick off the planning process.

3. 10/27/22 – Advisory Recreation Board Meeting - Blake Theisen from Parkitecture led a visioning session with Advisory Recreation Board to learn more about challenges, assets, and opportunities at Neshotah Park using a park inventory. The Advisory Recreation Board members provided the following feedback:
 - a. South Beach is packed, and the parking is not adequate.
 - b. The concession area is flooded with people.
 - c. Used for Rentals and Parks and Rec events.
 - d. 2 restrooms and out houses in all parking lots.
 - e. Possible to move picnic area, could use more picnic space.
 - f. The 4ft walkway needs work, lighting, and making it more inviting.
 - g. Looking for better flow between the beach and park.

- h. Jet ski lot - designated for the Fire Department, underutilized, better kayak access.
- i. Looking to spread people out, look to add amenities on the North side of the beach.
- j. Southwest-Picnicking near beach, underutilized, beautiful area, floods in spots.
- k. Baseball diamond-barely used. Sometimes overflow for games.
- l. Tennis courts- non-functioning, cracks.
- m. Move picnic shelter.
- n. Discuss increasing parking.
- o. Horseshoes (all volunteer and donation) Shelter- horseshoes and rentals, bathroom.
- p. The playground-zip line is an issue (if moving with playground).
- q. Discussion on moving the playground to the Baseball diamond. Needs better access from the playground to the beach.
- r. Shelter/shed- possibly move.
- s. Volleyball area-underutilized.
- t. Natural area/woods- used to walk. Quiet, well-liked area.
- u. Additional picnic area
- v. Possible Conservation/DNR grant funding for habitat restoration.
- w. Sand migration is an issue in winter, summer is good. Possible opportunities for DNR grant funding.
- x. Basketball striping- is used some later in the day.
- y. Discussion on improving signage in the park.
- z. Improve broken items in the playground. Currently it is not safety compliant.
- aa. Water issue under zipline.
- bb. Light posts are also an issue.
- cc. Trash issues this summer.
- dd. Thoughts about how to use the park in winter-sledding, winter sports.
- ee. Utilize cabins, utilize view, add more rest rooms.
- ff. Signage needed for wayfinding.
- gg. Idea for Christmas on the Beach.

4. 12/13/22 – Advisory Recreation Board Meeting - Blake Theisen of Parkitecture returned to discuss draft images and a map of potential updates to Neshotah Park, derived from research of other comparable communities and expertise in landscape architecture. The Advisory Recreation Board provided the following feedback:
- a. Orange trail connection to 22nd St. through existing parking lot by shed.
 - b. Pickleball/tennis courts by existing parking lot.
 - c. Art/natural areas along Garfield Rd.
 - d. Artificial turf area on outfield.
 - e. Rental facilities in woods and/or lodge idea.
 - f. Trolley station/drop-off location.
 - g. Sand volleyball next to pickleball.
 - h. Stormwater management is needed if adding impermeable surfaces.
 - i. Conservation recommendations for opening wooded areas.
 - j. Parking area on old tennis court.
 - k. Consideration of additional parking along Pierce St.
5. 1/10/23 – Advisory Recreation Board Meeting - The Advisory Recreation Board received a significant amount of public feedback in the lead up to the January 2023 meeting, as well as a significant number of public comments at the meeting. The Parks and Recreation Director presented a summary of planning activities up until the meeting and the plan for moving forward after the meeting.
- a. *Excerpt from Parks and Recreation Director Presentation Slides*



Park Planning Process

- Recognition of issues, park potential, and importance to the community.
 - Last master planning for Neshotah took place in 2002.
 - Discussion about the importance, needed improvements, and the potential for Neshotah Park has been taking place for years.
 - Parks Department has identified several projects that need addressed in the park to maintain a quality level of service.
 - Suggestions from City Council members and the City Manager to begin a new master planning process begin in fall 2022.









Park Planning Process

- **Purposeful Planning** – Develop a concise and effective plan that can guide our work in the future.
 - The City has limited resources. How do we use those to the greatest effect?
 - How do we responsibly steward tax dollars?
 - We cannot do everything. How do we decide what to do?
 - Community input is important.
 - A plan will assist in measuring our success, so we are accountable to the community.
 - Generate enthusiasm for needed updates to the park.
 - Large capital projects take years to make happen.
 - Partnership development can take years.
 - Professional feedback is important to making sound decisions.
 - The planning process should not be prohibitively expensive.

Park Planning Process

- **Phase 1: Visioning** – How do we continue Neshotah Park and Beach's success and leverage it to do more for the community in the future?
 - Parkitecture – A landscape architecture company was asked to assist with the visioning process.
 - 10/27/22 – Blake Thiesen of Parkitecture led a visioning session with the Advisory Recreation Board to learn more about the park's challenges, assets, and opportunities.
 - 12/13/22 – Parkitecture shares a draft images and a map of potential updates to Neshotah Park and Beach based on research of other communities and ARB feedback.
 - 1/10/23 – Meeting plan is for the Parks Director to facilitate a discussion with the Advisory Recreation Board about new updated plans from Parkitecture and how to prioritize goals and priorities with public input.

Park Planning Process

- **Phase 2: Goal Setting and Prioritization**
 - Potentially begin working on goal development and prioritization at the February Advisory Recreation Board meeting based on community feedback received on 1/10/23.
 - Develop draft goals and prioritize what projects will happen when.
 - Consider balance of practical improvements and visionary improvements.
 - Develop draft timeline for executing the plan.
 - Share draft visuals and goals to the public.
 - Public comment period.
 - Revise plans, goals, priorities based on community feedback.

Park Planning Process

- Phase 3: Approval

- Advisory Recreation Board recommends a Master Plan for Neshotah Park to City Council.
- City Council approves the plan or sends it back to ARB for more consideration.

Park Planning Process

- Phase 4: Execution

- City staff, with the support of City Council, will work to execute the plan.
- Funding will likely be acquired on a project-by-project basis. Funding could come from city capital debt funding, city general fund, department budgets, community fundraising, grants, or other places along the way.
 - Did you buy a Mega-Millions ticket?
- The plan will likely unfold over 5-10 years (TBD).
- City Council will have the ability to change directions and direct funding as they see fit throughout execution.

b. *Summary of Email Correspondence to Director*

- i. “I like the idea. I have lived on Garfield St. for 20 years. The only thing is taking green space for parking. You need to revisit the parking flow. I don't agree with the cottages.”
- ii. “People do use the ball field and tennis courts. Changes are not thought out. We do not need more parking when we only have 10 days of full parking.”
- iii. “10-year master plan with increased 30 proposed spots not needed. There are more than 37 spots by me, and they are not often used. They can use Walsh Field and walk.”

- iv. “Natural areas and curvy trees are beautiful. Do not remove the trees, do not add in a parking lot. No tennis courts, I would rather have a bocce ball court. Keep the baseball diamond alone. If you want to consider parking, put a new parking lot by the maintenance shed for much more needed parking.

c. *Summary of Comments from the Public*

- i. Betty Grams- Master Plan in 2001 didn't have technical studies that recommended ways of managing problems associated with wind, water levels, traffic, and beach access. A new plan needs to have better studies. Currently not enough garbage cans- overflow of trash, wind erosion has been ongoing, picnic area could use more tables and grills, revamping parking areas along Zlatnik Drive and 21st Street.
- ii. Julie Schroeder- On Garfield St there are already 10 spots to park. Adding 10 to make 20 spots and taking out trees for those spots won't make a difference. We need to focus on trash pickup and maintaining the current parks. We need more handicap accessibility and cameras. The new beach along the pier needs a bathroom and parking. The parks need more grills and add smaller parking spaces for motorcycles and golf carts.
- iii. Bonnie Timm- Supports business all over town. I understand updating the playground, but I want to be able to see the kids close by if at the shelters. This day and age the kids need to be watched closely. Who will upkeep the meters and who monitors and maintains them? Would we still have a rock garden, and have Snowfest continue to their plans? I am for more research for park ideas.
- iv. Dean Hurble- I worked for DPW for 37 years. I was the one who maintained the meters previously. People would hit meters, and they would have to fix them. So, who takes care of them and repairs them, and watches over them?
- v. Anne Dobbartin- Neshotah Park has natural beauty. Don't knock out trees for parking on Garfield St. We don't have a parking problem except

for 10 days out of the year. Take out the tennis courts and replace it with used space that is not a parking lot. I don't like paid parking. If it was to happen, would the return investment even be worth it? Do not put cabins in the woods, we don't want them.

- vi. John Gomez- Meters are the least inviting thing at a beach. Keep the baseball diamond, just fix it. People use it more than you think. What happens to the rides in the diamond for festivals? We need to repair and replace the beach and park, not make it something completely different.
- vii. Laura Gomez- I don't want to look at a parking lot outside my window. I live on Garfield St and parking isn't a problem. I was a professional gardener, and the trees have to be revamped. 1/3 dead and 1/3 are dying. Replace the trees and add more green areas. We have the best beach in Wisconsin. We have a great Main Street and it brings people from all over. We need to welcome travelers that are attracted by nature and bird watching.

d. *Summary of Advisory Recreation Board New Business Discussion*

- i. Adam explained that the newer play equipment is not moving to the baseball diamond. The purpose of a new playground structure in the baseball diamond is to create more traveling throughout the entire park, not just in one area. Ideas have been created for new things to do throughout the whole park. Plans added activities and increased parking for disabled individuals. The plan is not to cut down trees, take away green space and lay a bunch of concrete. The current tennis court is not green space, it would be re- asphalted and changed into a parking lot. Creating a pathway in underutilized land generates more inviting areas for picnics. Need to think of the big picture- funding by grants and donations. Just because ARB decides, does not dictate the City Council outcome, but helpful to have a plan executed and have it arranged and completed if needed. The arrangements for cabins are not airbnbs. They are cabin rentals compared to the cabins at Lincoln Park in Manitowoc.

The cabins at Lincoln Park are successful and the shelters we have in Neshotah Beach/Park sell out very quickly.

- ii. Dorothy expressed much needed clean up with trash all over the park and beach from residents.
- iii. Jeff explained huge amounts of trees are not being removed. The plans have left 90% of trees there as they could, and bad trees have to go out.
- iv. Buckley stated funding is important. Adding more scattered picnic benches, new trees and native features to Neshotah. Also suggested restrooms and new parking for the new beach.

6. 2/15/23 - Advisory Recreation Board Meeting - The Advisory Recreation Board received more written and in-person feedback from community members. The Board also reviewed draft goals and objectives presented by the Parks and Recreation Department Director.

a. *Summary of Correspondence*

- i. Mike received emails in regard to Neshotah beach plans, about not adding more parking, maintaining green space and adding bocce ball courts.
- ii. Dorothy- Had feedback from multiple mothers and women about leaving the playground equipment in the same area-making it safer for mothers with children of all ages to watch for their children. Suggested adding benches for mothers and grandmothers to sit while at the playground.
- iii. Rob- Took suggestions over the last month and agreed that paid parking is a great idea to create revenue. Not for residents, but perhaps use a free sticker system. Agreed that adding bocce ball courts would be a great addition to Neshotah Beach and Park.
- iv. Dan - Feedback from people he has talked to suggests no paid parking.
- v. Travis- A resident had contacted him regarding purchasing old playground equipment. Suggested to mark with spray paint or flag where the new playground is going to go.

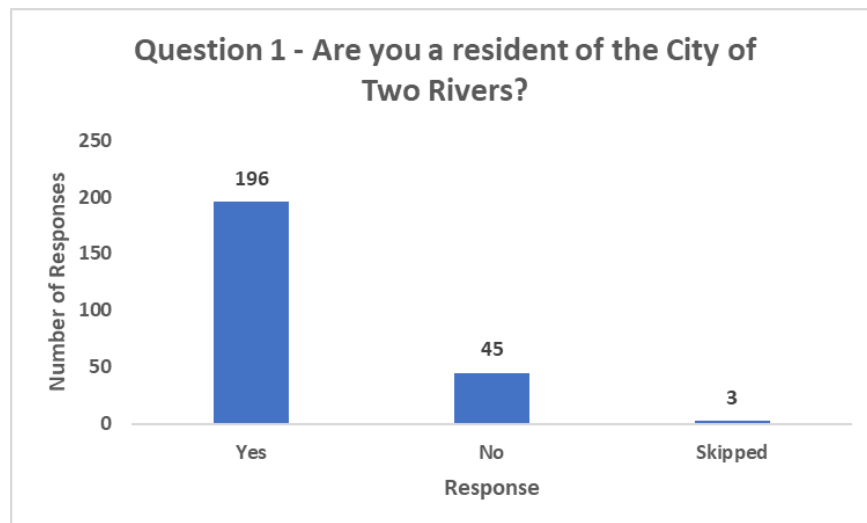
b. *Summary of Comments from the Public*

- i. Dean - Make Peirce St a one-way street for child safety. Suggested road counters at the beginning of the park/beach for counting the number of the people that go through the beach.
 - ii. John G - Future baseball fields should not be removed and keep it a diamond for the people that come back and want to use the ball diamond for their families, just update the playground and tennis courts.
 - iii. Ann - Add a bocce ball court instead of more tennis or pickleball courts. Wanted to know why the playground is being split up. Keep the baseball field. Suggested no more parking- the park/beach does not have a parking problem. Doesn't agree with athletic turf being that the maintenance is expensive, and we already have green space. Leave the playground current equipment where it is and just update to new equipment. Clean the trees in between the ballpark for a walking path. Get rid of wooden picnic tables- they are falling apart.
 - iv. Adam - *Answered Public Comments* One way traffic- There are multiple parks close to the road and are safe both here in town and in other surrounding areas. The playground equipment is for all ages. Splitting up the equipment is to help navigate the whole park and utilize the park instead of just a portion of the park. Artificial grass was for planning for the future and bringing new families from other places to explore new, upcoming, year-round equipment.
- c. *Summary of Advisory Recreation Board New Business Discussion*
- i. Neshotah Park and Beach Master Planning – The Board reviewed draft goals and objectives written by the Parks and Recreation Director. Board members were able to provide feedback to recommend edits, addition of goals, and removal of goals.
 - ii. Review Planning Timeline
 - D. February 15th ARB Meeting – Feedback and discussion from ARB on master plan goals presented by Parks & Recreation Direction.

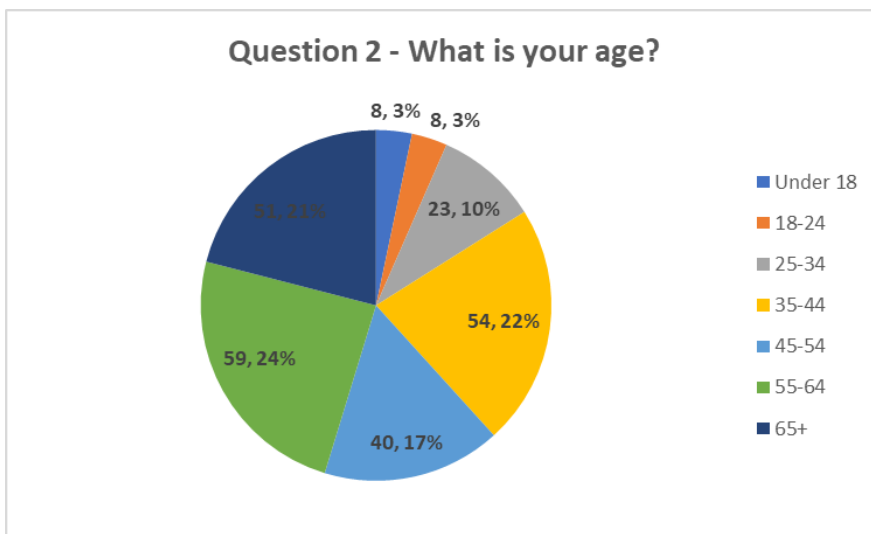
- E. March 14th ARB Meeting – Director of Parks and Recreation proposes using this ARB meeting as a public forum to receive feedback on a full draft master plan. We will promote this meeting as a public open house. We will also release an online public survey for those who cannot attend the open house.
- F. April ARB Meeting – Staff will collect all the feedback from the community and present it to the ARB along with a revised draft master plan. The board will discuss any changes needed to the Master plan and could potentially vote to recommend the plan to City Council on this date.
- G. May ARB Meeting – This meeting may be needed to continue reviewing the draft goals and timeline.

- 7. 3/3/23 - 4/2/23 – Public Feedback Survey Results - The public feedback survey was available from March 3rd, 2023, to April 2nd, 2023. The survey was promoted through Facebook, flyer postings at the Community House, City Hall, and the High Lift Coffee Shop, as well as through direct solicitation to service groups and the school district.

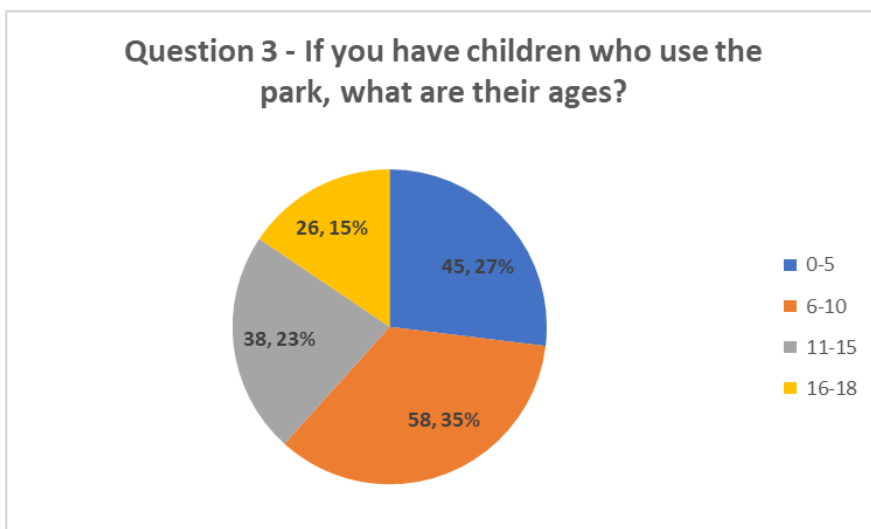
- a. Question 1- Are you a resident of the City of Two Rivers?



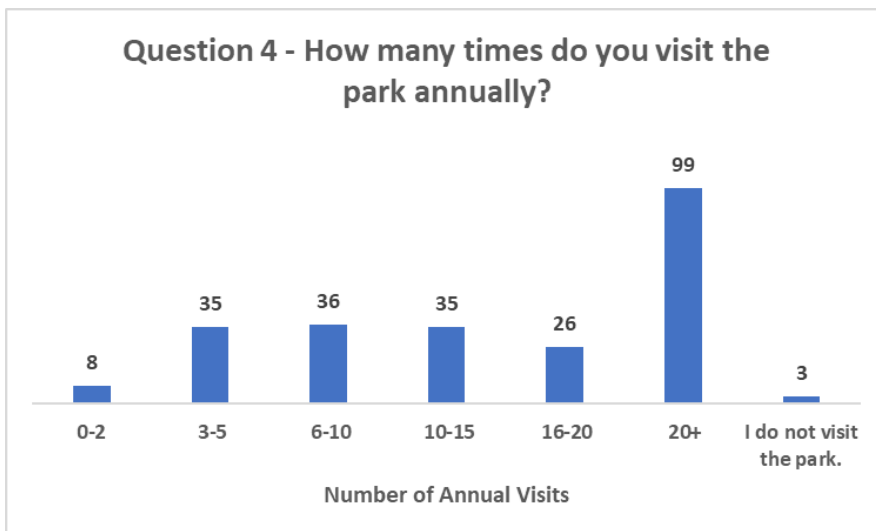
b. Question 2 – What is your age?



c. Question 3 - If you have children who use the park, what are their ages?



d. Question 4 - How many times do you visit the park annually?



- e. Question 5 – What activities or sports do you or your family currently participate in at Neshotah Park and Beach?

Question 5 - What activities or sports do you or your family currently participate in at Neshotah Park and Beach?		
Activity	Responses	Percent of Respondents
Walking and/or running	187	77%
Playing in the beach sand	183	75%
Visiting the concession stand	131	54%
Playing on the playground	116	48%
Picnicking	112	46%
Swimming	107	44%
Biking	94	39%
Parking to access trails	93	38%
Picnic shelter rental	71	29%
Other	40	17%
Horseshoes	26	11%
Basketball	23	9%
Sand Volleyball	23	9%
Baseball	19	8%
Softball	18	7%
Tennis	16	7%

Question 5 - Write-in Responses	
1 Kite flying	21 Biking
2 all the festivals & bands on the beach	22 Photography
3 Concerts/events	23 Bands on the Beach
4 All the music events	24 Jet skiing and scuba diving
5 Access to the trail for biking	25 Paddleboarding
6 Taking my electric sooter down to the beach.	26 Parking to view lake!
7 Sitting on bench	27 Bands,
8 Live music at band stand	28 Music nights, Beach Bash, etc. movies,
9 Frisbee. Dog walks. Concerts especially. Little free library.	29 Walk through the woods area
10 Simply enjoy the natural beauty.	30 Dog walking/beach
11 Beach sitting, people watching, music on the beach, sunrises, festival	31 Attend all bands on the beach events
12 Using the open field areas for playing catch	32 Concerts
13 Launch for jet ski	33 enjoying parking and watching the waves etc. !!
14 Hope kite fest	34 Kite flying
15 Biking	35 Watching lake
16 Biking, playing frisbee, photography	36 Bands on beach
17 Watching the waves	37 Organizing a yearly music festival
18 Attending concerts	38 Sunbathing or relaxing in a chair on the beach
19 Sunbathing and swimming	39 Wave watching
20 Boat anchoring at the sand bar	

f. Question 6 – What additional amenities would you like to see at the park?

Question 6 - What additional amenities would you like to see at the park?		
Activity	Responses	Percent of Respondents
Concession stand with more food offerings	104	45%
New garden style concession stand seating area	93	41%
Additional or larger restroom and locker room facilities	84	37%
Kayak and/or stand-up paddle board rentals	77	34%
Public art displays	69	30%
Nature-based playground structures	68	30%
Obstacle course and fitness style playground structures	66	29%
Pickleball courts	56	24%
Additional picnic shelters of various sizes	43	19%
Handicap accessible playground	40	17%
Artificial turf multi-sport field (i.e. soccer, flag football, volleyball, many other activities)	39	17%
Additional handicap accessible pathways connecting	36	16%
Updated sand volleyball courts	34	15%
Other (please specify)	31	14%
Bocce ball courts	30	13%
Mobile climbing wall	30	13%
Updated tennis courts	27	12%

Question 6 - Write-in Responses		
1	Indoor shelters with bathrooms to rent for parties, events, etc	16 clean up the "rock city" area and turn that storage building into a shelter. that area is too overgrown and its historical
2	diamond into an outdoor ampitheater.	17 Boogie board rentals, kite flying
3	Resurface the tennis courts	18 More parking
4	Lake conditions are not safe for inexperienced kayaks and strong currents a	19 Parking
5	Food trucks	20 Make the ball diamond great again. It's
6	Little more pavement for walkers through	21 Nothing the park is for me the way it is.
7	Keep green space	22 Area dedicated for scuba divers
8	The green space is really a draw and doesn't need to be covered over with amusement	23 Like to see a plan on the play ground for poeple in wheel chairs
9	Keep tennis courts where they are and	24 Something for dogs
10	City should encourage more monster sized Adirondack chairs	25 We need some business down by the beach. This would be huge for tourists.
11	Definitely no art displays. Leave nature be.	26 Pet friendly
12	Fix existing parking areas. Sand and refinish Improved parking, more use of the wooded area to further support use and tourism	27 Ability to camp on beach or have fire pits with wood to purchase
13	Stop spending money	28 Save the beach a little more, more playground equipment
14	Parking	29 New hand dryers in all the bathrooms the ones there are antiques
15	sculptures on the beach walkway all the way	30 Daiquiri bar with rooftop restaurant
		31 Giant playground areas

- g. Question 7 – How do you feel about the vehicular parking areas at the park beach? (Check all that apply.)

Question 7 - How do you feel about the vehicular parking areas at the park and beach? (Check all that apply.)		
Response	Count	Percent of Respondents
It is difficult to find parking during specific events.	123	51%
Finding parking is difficult during the summer.	111	46%
My parking needs are satisfied most of the time.	78	32%
More parking is needed in the park.	73	30%
I do not access the park via vehicle. I walk or bike to the park.	45	19%
It is difficult to get in and out of parking areas.	41	17%
Other (please specify)	30	12%
Better pathways to access existing parking is	27	11%
It is hard to navigate the parking areas as a	19	8%

Question 7 - How do you feel about the vehicular parking areas at the park and beach? (Write-in Responses)		
1 Bike racks	16	If you are inviting tourist you should not penalize them with parking fees!
2 As a resident it is difficult to get parking when tourists here	17	Parking could maybe be tweaked somehow but it seems like
3 I would hate to see natural areas go away for parking	18	Parking should be the first priority. Many people don't visit
4 leave parking alone on Garfield!	19	Stop the on street parking on Neshotah and Park Road areas.
5 Do not want to see paid parking that discriminates those that need green space the most	20	A walking path from ball park area to beach
6 We do not need more parking for the few hot weekend days...people can park on street or at Walsh field.	21	There is plenty of space to park in neighborhood
7 I use my electric scooter to access the park.	22	Would hate to see any of the current green space converted
8 Parking has never been a problem and we go very often	23	A whole lot more handicapped parking
9 Keep green spaces. There is enough parking	24	Make 20th st go through to pierce st and make a lot off Garfield st where nobody uses that area during any event that nobody uses
10 .ore parking spaces are not necessary, especially when the area is only used about 3 months out of the year.	25	Leverage parking by ball diamond to a greater extent before adding more lots.
11 There is more than adequate parking at the beach/park.	26	I'm fine with the parking. People can park by the tennis courts and by Walsh field and walk to the beach
12 Parking in summer is a problem & May you find reasonable solution	27	People park wherever they want and no one does anything about it.
13 IK the city spends a lot of time maintaining current lots/walks/beachfront	28	No stop sign corner Garfield & 18th, cars swing wide into traffic on 18th Need to have NO PARKING North side of 18th from Garfield to Lincoln to make matters worse turning onto 18th the sun in the afternoon is blinding
14 Leave green spaces green. No more concrete with the exception of existing areas that could be improved on 21st street, other areas. People clearly know where the lake is. Can figure out hot to get to it. No pathways through green space.	29	shouldn't be taking up parking space for events
15 Added parking at perimeter, ie Garfield st, up graded parking off 22nd, no reduction in park acerage. Parking is not an issue most of the time. Bogglesy mind that people feel they need to park within yards of the park, walk a bit.		

- h. Question 8 – Rank the following park challenges from the most to least important to address.

Question 8 - Rank the following park challenges from the most to least important to address.			
Response	Rank	Mean	Standard Deviation
Improve restroom cleanliness and capacity.	1	3.2	1.95
Improve park cleanliness due to trash.	2	3.88	2.29
Replace outdated playground.	3	4.13	2.35
Improve park security and safety.	4	4.88	2.13
Improve accessibility for people of all abilities.	5	5.07	2.11
Improve the quality of the natural habitats.	6	5.48	2.54
Improve summer parking experience.	7	5.95	3.15
Improve recreation and sports facilities/fields.	8	5.99	2.24
Improve the quality and quantity of pathways.	9	6.43	2.37

- i. Question 9 – What are your two favorite aspects of Neshotah Park and Beach?

Question 9 - What are your two favorite aspects of Neshotah Park and Beach?	
1	The clean and beautiful sand beach The paths are really nice
2	The trails and the walkway along the beach
3	Size of the park and variety of activities
4	walking paths / near the water
5	The beach and the amount of recreational activities
6	The relaxing view , sand & water
7	The beach and special events they have.
8	Nature, the park it's self and the (baseball diamond along with the tennis court
9	The beautiful beach. The nice, large area surrounding Neshotah Park.
10	Natural and cleanliness
11	The beaches, The front pathway
12	Bands in the park and biking and walking the trails
13	All of the amenities combined in one spot- beach, playground, hiking, events, etc
14	The new zipline on the playground and the sandy beach.
15	Sun and music
16	Nice groomed beach, clean park.
17	The beach is the best attribute of the park. I appreciate the care the maintenance crew takes in preparing it each day. The other aspect enjoy are the green spaces including the wooded areas and mature trees.
18	I grew up on Lakeshore love seeing it kept clean and would love to have more walking trails in the park Remove baseball field since Walsh field is so close or move field where parking is on other side of the road.
19	The convenience of multi generation family space of both areas. Thank you for all you do!
20	Bird watching and sunrise watching.
21	the woods, beach, swinging benches
22	Beautiful and local
23	The trails in the woods area

24	How clean the beach front is and that the park is separate from the beach.
25	Lake front green space
26	Walking paths, volleyball areas
27	There is something for everyone. The feeling of getting out of the city but staying in it.
28	The access right from the beach to the oaks
29	The well groomed beach and relaxing lake sounds.
30	Proximity to multiple things to do Cleanliness except Rock City which has used condoms and drug-use supplies (syringes, people!)
31	The beach is very well maintained
32	Clean and large
33	Live bands, special events
34	Clean groomed sand Picnic areas in park
35	Beach and walking path
36	Having a playground as there aren't many playgrounds in town. The beach itself
37	Banda on the beach
38	The beach is the best in the business. Neshotah Park offers an excellent opportunity for families to picnic.
39	The manicured, clean beach. The ability to walk anywhere along the lake many areas with sidewalks.
40	openness clean beach every morning festivals & bands Keep te beach the friendliest & cleanest around
41	Tennis courts and road going thru beach enjoy going past and to the beach often
42	The tennis courts, the trail through the woods.
43	I can enjoy the sun at the beach and find shade under a tree.
44	Music , it is not too crowded yet, but getting there, the green space , this community needs it with 50% of children in the poverty level as stated in the most recent Raider Reporter
45	It's well groomed and the activities (kite fest, regatta's, concerts)
46	Location and it's the best shaded park in the city. There's so much potential for the area.
47	I love that the park is shaded. It is so nice not to be baking in the sun and feel like you are in nature. We also appreciate that the beach is groomed and well taken care of. The sand is better than any other beach I have been to in Wisconsin.
48	Trails Beach
49	The view, beautiful beach
50	Looking at the water Watching great grandchildren play in the sand and swim in the lake
51	Beach and park
52	The trails and bands on the beach.
53	The long stretch of beach and the natural setting of trees, etc.
54	Walking paths and bike trails and allowing our dogs at the south end of the beach.
55	The beautiful beach area and the green space in the park.
56	Lots of Beach. As a resident I would NOT want more parking so people who come here 3 months of the year are happy at the expense of us who live here 12.
57	It is beautiful and safe

58	Green spaces beach
59	In #8, the only improvement needed is the security and safety. Also enforce parking and animal rules. Favorite aspects: clean sand beach and plenty of green space.
60	Green space, including ballfield. Clean, swimmable water
61	Beauty of surroundings. Watching so many people's lines enhanced by being there
62	Live music at the band stand and the grooming of the beach.
63	Peacefulness. Accessibility.
64	It is a natural treasure. Has a beautiful beach and wooded area.
65	Natural beauty Feeling laid back
66	The sand and walkway along the beach
67	
68	The natural environment and the easy beach access
69	Free access to well groomed beach. Events at the beach and pavilion offered
70	Just take care of what we have stop spending tax payer dollars
71	Sitting at the beach and the park
72	How well groomed the beach is, parking close to the beach is great when your hands are full and you have small children
73	Ease of use, getting in and out is easy, plenty of parking and plenty of space. And the new pavilion/band stand is awesome.
74	The different activities areas for music, cookouts, baseball etc.
75	Beach Shelters
76	Sights and events
77	History of it. Large space for activities
78	Everything about the park and beach is beautiful just adding more is even more wonderful
79	Rock city and the woods/trees in the park
80	Beach and view
81	The conscientious cleanliness of the beach sand - THANK YOU!
82	
83	Beach cleanliness, open spaceport so many things
84	Beach and lake
85	Natural settings and the quality of the beach
86	The beach Ability to have events without closing down Washington st.
87	
88	Groomed Beach Rotary Pavilion
89	Natural areas with playgrounds and the beach grooming/quality
90	The lake
91	I love that there is a free space where my family can spend our summers that is just down the road from us.
92	The beach itself is large and beautifully groomed. Trees and natural areas.
93	The beach is simply the best out there. Keep it groomed and looking sharp.
94	Swimming and playground
95	It's a beautiful fun free place to enjoy.
96	The beach and walking trails.

97	The natural sand beach and the trees, walking paths, the layout of the shelters. The way the park currently is.
98	How clean and groomed the sand is. Free Music
99	-Great Family Atmosphere -Plenty of space to enjoy
100	The beauty of the beach. And if you can if kite fest would be held there
101	Beach and walking paths
102	Preservation of natural areas.
103	Way the beach is kept cleaned and groomed.
104	The walking/bike path and the natural beauty
105	The Beach & The bandstand
106	The beach and the playground
107	Trees. Picnic areas.
108	The beauty of the beach and lake and entertainment
109	Natural beauty and tourist appeal
110	The Water!
111	Live music on the beach and Snowfest being back
112	Beach access, changing the beach road to a one way street
113	The natural beauty of the beach and the nice walkways along the beach
114	It's natural beauty and easy access
115	Walking on the beach
116	The beach and walkways
117	Like watching the sun come up and watch the storms over the lake
118	The playground and the sand toy box!
119	Volleyball courts and walking paths
120	Great beach and public restrooms
121	Parking facing the lake year round. Traffic flow.
122	Park and beach adjacent to one another with sport potential with improved sports facilities
123	Clean and groomed beach and shady areas out of them sun.
124	Beautiful beach Summer concerts and kite festival
125	The beach The trees
126	1. well kept early in morning 2. walking paths
127	It's beauty, the beach's cleanliness
128	Walking along beach and cleanliness of sand from groomer. It's all about the beach
129	I love all the animals that live there. I enjoy watching the monarch butterflies during their migration, the deer, and the birds. I've seen red headed woodpeckers, great horned owls, and many other interesting birds. I also greatly enjoy how much wild nature there is, and that the swales have been preserved. It's really fun to explore Rock City and be in nature even though I'm still right in the city.
130	The clean sand, and the trees
131	Love the clean sand and visibility to the water to watch my kids swim. Also love the paved bike/walking trail that allows us to bring our bikes there's
132	playground for grandkids, picnic areas
133	first the events going on second the size of the water and beach

134	I enjoy how there are event and the beach popularity has increased, also the size the beach is a huge plus. Second I enjoy how all the things you can do are pretty centralized.
135	The amount of green space and trees especially (nice to have shade at a park). The diversity of things to explore: playground, beach, trails, sports
136	The clean beach . seeing people using it.
137	Bike Trail. Beach/lake. Zip line for kids.
138	The beach. Sports areas
139	Beach and picnic
140	Beach space and nature (trees,etc)
141	Just that, the park and beach together.
142	1. snow fest is my favorite 2. beach 4th of july fireworks
143	beach and Lake Michigan walking and hiking and wildlife
144	Size of the beach Family friendly
145	The beach and playground
146	I love running along the trails by the beach and park. Love the bands on the beach
147	Beach and trails
148	The new art on the shelter
149	The beauty of the park and beach, the events held in the area. Bringing in food trucks more often compared to an expanded concession stand.
150	The beach maintenance is great. I like all the bands and festivals.
151	Trail and cleanliness of the beach. Fact that it is groomed daily
152	How clean the beach is and location
153	Many different access points to the beach. Walkways and trails in and around the beach and park.
154	Walking along sandy beach and pathways in the park Watching sporting events like softball and catamaran events
155	The large beach and the view.
156	Beautiful acenic and always clean beach! The city does a great job keeping it clean! Thank you! Entertainment offerings...keep it up!!
157	The clean sandy groomed beach, and the paths through the cedar and pine trees
158	1. The beautiful beach and lakeshore 2.the natural rustic loveliness
159	The nature, using the trail for walks and biking
160	My kids love the newest playground installments. The zooming is their favorite! We enjoy packing a lunch and having a picnic there in summer.
161	1. going to the beach as a family,especially during a "music in the park" day 2. periodically using the playground.
162	I like that there is park area and beach area I like that it's very spread out
163	The history of the park and the events it has hosted.
164	Beautiful beach. Cleanliness, Sunday bands on the beach. I love being able to walk the beach from the concession area to the lighthouse.
165	Ease of access and cleanliness
166	The nice groomed beach!!!
167	Free parking in 6 beach lots and on the side roads. Natural area paths.
168	The pavillions for events and just relaxing at the beach

169	The beaxh and the available concession stand. We really enjoy Bands on the Be
170	The wooded trail between the park and beach is my favorite, period.
171	The beautiful beach view. The walking/bike trails
172	Natural beauty, shelters
173	Well maintained. Clean water
174	the beach and music
175	Trees and location
176	Clean beach Walkway by beach
177	The beach
178	Park and beach
179	Walking trails and playground for all ages
180	The playground and the beach
181	Being close to the beach, in summer it's way to crowded to even try walking on the path.
182	Family friendly and options of activities to do
183	Clean beach. Park/beach is close enough to walk to.
184	Listening to music and events
185	Beach itself and bands on beach

j. Question 10 – What are two things you would change about Neshotah Park and Beach?

Question 10 - What are two thing you would change about Neshotah Park and Beach?	
1	More space for things that aren't cars (garden/plaza scenic type area instead of another parking lot)
2	Upgrade the playground and variety of options.for kids
3	more handicap accessibility / and see those items I checked above. Thank you for asking for the input!
4	One full length basketball court. Do somthing with the baseball field (maybe a garden or nature thing) or just have it used for baseball again.
5	It's so packed in summer & people can be rude...so we usually go to point beach at peak beach temps
6	Parking and restrooms at the ends of the beach
7	More nature. People to respect what is already there. Do not take away from our nature.
8	Better bathrooms/changing rooms at the beach.
9	Bathrooms
10	Not as many dead fish if possible and everything needs updating and a good cleaning
11	Nothing

12	Better playground like Shaw playground in Sheboygan or Schuette park in Manitowish
13	Increase parking and add a swimming pool.
14	More accessibly and better parking.
15	Parking is an issue but I would hate to lose a ball diamond over it. More enforcement of unleashed dogs would be good.
16	Parking is rough not sure where cars can park, and greater need for pathways or trails
17	Continue to improve and maintain the amazing areas.
18	Stop the silly beach cleaning patterns. My gosh, isn't the beach and lake beautiful enough for you?! Keep the beach as natural as possible. Mother Nature got it right!
19	playgrounds, parking
20	There needs to be more activities to do here.
21	More indoor rentable space for any time of the year.
22	Take the open field and add more things for young people to do Open the concession stand more often
23	Add more parking spaces especially when events are being held at the beach, maybe add more to the playground equipment
24	More modern park area and concession
25	more sports areas, additional trash cans
26	Handicap accessible playground equipment. Updating the rest of the playground equipment.
27	More playground and stuff for kids to do
28	Better changing facilities Wish people would pick up after themselves.
29	Clean up or get rid of Rock City. It is dangerous with the needles, etc. Take away the on-street parking on Zlatnik Drive; it is too hard to see pedestrians.
30	Parking and miss the kite festival there
31	New things for kids to do and security
32	Parking and better/cleaner bathrooms
33	More places to rinse sand off your body Update playground or repaint it bc it is rusty
34	New playground and better parking
35	Bring music to TR. More of it. I would also like to see food trucks at the beach. More trash bins to keep it clean.

36	Take the bike riders off the sidewalk in the beach area. Many are reckless and it can be dangerous. Pretty lighting and signage for the park would add beauty and functionality!
37	Dont start pd parking. Beach & park open to all to enjoy dont add parking to Garfield. Only busy during festivals & people use to walking a block or 2.
38	For most part satisfied way things are set up
39	Resurface the tennis courts. Less big umbrellas, tents on the beach.
40	Improve the condition of Pierce St. and get all the illegally dumped white rocks off our beautiful sand.
41	Dogs on the beach and not leashed often and people digging big holes and not filling in , heavy alcohol use
42	I have never seen the baseball field area used, it seems like we are missing an opportunity.
43	Updated equipment/Bball courts. More potential activity areas
44	I wish that the bigger kid play area was closer to the little kid play area. My kids are a few years apart and it is really hard to watch them both when the two playground structures are so far apart. Or if they are going to stay far apart, it would be nice to have the toddler area fenced in or something. I also think we desperately need cameras or more security. There is so much vandalism taking place on beautiful new equipment. We need to get better lighting and protect our investments. So sad to see. We loved the music book that was on the xylophone and literally a few weeks after it was put in someone destroyed it... I know this makes 3 things, but I really want to see a rubberized surface. My kids are not in wheelchairs, but I prefer it! It is so much better than woodchips (especially for toddlers) and it allows people of all abilities to play. It's a win win.
45	Parking Bathrooms
46	The parking is almost impossible and things are outdated
47	More recycling containers closer to regular garbage cans along the beach walkway Return to 2 way beach road
48	Parking and walkways
49	More space around the band stand for people who use electric scooters because they are disable.

50	We do not need more parking. Please do not cut back open or natural space for more parking. People are attracted to the natural beauty. We must keep it accessible for older people, no doubt, but younger people want nature and nature based sports, not more concrete, which can be found anywhere. How about having an overflow parking area at Walsh Field or somewhere else nearby, getting a couple of golf cars, and letting our high schoolers shuttle people and earn tips or volunteer hours? If accessibility for those with limited mobility is proving to be a problem, identify a few more spaces as handicapped accessible.
51	There doesn't seem to be any enforcement of the rules for dogs and something healthy at the concession stand.
52	More places to dispose of recyclable materials and update bathrooms.
53	more REMOTE parking with a shuttle. The park should remain in tact and be developed for a natural environment. Check out what the younger generations want. It's not more asphalt for cars. We are a unique city we should design for the future. Please no more parking lots on the entire Neshotah property. It's a beautiful space. Thanks for asking!
54	The parking is an issue. I feel VERY VERY strongly about not taking away green space for parking!! My solution is to offer a valet type parking for beach visitors. The lot at Walsh field could be used for this. Beach goers could stop at Walsh get a number and two people could follow in a golf cart, help them unload, and one person could drive their car back to Walsh, the other drive the golf cart back. High school students could even volunteer and earn community service hours. Perhaps the clinic lot could be used during weekends too. We need to preserve our green space. It's vital to Mother Earth!! Also, to help keep the park clean, this again is a perfect opportunity to organize and offer community service hours for high school kids for both Two Rivers and surrounding school districts.
55	Recycle..change one way street back
56	Require people to take their garbage with them and fill in the huge holes that people dig in the sand. Some bring large shovels and create dangerous holes and berms that people can be injured in. Thank you for conducting this survey.
57	Bring back 2 way traffic on beach road. Add more recycling containers next to garbage cans at beach and in park.
58	Don't change the existing atmosphere

59	More entertainment (talent night) square dance, theatre, etc at the performance stage Otherwise it is PERFECT :)
60	Groom the beach with a rake with longer tines to turn up damp sand to reduce wind erosion. Remove debris, glass, twigs, toys, bottle caps, etc. Far too much sand has already blown across the road into the park. Became much more prevalent when grooming rake used had very shallow tines. Stop cutting the grass when the grass is dormant from lack of rain. At times a topsoil cloud is behind the mower, ground and tree roots are being damaged. Leaving grass to grow a little bit longer will improve overall density, health of green space.
61	Update recreational opportunities for more fun!
62	Playground equipment and add showers to rinse sand off
63	The tennis courts are long overdue for improvement and the parking is often inadequate.
64	Parking and updated parks
65	Stop spending foolish money we the people can't afford it, taxes will increase can't have a big open check book!!
66	Nothing it is beautiful as is
67	More parking(use current ball diamond behind concession stand) Larger bathroom/changing room area is needed
68	More Rental mobility in water and land(boogie boards, kyaks, scooters). And more groomed areas setup in ways to appeal to people to make them take more photos and get the beach and town more recognition for the states best beach.
69	Nothing.
70	Nothing
71	Parking and better assessable trails with security
72	Safety Use of space
73	More playground equipment for kids and parking
74	Nothing
75	Move beach parking to lake side of road for the safety of disembarking passengers (children). If the parking lots are full, you can't see the beach/lake from the road anyway. Parallel parking is difficult enough for many people without having to negotiate doing it on the 'wrong' side of the road.
76	Use baseball diamond as paid parking area to generate funds for improvements. Plant diverse trees now so so they grow before more come down naturally

77	Have more food options and camping
78	Pathway through the woods and less vehicle travel
79	The rock garden is old and underused remove and replace with anything else. The field behind the tennis courts is under utilized. Point Beach state forest is within walking distance we don't need large sections of natural area.
80	Additional, clean restrooms
81	Better walking paths in the park and access for disabled patrons to walk/sit.
82	widen pierce street for parking. parking and concessions built in little used baseball field.
83	Don't forget TAX PAYERS WHO ARENT RESIDENTS if still considering charging non residents to park. I've paid close to \$3000 taxes every year for a long time, which is possibly more than the average.
84	Better play structures and more parking.
85	Playground equipment. Cleanliness.
86	Summer concert series at the shelter in Sunday afternoons. Improve the wifi network like as cell service is poor.
87	Restrooms and parking
88	Cleanliness of bathrooms and better concessions stand and tables.
89	More and safer parking and more level (non sand) walking trails
90	Parking. This has always been a problem during summer. But if you add more parking you will take away from the natural beauty of the park.
91	Marketing it More concession or a beach store or food trucks
92	1 Parking 2 Create a summer lifeguard program
93	A little more to find trails for bikes and pedestrians
94	More parking and enforcement of the park rules by the police. Such as dogs on the beach and glass containers.
95	Improved food and small shops... Improved parking.
96	Pickleball courts & accessibility for everyone
97	Accessibility More entertainment
98	Update buildings and add more parking
99	Stop plowing the sand dunes down by the parking lots. Add more native trees and landscaping.

100	More parking and handicap porta potties at every parking lots
101	More rentable picnic or Pavillion areas. Better concessions or maybe even beachfront pop up stores.
102	More parking , improve band shelter , have more bands in summer months
103	More places to access water for rinsing off on both ends of the parking lots.
104	More lighting and parking.
105	More parking.
106	I don't like the idea of the playground being moved to the softball diamond area.
107	Cleaner bathrooms and cleaner park.
108	Cleaner bathrooms and park
109	Have a food truck area with canopy .Sell better food and beverages
110	Can be difficult to get in and out of parking lots by the beach. People parking on surrounding streets and in people's yards by the beach
111	I'd love more natural areas for my kids to explore off-trail. Boulders, tree stumps, logs to climb, etc. More "lost and found" sand toys. We love the blue box of toys but there could be one at each parking lot! It's a GREAT idea!
112	Paid parking for non- residents, more parking
113	Remove horseshoe build better baseball/softball diamonds. Add walking path and workout circuit.
114	Pedestrian crossing needs more regulation. Cabana rentals for beach!
115	More parking. More shelters for rental and family picnicing.
116	Locals should be a priority at the beach and park. Too many out of towners taking over and trashing the place. Definitely need more paths and lighting. Security cameras at playgrounds and bathrooms.
117	Improve the looks of the rock city area of the park. Move the storage shed over to Walsh Field area. Rock city looks so natural and could be a be special point for photography.
118	Better bathroom facilities and clean up. Garbage cans are often overflowing
119	Parking Better access to trails and park to the beach
120	Parking
121	1. Add businesses 2. Get rid of/reduce size of grassy medians between parking lots to make more parking Maybe make some special parking for motorcycles/mopeds and golf carts or make it an elevated seating/shelter area. I think that grassy area looks

	overgrown/messy. I think it could be put to better use or beautified somehow like the gardens on memorial drive.
122	Utilize the old ball diamond for something new,
123	Handicap accessibility to water/beach . What we have now just does N O T work. More garbage pick up during the day and again in the evening before the birds find it in the morning
124	I would want to fix up the tennis courts so they would be playable again, and redo the play equipment to be new and safe, but also still fun. New equipment is technically safer, but it is limited, which makes it difficult to play on. It should also be sturdy so it doesn't get vandalized right away like the other new equipment was.
125	1. Improved Concession (more food, store, rooftop simple dining, adult beverages.) 2. Nature filled Walking paths thru trees and park
126	It would be nice to rent water sports /boats from the beach. Would also like some little beach shops /beach vendors . The park feels disconnected from the water.
127	Picnic areas, parking
128	the poor lighting around the park and pavilions, having kite fest at the high school instead of the beach like past years
129	I use the basketball courts in the summer almost everyday, if those could be improved that would be great. Second I would possibly improve the lighting in the park because if you are out late it gets very dark.
130	Park expansion into ball field. More shelters, activities, not parking though. The beach area is typically at capacity on every nice day, so I think preserving the beauty of the park is more important than attempting to increase tourism as we cannot expand the beach.
131	More food offers. and opened more
132	Change bands on the beach to bands in the park and create an area along the south side of the park for these music events. Create walkways from beach through woods for access to music area. String lights along walkways for evening safety/beauty. Concessions for food/drink in park. Additional portapotties, plus existing restroom should do. Picnic tables.
133	Do not allow dogs on the north end of the beach ever. Enforce the current leash ordinance for dogs in the park and on the entire beach.

134	Parking and traffic congestion
135	Better basketball and tennis court and ball Diamond , add fire pits
136	Parking and quantity of bathrooms
137	Space between the old Baseball diamond and behind the concession stand.
138	A whole lot more handicapped parking and easier for the handicapped to get to things sidewalks down to water, sidewalks (good)
139	more events at the beach more rides for snow fest or music
140	Bring back the lily ponds
141	Nothing
142	Better restrooms. More garbage containers that get emptied in a timely fashion. Security improvements. Better concessions.
143	Dirty bathrooms and broken playground
144	Another shelter with bathrooms with beautiful artistic paintings on outside. Another updated playground, closer to beach?
145	Bathrooms need updating / parking
146	Parking. NewHand dryers in bathrooms
147	Better lighting on walkways, bring kite festival back to the beach it's boring at the high school. There is adequate parking by the beach and park, it's only real busy once in a while. Visitors can walk, when I vacation in other states there is often limited parking in tourist heavy areas. They can pay to park in our existing parking lots.
148	The mosquitoes in the park make it challenging to hang out there in the summer. The beach breezes keep them away so the beach is better when they are out. Sometimes the dead alewives can be a little smelly in spots on the beach.
149	update the park area
150	Parking. The baseball field and horseshoe pits are never used. Do something fun in the green area back by the baseball diamond. That area is not used and should be developed!
151	More concession offerings. More picnic tables and small shelter structures over picnic tables.
152	Parking Wasted space of baseball field in park
153	Update parking lot at south neshotah beach
154	Put a metal/concrete post between parking spot and sidewalk facing the beach. Make the parking lots angle parking and add an entrance/exit.

155	Remove the baseball diamond and provide additional food and entertainment space bocce ball, outdoor games, firepits, restaurant etc. Promote the golf cart community by providing specific lots and charging stations.
156	Ban dogs
157	1. If parking is added, avoid impacting natural beauty 2. Leave it as it is
158	The seagulls, have food trucks come to the park and beach more often.
159	Install more bubblers/ drinking fountains! My kids (ages 7 & 8) would like to see more/larger playground equipment. I can't remember if you have them or not since I don't use them anymore, but diaper changing areas in the bathrooms are a high priority for moms 😊
160	Would you consider adding a small half pipe (4-5 feet) for skateboarding? Maybe put some of these new activities on the far ends of the beach to naturally encourage people to spread out more so its not so crowded on a busy day in the center area closest to the concession/rest room area.
161	That residents of Two Rivers get first dibs on beach space, parking, events. The concession stand/area
162	More programming utilizing both the park and beach would be welcome.
163	I feel like it is very nice the way it is! It is a hidden gem!
164	Need more picnic areas and concessions
165	Widen park road and add a pedestrian apron. Move the utility shed nearer the East Side pier by the Coast Guard Station.
166	Replace baseball field with something else. Maybe a huge playground structure
167	Improve softball field. Could use another field for practices. Parking can be tricky during the busiest events but mostly is manageable.
168	Parking and parking
169	I'd start issuing fines for people littering and people not picking up after their dogs on the beach
170	More parking
171	Quit trying to attract more people with more events, update bathroom shelters
172	18th parking as noted above-----2nd-> start thinking ahead, the electric bikes are here to stay I propose walking only along beach (concrete walkway) possibly same time frame

	as dogs on beach. Bikes would ride in the existing bike lane on Zlatnik Dr. Cut the No riding period or you will find yourself in a debate motor vs Electric vs recumbent etc
173	more parking without removing tree's
174	Additional playground equipment, improved green space
175	More access for disabled „seniors Better quality food stand.. bring in food trucks.
176	Parking
177	Nothing. UPDATE PARK BUT DO NOT MOVE THE PARK TO THE CURRENT BASEBALL FIELD
178	Open bathrooms earlier (April or May).
179	Put the road back to 2 way traffic. Clean up all the brush and wind falls in the woods.
180	Add a few additional parking lots along the playground on road leading to the beach
181	Better walking paths especially for winter and the bathroom and concessions.
182	Updated equipment and more equipment
183	Cleanliness of bathroom areas. Update playgrounds equipment.
184	Parking and more kids activities
185	More pathways and more organized parking

8. 3/21/23 - Public Open House Hosted by Advisory Recreation Board

The Advisory Recreation Board hosted a public open house on March 21st, 2023, from 6:00 pm to 9:00 pm to collect feedback to inform the master planning processes. Participants could arrive at any time and provide feedback through interactive displays, question prompts posted on the walls, and by talking directly with Advisory Recreation Board members and City staff.

- a. Question 1 – What improvements do you want to see in Neshotah beach/Park?
(All participants received bags containing \$15 of pretend money. They could add as much money to as many improvements as they would like.)

Question 1 - What improvements do you want to see in Neshotah beach/Park?		
Response #	Response	\$ Count
1	Additional handicap accessible pathways connecting neighborhoods.	17
2	Additional picnic shelters of various sizes.	26
3	Additional or larger restroom and locker room facilities.	14
4	Concession stands with more food offerings.	7
5	Artificial turf multi-sport field (soccer, flag football, volleyball).	5
6	Bocce ball courts.	55
7	Nature-based playground structures.	5
8	Obstacle course and fitness style playground structures.	5
9	Kayak and/or stand-up paddle board rentals.	11
10	Mobile climbing wall.	2
11	New garden style concession stands seating area.	16
12	Pickleball courts.	9
13	Public art displays.	14
14	Updated sand volleyball courts.	10
15	Updated tennis courts.	5

- b. Question 2 – Do you think the following need improvement in Neshotah Beach/Park? (Participants could respond to this question by adding one green, yellow, or red ticket to a container for each statement. Green = Yes, Yellow = Maybe, Red = No)

Question 2 - Do you think the following need improvement in Neshotah Beach/Park?		
Response #	Response	Count (G = Green, Y = Yellow, Red = R)
1	Improve park cleanliness due to trash.	G-4, Y-1, R-1
2	Improve restroom cleanliness and capacity.	G-9, Y-2, R-0
3	Replace outdated playground	G-3, Y-2, R-6
4	Improve park security and safety.	G-9, Y-1, R-2
5	Improve accessibility for people of all abilities.	G-6, Y-1, R-1
6	Improve recreation and sports facilities/fields.	G-5, Y-2, R-1
7	Improve the quality of the natural habitats.	G-12, Y-0, R-0
8	Improve the quality and quantity of pathways	G-8, Y-1, R-0
9	Improve summer parking experience.	G-6, Y-2, R-4

- c. Question 3 – How do you feel about the vehicular parking areas at the park and beach (Participants could respond with sticky dots indicating, “yes, I agree.” or “no, I do not agree.”)

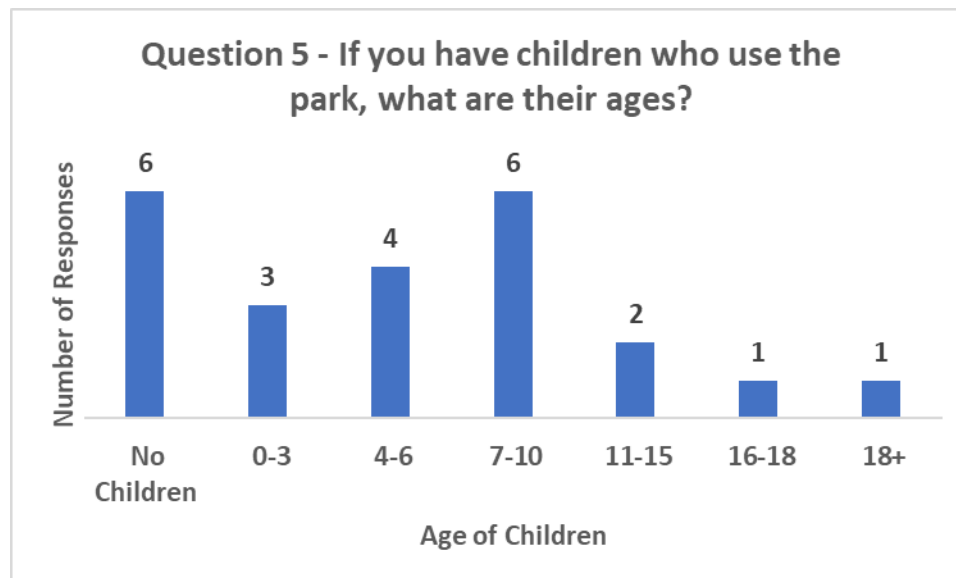
Question 3 - How do you feel about the vehicular parking areas at the park and beach?

Response #	Response	Count (Y = Yes, I agree / N = No, I do not agree.)
1	Better pathways to access existing parking is needed.	Y-1, N-10
2	Finding parking is difficult during the summer.	Y-3, N-10
3	I do not access the park via vehicle. I walk or bike to the park.	Y-7, N-6
4	It is difficult to find parking during specific events.	Results Missing
5	It is difficult to get in and out of parking areas.	Y-3, N-10
6	More parking is needed in the park.	Y-3, N-10
7	It is hard to navigate the parking areas as a pedestrian using the park.	Y-3, N-9
8	My parking needs are satisfied most of the time.	Y-13, N-0

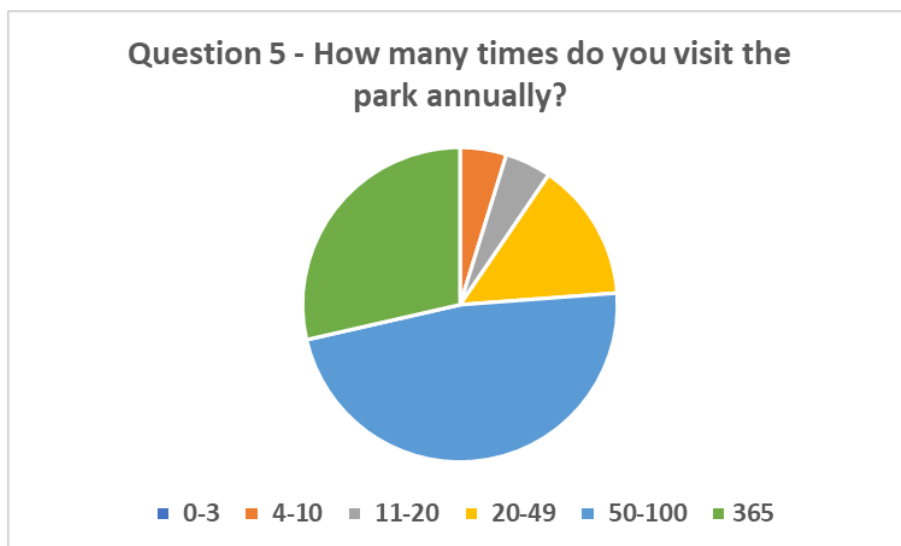
d. Question 4 – Describe Neshotah Beach/Park in 3 positive words.

Question 4 - Describe Neshotah Beach/Park in 3 positive words	
Response #	Response
1	Beautiful the way it is.
2	Community, Picturesque All Year, Accessible
3	Beautiful, Naturally, Jewel.
4	Natural, Peaceful.
5	Unique outlook to Lake Michigan from 5 miles out from the shoreline.
6	Welcoming, Scenic, Great.
7	Love the nature, good for picnics, fun kids' area.
8	Beautiful, Exciting, Adventurous.
9	Natural, Beautiful, Relaxing.
10	Natural, Beautiful, Appreciated.
11	Beautiful, Natural Setting.
12	Beach is Amazing.

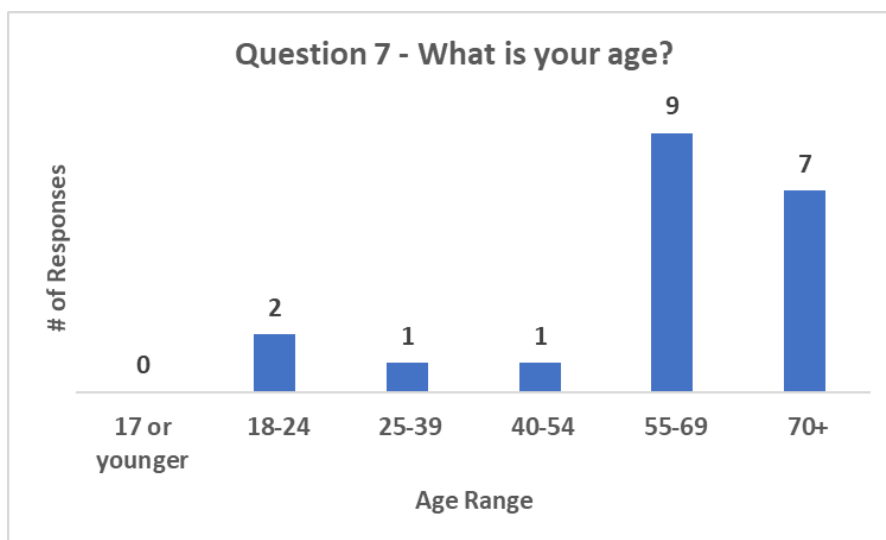
e. Question 5 – If you have children who use the park, what are their ages?



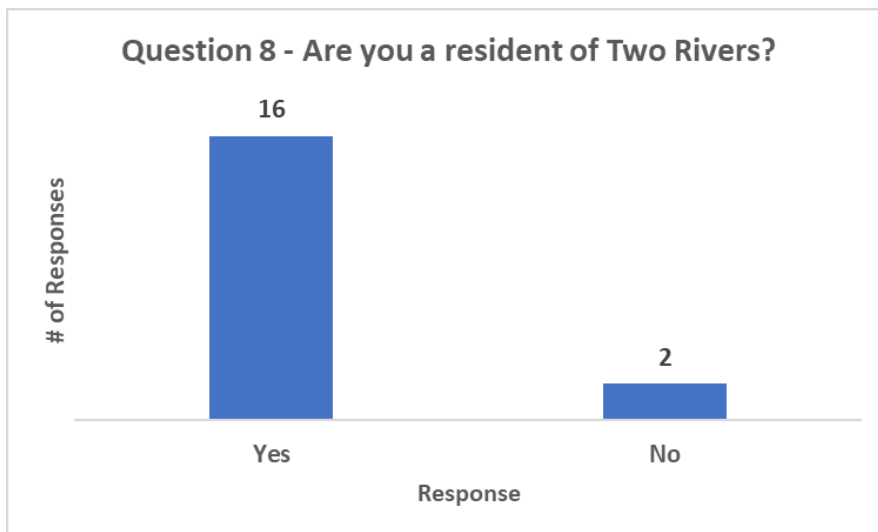
f. Question 6 – How many times do you visit the park annually?



g. Question 7 – What is your age?



h. Question 8 – Are you a resident of Two Rivers?



- i. Question 9 – What do we need to do now to ensure that future generations also enjoy Neshotah Park and Beach?

Question 9 - What do we need to do now to ensure that future generations can also enjoy Neshotah Park and Beach?	
Response #	Response
1	Stop disposing the snow from the windrows at the beach 😊!
2	Plant native plants like pussywillows and trees at intervals so there will always be greenery.
3	Quit dumping snow from streets in lots on beach. When meets the filth goes in the beach-
3	black liquid- shows on beach.
4	Pay park personnel more.
5	Enforce dog rules!
6	Make preserving the natural beauty/nature a priority.
7	More lights in parking lot- handicap trail to playground equipment.
8	Preserve open space for softball, frisbee, soccer, etc.
9	Handicap accessible is for all age groups sitting areas.
10	Preservation of native vegetation and upkeep of trees and native grass.
11	Retaining baseball diamond for people returning back to Two Rivers. Like retirees, grandparents, grand uncles, and aunts.
12	Continue beach grooming.
13	Clean up under brush in the wooded area. Add more native plants. Stop cutting grass when grass is dormant from lack of rain.
14	Neshotah is a jewel, green space, keep as is! Beach, more effort to limit wind/sand erosion.
15	Make sure someone is always taking care of the facilities.
16	Have activities for all ages to come enjoy now and in the future.

- j. Question 10 – What are the strengths, weaknesses, and opportunities for the different Eastern half of the park?

Strengths, Weaknesses, Opportunities – Eastern Portion	
Strengths:	
View unobstructed beach.	
Open green space.	
Open space for misc. play.	
Relaxing, nature, beautiful trees.	
Weaknesses:	
If we lose the baseball diamond.	
More to maintenance.	
Beach parking lot exits. Difficult to back out of parking lot if full.	
Opportunities:	
Enter/ exits one way through parking lots.	
More activities for all ages.	
Lighting and signage to move around in park.	
Make an area for food truck vendors and food festivals- seafood.	
Food truck program.	

- k. Question 10 – What are the strengths, weaknesses, and opportunities for the different Western half of the park?

Strengths, Weaknesses, Opportunities - Western Portion	
Strengths:	
Natural.	
Natural areas, hike through woods.	
Small ball diamond.	
Greening, old unique trees.	
Natural!	
Open Spaces	
Natural open spaces.	
Public access part.	
Variety.	
Natural area.	
Open space. Wildlife birds.	
Natural open space, beautiful trees.	
Open space.	
Weaknesses:	
Only one main pathway leading thru.	
We use the beach parking lots to dispose of contaminated snow.	
Only one main access road.	
Restrooms.	
Fear of mugging at night.	
Some people are afraid of dogs that are down by the beach when they shouldn't be! Got rules-enforce them!	
The overgrowth has not been cleared in the wooded areas.	
Opportunities:	
Clean up "Rock City".	
The ability to view the beach from the park.	
If we lose the baseball diamond, we lose opportunities!	
Pathways and signage directing people.	
Pierce St too narrow.	
Clear dead trees and replace with native species.	
Move quanset hut.	
Restrooms.	

9. 4/26/23 – Advisory Recreation Boarding Meeting

The Advisory Recreation Board reviewed a proposed timeline for executing the master plan.

The Board voted in support of recommending the master plan goals and timeline to City

Council for Approval.

--MEMORANDUM--

MEMO TO: City Council

FROM: Gregory E. Buckley
City Manager

DATE: May 12, 2023

SUBJECT: Proposed Amendment of Personnel Policy Manual

Up until 2011-12, the City used to offer all employees who qualified for City health insurance coverage a post-retirement health insurance benefit. Generally speaking, that benefit provided for continued participation in the City's health insurance plan from retirement (as young as 50 for Police and Fire, 55 for other employees) to age 65, with continued City payment of the premium to the same extent applicable to active employees.

The post-retirement benefit extended not only to the employee, but also to family coverage. It ended upon the employee becoming eligible for Medicare.

As the cost of health insurance continued to skyrocket, the City eliminated this benefit for new hires. This was accomplished through the bargaining process for Police and Fire union employees and through an amendment to the Personnel Policy for non-union employees.

Employees who previously qualified for this benefit were "grandfathered" (i.e. continued to enjoy the benefit). This "grandfathering" was addressed in the bargaining agreements and the Personnel Manual. In addition, the City entered into individual letters of agreement with most of the "grandfathered" employees, which were placed in those employees' personnel files. Sample copies of such letters are attached.

The union contract language or Personnel Manual language referenced in such letters also allowed the employee to leave the City health insurance plan upon retirement and return to the plan at a later date. This could be done at only one time after retirement.

When the City's Personnel Manual was revised in 2022, the new language applicable to this "grandfathered" benefit did not address this right to leave the plan upon retirement and re-enroll at a later date. I am recommending that the language in the manual be modified to re-introduce such language.

The need for such an amendment was endorsed by the Personnel and Finance Committee at its April 12 meeting. Proposed language for this amendment is attached as 10-11 of the attached materials.

Letter of Agreement

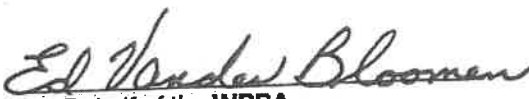
ORIGINAL

"This Agreement is made between the City of Two Rivers ("City"), the Wisconsin Professional Police Association (WPPA), and [REDACTED] Retiring Employee).

In consideration of the ratification of the 2011-12 collective bargaining agreement, the three parties to this Agreement agree as follows:

1. The employee shall be entitled, as an individual right, to the benefits conferred by Article IX, Section 5 of the 2010 collective bargaining agreement upon the employee's retirement, provided the employee has satisfied the qualifications for those benefits as specified in Article IX, Section 5 of the 2010 collective bargaining agreement.
2. The right to these benefits shall be considered a vested benefit belonging to the individual employee, and shall not be subjected to reduction or modification in negotiations, interest arbitration, or collective bargaining over future labor agreements.
3. The right to these benefits may only be modified by the voluntary, un-coerced agreement of the City, WPPA and the employee in writing, signed by the authorized representatives of the City, WPPA and by the individual personally.
4. Should any party seek to modify the benefits guaranteed in paragraph 1 without the voluntary agreement of the other party (parties), that party shall be liable for all costs, including attorneys' fees, incurred by the other party (parties) in defending the Agreement.
5. The parties agree to attach a copy of this agreement to the collective bargaining agreement, as an exhibit for informational purposes only. In attaching that agreement, the parties do not thereby indicate that these individual agreements have a limited term or are in any way subject to modification in the processes of collective bargaining."
6. This Memorandum of Agreement shall remain as an addendum to the collective bargaining agreement, and will not sunset upon the expiration of this Agreement.
7. The parties agree to maintain this Memorandum of Agreement, as stated here, as a part of this collective bargaining agreement, until such time as the parties mutually agree to modify or remove it.


On Behalf of the City of Two Rivers


On Behalf of the WPPA

[REDACTED]
Employee

2-25-11

Sample Letter of
Agreement, Police Union
Employee

5. Continued Health Insurance:

A. Post Retirement Benefits

- Effective September 5, 2000, employees shall be required to have served as of their retirement date, a minimum of fifteen (15) continuous years as a full-time sworn officer of the Two Rivers Police Department in order to qualify for any of the retiree insurance benefits as outlined in 3. below.

Employees retiring at age 50 or older may leave the city's insurance plan upon retirement and re-enroll in that plan at a later time prior to age 65, with partial City payment of premiums as described below for the duration of the employees post retirement insurance benefits. Provided, however, that an employee may re-enroll in this manner only one time.

- Post-retirement insurance benefits for eligible employees are outlined below:

Eligible employees who retire prior to July 1, 2005:

Age	City Pays	Employee Pays
50-52	0	100%
53-54	75%	25%
55-Up to age 65	95%	5%

Eligible employees who retire subsequent to July 1, 2005 and prior to January 1, 2006:

Age	City Pays	Employee Pays
50-52	0	100%
53-54	75%	25%
55-Up to age 65	92.5%	7.5%

Eligible employees who retire on or subsequent to January 1, 2006:

Age	City Pays	Employee Pays
50-52	0	100%

Police Contract
Language Cited in
Letter of Agreement

This Agreement is made between the City of Two Rivers and ('City'), the IAFF Local 423, and
 [REDACTED] Retiring Employee hired as a Full-Time Firefighter prior to January 1, 2011).

The parties to this Agreement agree as follows, in consideration of the ratification of the 2011-2013 collective bargaining agreement:

1. The employee shall be entitled, as an individual right, to the benefits conferred by Article 19(d)(f) of the 2011-2013 collective bargaining agreement upon the employee's retirement, provided the employee has satisfied the qualifications for those benefits as specified in Article 19(d)(f) of the 2011-2013 collective bargaining agreement.
2. The right to these benefits shall be considered a vested benefit belonging to the individual employee, and shall not be subjected to reduction or modification in negotiations, interest arbitration, or collective bargaining over future agreements.
3. The right to these benefits may only modified by the voluntary, uncoerced agreement of the City, Local 423, and the employee in writing, signed by the authorized representatives of the City, Local 423, and by the individual personally.
4. Should any party seek to modify the benefits guaranteed in paragraph 1 without the voluntary agreement of the party (parties), that party shall be liable for all costs, including attorney's fees, incurred by the other party (parties) in defending the Agreement.
5. The parties agree to attach a copy of this agreement to the collective bargaining agreement, as an exhibit for informational purposes only. In attaching that agreement, the parties do not hereby indicate that these individual agreements have a limited term or are in any way subject to modification in the processes of collective bargaining.
6. This Memorandum of Agreement shall remain as an addendum to the collective bargaining agreement, and will not sunset upon the expiration of this Agreement.
7. The parties agree to maintain this Memorandum of Agreement, as stated here, as part of this collective bargaining agreement, until such time as the parties mutually agree to modify or remove it."

CITY OF TWO RIVERS

Lee W. Brocher
 Lee W. Brocher, City Council President

Gregory E. Buckley
 Gregory E. Buckley, City Manager

Kim M. Graves
 Kim M. Graves, City Clerk

6/27/2012
 Date

EMPLOYEE

[REDACTED]

6-27-12
 Date

Kevin Siehr
 Kevin Siehr, Local 423, I.A.F.F. Vice President

6-27-12
 Date

Sample Letter of Agreement,
 Fire Union Employee

spouses of retirees who were hired after January 1, 2011. Where a firefighter dies in the line of duty, the surviving spouse will be eligible for continued health insurance benefits until such time as he/she (a) remarries; (b) becomes eligible for Medicare; or (3) becomes eligible for other group health coverage which provides equivalent coverage at minimal cost to the Surviving Spouse. The surviving spouse of a firefighter who dies outside the line of duty will be eligible for a minimum of two years of group coverage, and will be eligible for one additional year of group coverage for each year (or portion of a year) of the firefighter's service in excess of two years, up to ten years of service. Where the deceased firefighter had more than ten years of service or is retired from the department, the benefit will be the same as if the firefighter had died in the line of duty. In any case, the eligibility ceases at such time as he/she (a) remarries; (b) becomes eligible for Medicare; or (3) becomes eligible for other group health insurance which provides equivalent coverage at minimal cost to the surviving spouse.

(e) **Worker's Compensation.** Any employee who is injured during the course of his/her City duties or suffers from illness caused by his work, becomes eligible for hospitalization, surgical and medical attention under the provisions of the Worker's Compensation Act of the State of Wisconsin.

Any job connected with injury must be reported immediately. In addition to payment provided in the Worker's Compensation Act, the City shall pay the difference between these checks and an employee's normal salary, said additional amount to be charged to the employee's sick leave balance, until it is exhausted.

(f) **Continued Health Insurance.** Any participating employee of the Group Hospital, Surgical, and Major Medical Plan may elect to continue to be covered as part of the Group under the rules of the plan until reaching the age of eligibility for Medicare. This benefit is designed to provide coverage for participating employees in the Wisconsin Retirement System who elect to retire and whose full retirement benefits, by State Statute, can begin at age 55.

Between the ages of 50 and 52 the retired employee will pay the entire cost of the premium. At age 53 until 55, the City will pay 75% of the cost. At age 55 until the expiration of the accrued post retirement health insurance coverage, the city will pay the current percentage at the time of retirement. Such coverage shall be at the option of the employee, providing proper notification is given sixty (60) calendar days in advance.

Employees retiring at age 50 or older may leave the city's insurance plan upon retirement and re-enroll in that plan at a later time prior to age 65, with partial City payment of premiums as described below for the duration of the employees post retirement insurance benefits. Provided, however, that an employee may re-enroll in this manner only one (1) time.

Post-retirement health insurance premium co-pays for eligible employees identified in (f)

Age	City Pays	Employee Pays
50-52	0	100%
53-54	75%	25%
55 - to duration of earned benefit period	90%; 87.5%, effective January 1, 2013	10%; 12.5%, effective January 1, 2013

Fire Contract Language
Cited in Letter of Agreement

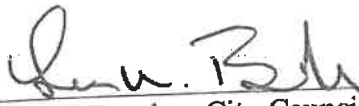
Letter of Agreement

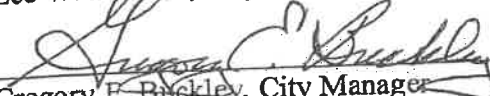
"This Agreement is made between the City of Two Rivers ("City") and [REDACTED] (A Full-Time, Non-Union Employee of the City of Two Rivers, as of the date indicated below), and was specifically authorized by action of the Two Rivers City Council on April 4, 2011.


The parties to this Agreement agree as follow:

1. The employee shall be entitled, as an individual right, to the benefits conferred by Chapter 9, Section 9.02(c) of the City of Two Rivers Personnel Policy Manual as currently in effect (copy attached hereto), upon the employee's retirement, provided the employee has satisfied the qualifications for those benefits as specified in Chapter 9 section 9.02(c)2.
2. Provided, however, that the respective Employer and Employee contribution percentages for health insurance premium (currently 90 percent Employer/10 percent Employee) related to this benefit will be those that are in effect for non-union employees on the date the employee's retirement becomes effective. Provided, further, that the Employer reserves the right to change health insurance carriers and to modify its health insurance plan structure and/or benefits as it sees fit.
3. The right to these benefits shall be considered a vested benefit belonging to the individual employee, and shall not be subjected to reduction or modification, except as provided in paragraph 2 above.
4. The right to these benefits may only be modified by the voluntary, un-coerced agreement of the City and the employee in writing, signed by the authorized representatives of the City and by the individual personally.
5. Should any party seek to modify the benefits guaranteed in paragraph 1 without the voluntary agreement of the other party, that party shall be liable for all costs, including attorney fees, incurred by the other party in defending the Agreement.
6. The parties agree to maintain this Memorandum of Agreement, as stated here, as a part of the employee's personnel file, under such time as the parties mutually agree to modify or remove it.

CITY OF TWO RIVERS


Lee W. Brocher, City Council President


Gregory E. Buckley, City Manager


Kim M. Graves, City Clerk

03.05.2012
Date

EMPLOYEE



3/6/2012
Date

Sample Letter of
Agreement, Non-Union
Employee

City of Two Rivers Personnel Policy

Chapter 9, EMPLOYEE BENEFITS

Section 9.02 Insurance

C. Continued Health Insurance (as amended April 4, 2011 by the City Council)

2. In the Event of Normal Service Retirement

For employees hired after September 18, 2000, a minimum of 15 years of full-time employment with the City of Two Rivers shall be required to qualify for this benefit.

EFFECTIVE JANUARY 1, 2011: For employees hired after January 1, 2011, there shall be no City contribution toward post-retirement health insurance benefits as described in this section. Such employees may, however, upon normal service retirement retain coverage for themselves and their spouses through the City's health insurance plan, on the same terms that would apply to a retiree who has exhausted his or her City-paid post-retirement health insurance benefits as provided herein. Such employees do not enjoy any re-enrollment rights if they do not elect to continue coverage under the health insurance plan at the time of their retirement.

A full-time employee retiring between age fifty-five (55) and sixty-five (65) shall be eligible for up to six years (72 months) of continued health insurance coverage (single or family plan, as may be applicable), with City payment of 90 percent of the premium. This benefit may be exercised at any time between age

fifty-five (55) and age sixty-five (65) but must be used in a single block of up to

~~six (6) years.~~ After this benefit is exhausted, the employee may retain such health insurance coverage at his or her own expense.

~~Stated alternatively,~~ Such a retiring employee, aged fifty-five to sixty-five (55 to 65), may leave the City's insurance plan upon retirement and re-enroll in that plan at a later time prior to age sixty-five (65), to use the block of up to six (6) years of 90 percent City-paid health insurance coverage described above. Provided, however, that a retiree may re-enroll in this manner only one (1) time, and that re-enrollment shall be denied if that retiree as of his/her proposed re-enrollment date is covered by any other group health insurance plan, is age 65 or older, or is eligible for Medicare.

City payment toward such post-retirement coverage, once initiated, shall immediately and permanently cease should the retired employee be covered by any other group insurance plan and coverage shall cease when the employee reaches age sixty-five (65) or becomes eligible for Medicare, whichever is earlier.

When a retired employee reaches age sixty-five (65), the employee's spouse, if under sixty-five (65), may remain a participant in the City's group insurance program at the employee's own expense, provided that the carrier permits such inclusion and subject to the other limitations set forth herein.

Police and Fire non-union command personnel (Police Chief, Captains, and Lieutenants, Fire Chief and Assistant Chiefs) shall be eligible for post-retirement health insurance benefits as provided in the collective bargaining

agreements for the Police and Fire Unions, respectively. Provided, however, that the health premium co-payment for such post-retirement coverage for retirees ages 55-65 (currently 90% City/10% employee in the referenced bargaining agreements) shall be subject to modification by action of the City Council, to be consistent with the post-retirement health premium co-payment required of other, non-union employees.

The Employer reserves the right to change health insurance carriers and to modify its health insurance plan structure and/or benefits as it sees fit. Such carrier changes and plan/benefit modifications shall apply to both active and retired employees.

Personnel Policy Language
Cited in Letter of Agreement
for Non-Union Employees

Chapter 7 – Employee Benefits

7.01 Life Insurance

Effective Date: 3/7/2022

The City provides basic life insurance in the amount of one-time the employee's annual salary (rounded to the nearest \$1,000) at no cost to the employee. Full-time and regular part-time employees who work more than 1,200 hours per year are eligible for coverage the 1st day of the month following 30 days of employment.

The imputed cost of coverage in excess of \$50,000 must be included in income and is subject to social security and Medicare taxes.

Additional coverage may be purchased at the employee's expense and paid through payroll deduction.

7.02 Health, Dental, and Vision Insurance

Effective Date: 3/7/2022

The City provides group health, dental, and vision insurance to all permanent, full-time employees. Insurance is effective on the 1st day of the month following 30 days of employment. Plan details are set forth in separate plan documents issued when an employee becomes eligible to participate; additional copies are available from the City Clerk/Human Resources Director. The City reserves the sole discretion to determine what insurance and level of benefits to offer. Employees may be required to contribute toward the cost of the monthly premiums as established by the City Council and contributions will be payroll deducted.

7.03 Health Savings Account (HSA) Contributions

Effective Date: 3/7/2022

Employees participating in a High Deductible Health Plan (HDHP) are eligible for employee contributions to a Health Savings Account (HSA) via payroll deduction.

7.04 Continued Health Insurance

Effective Date: 3/7/2022

Disability Retirement

Employees forced to retire under disability provisions of OASI will be required to apply for Social Security benefits, including Medicare. Coverage will continue from the time of retirement through the determination of eligibility for Social Security benefits, not to exceed 24 months.

Normal Service Retirement

For employees hired after September 18, 2000, a minimum of 15 years of full-time employment with the City of Two Rivers shall be required to qualify for this benefit. Employees hired on or after April 15, 2011 are not eligible for a City-provided post-retirement health benefit of any kind upon their retirement.

An employee retiring at age 55 or older shall be eligible for continued health insurance coverage (single or family plan, as may be applicable). As of January 1, 2014, the City shall contribute the current split percent rate of the medical premiums, on behalf of eligible retirees, and the premium co-payment required of retirees shall equal the current split rate applicable to active employees as of the date of the employee's retirement.

This benefit may be exercised immediately upon retirement by qualified employees retiring at age 55 or older (50 or older for Police and Fire employees). Alternatively, an employee retiring at age 55 or older (50 or older for Police and Fire employees) may leave the City's health insurance plan upon retirement and re-enroll in that plan at a later time prior to age 65, with partial City payment of premiums as described above for the duration of the employee's post-retirement health insurance benefits. Provided, however, that a retiree may re-enroll in this manner only one time.

Police Union and Management employees, Fire Union and Management employees and certain non-union employees who are eligible for this post-retirement health insurance benefit have individual letters of agreement with the City that are in their personnel files, which address the number of years of such coverage they qualify for. Any other employees who qualify for this benefit qualify for the number of years cited below:

- a. Employees with over 25 years of service as of December 31, 2013: 3 years of continued health insurance.
- b. Employees with over 10 years of service as of December 31, 2013: 1 year of continued health insurance.
- c. Employees with less than 10 years of service as of December 31, 2013: No benefit.

City contributions will not continue past the retired employee's Medicare-eligibility.

When a retired employee reaches age 65, the employee's spouse, if under 65, becomes eligible for continuation of health coverage under COBRA.

A minimum 30-day advance notice of termination must be given to qualify for this benefit.

A retiree forfeits and waives all benefits under this provision if the employee should obtain employment with another employer (for more than a 30 day grace period) that has a group health insurance plan and is eligible to participate in such plan, or if the retiree becomes covered by any other group health insurance plan.

Survivor Coverage

The surviving spouse and/or dependents of a participating employee who dies while actively employed by the City or while retired from City employment, may elect to continue to be covered as part of the group under the rules of the plan set forth in Section above, by payment of the insurance premium co-pay, not to exceed 24 months.

7.05 Voluntary Waiver of Health Insurance Coverage

Effective Date: 3/7/2022

Chapter 7 – Employee Benefits

7.01 Life Insurance

Effective Date: 3/7/2022

The City provides basic life insurance in the amount of one-time the employee's annual salary (rounded to the nearest \$1,000) at no cost to the employee. Full-time and regular part-time employees who work more than 1,200 hours per year are eligible for coverage the 1st day of the month following 30 days of employment.

The imputed cost of coverage in excess of \$50,000 must be included in income and is subject to social security and Medicare taxes.

Additional coverage may be purchased at the employee's expense and paid through payroll deduction.

7.02 Health, Dental, and Vision Insurance

Effective Date: 3/7/2022

The City provides group health, dental, and vision insurance to all permanent, full-time employees. Insurance is effective on the 1st day of the month following 30 days of employment. Plan details are set forth in separate plan documents issued when an employee becomes eligible to participate; additional copies are available from the City Clerk/Human Resources Director. The City reserves the sole discretion to determine what insurance and level of benefits to offer. Employees may be required to contribute toward the cost of the monthly premiums as established by the City Council and contributions will be payroll deducted.

7.03 Health Savings Account (HSA) Contributions

Effective Date: 3/7/2022

Employees participating in a High Deductible Health Plan (HDHP) are eligible for employee contributions to a Health Savings Account (HSA) via payroll deduction.

7.04 Continued Health Insurance

Effective Date: 3/7/2022

Disability Retirement

Employees forced to retire under disability provisions of OASI will be required to apply for Social Security benefits, including Medicare. Coverage will continue from the time of retirement through the determination of eligibility for Social Security benefits, not to exceed 24 months.

Normal Service Retirement

For employees hired after September 18, 2000, a minimum of 15 years of full-time employment with the City of Two Rivers shall be required to qualify for this benefit. Employees hired on or after April 15, 2011 are not eligible for a City-provided post-retirement health benefit of any kind upon their retirement.

An employee retiring at age 55 or older shall be eligible for continued health insurance coverage (single or family plan, as may be applicable). As of January 1, 2014, the City shall contribute the current split percent rate of the medical premiums, on behalf of eligible retirees, and the premium co-payment required of retirees shall equal the current split rate applicable to active employees **as of the date of the employee's retirement.**

This benefit may be exercised immediately upon retirement by qualified employees retiring at age 55 or older (50 or older for Police and Fire employees). Alternatively, an employee retiring at age 55 or older (50 or older for Police and Fire employees) may leave the City's health insurance plan upon retirement and re-enroll in that plan at a later time prior to age 65, with partial City payment of premiums as described above for the duration of the employee's post-retirement health insurance benefits. Provided, however, that a retiree may re-enroll in this manner only one time.

Police Union and Management employees, Fire Union and Management employees and certain non-union employees who are eligible for this post-retirement health insurance benefit have individual letters of agreement with the City that are in their personnel files, which address the number of years of such coverage they qualify for. Any other employees who qualify for this benefit qualify for the number of years cited below:

- a. Employees with over 25 years of service as of December 31, 2013: 3 years of continued health insurance.
- b. Employees with over 10 years of service as of December 31, 2013: 1 year of continued health insurance.
- c. Employees with less than 10 years of service as of December 31, 2013: No benefit.

City contributions will not **continue past the retired employee's** Medicare-eligibility.

When a retired employee reaches age 65, the employee's spouse, if under 65, becomes eligible for continuation of health coverage under COBRA.

A minimum 30-day advance notice of termination must be given to qualify for this benefit.

A retiree forfeits and waives all benefits under this provision if the employee should obtain employment with another employer (for more than a 30 day grace period) that has a group health insurance plan and is eligible to participate in such plan, or if the retiree becomes covered by any other group health insurance plan.

Survivor Coverage

The surviving spouse and/or dependents of a participating employee who dies while actively employed by the City or while retired from City employment, may elect to continue to be covered as part of the group under the rules of the plan set forth in Section above, by payment of the insurance premium co-pay, not to exceed 24 months.

7.05 Voluntary Waiver of Health Insurance Coverage

Effective Date: 3/7/2022



**TWO
RIVERS**
WISCONSIN

FIRE DEPARTMENT

Section 12, Item J.

2122 Monroe Street
Two Rivers, WI 54241

Phone ...(920) 793-5521
Fax(920) 793-5518

May 12, 2023

Greg,

This document will discuss the reasons we have worked towards developing an automatic aid agreement with the City of Manitowoc Fire Department.

TRFD operations depend on off duty staff to meet the necessary staffing needs to perform structural firefighting activities. According to the National Fire Protection Agency, crew size determines which tasks can be accomplished once a unit arrives on scene. For example, a first-in engine with three-person crew cannot engage in interior firefighting until a second unit arrives to accomplish the OSHA requirement for two-in and two-out.

Currently our minimum staff is 4 full-time firefighter/EMT-P, but when we have an ambulance call our current procedure is to call in OT to a staffing level of 3. If we were to receive a fire call during that time, our first-in engine will have staffing level of 3. The arrival time of the second engine is extremely important to our safe and effective firefighting operations.

Currently Manitowoc County operates with a Mutual Aid program called MABAS (Mutual Aid Box Alarm System). We utilize this system to have a second engine respond from the City of Manitowoc to our city during fire incidents. Manitowoc has also utilized this system to have our ambulance respond to Manitowoc to cover EMS calls while they are dealing with a fire incident.

The process of activating this system takes approximately 10 minutes. To expedite this process the City of Manitowoc and the City of Two Rivers fire departments collaborated on an automatic aid agreement which would initially bypass MABAS for fire calls with confirmed fire or smoke in a structure. Manitowoc County JDC (Joint Dispatch Center) will simultaneously notify both, City of Manitowoc and the City of Two Rivers fire departments when they receive these types of calls and will cut the response times by approximately 10 minutes.

From past fire incidents using MABAS, the City of Manitowoc engine response would take approximately 20 – 25 minutes to arrive at a fire scene in Two Rivers. By implementing this automatic aid agreement, we anticipate that this will decrease Manitowoc engine response times by 10 minutes. If you have further questions let me know.

Thank you,

Chad Kakes
Assistant Chief of Fire Operations



www.two-rivers.org/fire



920.793.5521

AUTOMATIC MUTUAL AID AGREEMENT

This AUTOMATIC MUTUAL AID AGREEMENT ("Agreement") is entered into this _____ day of _____ by and between the City of Manitowoc and the City of Two Rivers.

DUAL RESPONSE AREA

1. **Dual Response Area - Geographic Limits.** This Agreement shall apply to all incidents which require the response of a fire department, including structure fires in residential, commercial, recreational, and rural properties with confirmed smoke or fire where the first response is provided by a local fire department and received by the Manitowoc County Joint Dispatch Center concerning addresses or occupancies within the City of Two Rivers Fire Department and City of Manitowoc Fire Department service areas ("Emergency Incidents").
2. **Situations Where Aid is Provided.** All calls that are dispatched from the Manitowoc County Joint Dispatch Center, at the fire tones level, for fire services within the defined Automatic Mutual Aid Agreement area shall result in an automatic, simultaneous response from City of Two Rivers Fire Department and the City of Manitowoc Fire Departments. To accomplish this, the Manitowoc County Joint Dispatch Center shall simultaneously dispatch both the City of Two Rivers Fire Department and City of Manitowoc Fire Department. This automatic aid Agreement shall be in effect 24 hours a day, seven days a week.
3. **No Reimbursement for Costs.** No party in this Agreement shall be required to reimburse any other party for the cost of providing the services set forth in the Dual Response and/or Automatic Mutual Aid sections of this Agreement. Each party shall pay its own costs for responding to the Emergency Incidents as described in said sections of this Agreement.

PERSONNEL AND EQUIPMENT

The Manitowoc Fire Chief and the Two Rivers Fire Chief shall establish a response plan regarding the deployment of personnel and equipment in responding to Emergency Incidents under this Agreement. In virtually all cases, responses will be consistent with the established protocols. Any other required personnel and/or equipment will be determined by the incident Commander in his or her sole discretion. If first arriving responders determine that they can manage the incident with their own available resources, then they shall direct additional responding units to return to their respective Department headquarters.

LIABILITY/INDEMNIFICATION

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of the performance of this Agreement. Each party shall bear the liability and/or cost of damage to its equipment and the death of, or injury to, its personnel, if the death, injury, or damage occurs at an emergency within the Dual Response Area. Provided, however, nothing contained herein shall expand or restrict the immunity of a party granted to it by law.

Each party waives all claims against the other party for compensation for any property loss or damage, and/or personal injury or death occurring as a consequence of any negligent acts, conduct, instructions or commands given by the individual that assumes command (Incident Commander) at any Emergency Incident. This provision shall not apply to any acts, conduct, instructions or commands given by an officer in the capacity of Incident Commander, which are later determined at any time to have been grossly negligent, willful, wanton or reckless.

TERMINATION

This Agreement shall remain in effect until 30 days written notice of termination is served on either party by the opposite party. Service of any notice of termination shall be achieved by United States Postal Service mail to the opposite City's Clerk.

PRIOR AGREEMENTS

This Agreement supersedes any other previous Agreements, either written or verbal, that may have existed to define the joint response of the two fire departments in this area.

CITY OF TWO RIVERS

CITY OF MANITOWOC

By: _____

By: _____

City Manager/ Chief

Mayor/ Chief