



CITY COUNCIL MEETING

Wednesday, January 03, 2024 at 6:00 PM

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

AGENDA

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL BY CITY CLERK**
Councilmembers: Jeff Dahlke, Bill LeClair, Darla LeClair, Tracey Koach, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski
- 4. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
- 5. INPUT FROM THE PUBLIC**
- 6. COUNCIL COMMUNICATIONS**
Letters and other communications from citizens
- 7. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**
- 8. CITY MANAGER'S REPORT**
 - A. Invited Guests**
 1. Swearing in and Badge Pinning for Police Officer Santos Torres
 - B. Status Update/Reports**
 1. Staffing Updates
 2. Announcement of New Tourism Director
 3. April 2024 Council Election Candidates
 4. Absentee Ballot Requests for 2024 Calendar Year, Electors Can Mail or go to www.myvote.wi.gov
 5. Reminder of Ordinance Provisions on Clearing Snow and Ice from Sidewalk; Not Depositing Snow in the Streets
 6. Reminder: Christmas Tree Pickup Will Be January 8-12
 7. Environmental Advisory Board Presents: Invasive Species the Fight to Save Land & Water, Thursday, January 4 at 6:00 PM, Lester Public Library
 8. Upcoming Events:
 - a. Invasive Species: The Flight to Save Land & Water, Thursday, January 4, 6:00 PM, Lester Public Library, Presented by Two Rivers Environmental Advisory Board
 - b. TR Teen: Owl Prowl @ Woodland Dunes Nature Center & Preserve, Friday, January 5, 7:00 PM
 9. Other

- C.** Legislative/Intergovernmental Update
 - 1. Urban Towns Bill--Consider Resolution Opposing This Bill
 - 2. Other

9. CONSENT AGENDA

- A.** Presentation of Minutes
 - 1. City Council Regular Meeting, December 18, 2023
 - 2. City Council Special Meeting, December 28, 2023

Recommended Action:
Motion to waive reading and adopt the minutes
- B.** Minutes of Meetings
 - 1. Personnel & Finance Committee, December 20, 2023

Recommended Action:
Motion to receive and file
- C.** Applications and Petitions
 - 1. Application for Temporary Class "B" / "Class B" American Legion Roberst E. Burns Post 165, American Legion-Patriot Riders Car/Bike Show, August 31, 2024, 9:00 AM - 2:00 PM, Walsh Field

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

10. CITY COUNCIL - FORMAL ITEMS

- A.** Resolution Upon Retirement for Kim Pritzl, Retiring After Twenty-Five Years of Dedicated Employment
 - Recommended Action:
Motion to read and adopt the resolution
- B.** Resolution Upon Retirement for Tim Bruder, Retiring After Twenty-One Years of Dedicated Employment
 - Recommended Action:
Motion to read and adopt the resolution
- C.** Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing--2024 Capital Projects
 - Recommended Action:
Motion to read and adopt the resolution as recommended by the City Manager and Personnel and Finance Committee
- D.** Consider Authorization for Police Department to Proceed with Ordering Two Replacement Patrol Vehicles (2024 Budgeted Capital Outlay)
 - Recommended Action:
Motion to authorize the Police Department to order two replacement squad cars--Ford Interceptor hybrid vehicles at a total cost not to exceed \$120,000, including equipment change over and detailing

11. FOR INFORMATION ONLY

- A. City Council Regular Meeting, Monday, January 15, 2024
- B. City Council Work Session Meeting, Monday, January 29, 2024

12. CLOSED SESSION

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

--Discuss matters pertaining to charges for water and sewer connections for the Van der Brohe Arboretum, 3800 Lincoln Avenue

13. RECONVENE IN OPEN SESSION

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

14. ADJOURNMENT

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

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

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

CITY OF TWO RIVERS

RESOLUTION

OPPOSING SENATE BILL 691

PERTAINING TO ALLOWING CERTAIN TOWNS TO SELF-DESIGNATE AS “URBAN TOWNS” AND THEREBY :

- **GAIN THE ABILITY TO DEMAND WATER AND SEWER SERVICES FROM ADJACENT MUNICIPALITIES**
- **EXEMPT THEMSELVES FROM EXTRATERRITORIAL ZONING AND PLAT REVIEW**
- **BE SUBJECT TO ANNEXATION OF TERRITORY ONLY IN CASES OF UNANIMOUS CONSENT**

WHEREAS, strong and sustainable cities and villages need the ability to control their own utility systems, which represent vital infrastructure that has been paid for by their local rate payers; and

WHEREAS, strong and sustainable cities and villages need the ability to grow through the annexation of adjacent rural areas, and to not be “hemmed in” by development in those adjacent areas that makes expansion of their municipal boundaries and tax bases more difficult; and

WHEREAS, Wisconsin has historically allowed cities and villages the ability to influence land use planning, platting and zoning in adjacent town areas through the extraterritorial plat approval and extraterritorial zoning authority allowed to cities and villages under Wisconsin Statutes; and

WHEREAS, legislation recently introduced in the Wisconsin Legislature would undermine the ability of incorporated cities and villages to impact what happens around their borders by allowing towns of more than 5,000 population that meet certain criteria to designate themselves as “Urban Towns,” thereby gaining:

- The ability to **REQUIRE** that an adjacent city or village provide water and sewer services beyond its boundaries, to serve customers located in the “urban town;”
- Exemption from extraterritorial plat review and extraterritorial zoning authority of the adjacent city or village;
- Exemption from provisions of Wisconsin law that allow for contested annexations, limiting annexations only to those cases where there is unanimous support of property owners in the area proposed for annexation; and

WHEREAS, while there are currently no towns in proximity to the City of Two Rivers or in Manitowoc County that meet the definition of Urban Towns contained in the proposed legislation, the provisions of SB 691 represent profoundly bad public policy and could set a precedent for further legislation that serves to promote growth in town areas while adversely affecting cities and villages all across Wisconsin;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Two Rivers does hereby join with the League of Wisconsin Municipalities and with other cities and villages across Wisconsin in opposing Senate Bill 691 or other legislation that serves to lessen the ability of Wisconsin’s cities and villages to control their own utility service areas, influence planning and development in areas surrounding their borders, and annex property under the laws that have governed that process for many years; and

BE IT FURTHER RESOLVED that copies of this resolution be forwarded to members of the Senate Transportation and Local Government Committee and to our area legislators, Senator Andre Jacque and Representative Shae Sortwell, urging them to oppose such legislation.

Approved this 3rd day of January, 2024.

Council Member

Gregory E. Buckley, City Manager



CITY COUNCIL MEETING

Monday, December 18, 2023 at 6:00 PM

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

MINUTES

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

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

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

None.

5. PUBLIC HEARING

- A. Ordinance Re-Zoning the Property at 2521 Jackson Street from B-1 Business to B-2 Business, Submitted by Applicants and Owners Marty and Kelly Pasek (All Seasons Outdoor Power and Marine)

Recommended Action:

Motion to approve the zoning change request, as recommended by the Plan Commission

City Manager Greg Buckley provided background on the ordinance amendment.

The public hearing was opened by Council President Wachowski and three calls for public input were made.

Susan Kemp, 3618 Monroe Street – spoke against the ordinance amendment stating it will create an eyesore, the neighborhood has seen an increase in businesses and another one should not be added to the area.

Motion carried upon a roll call vote.

Motion made by B. LeClair, Seconded by Stechmesser

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

- B. Ordinance Amending Zoning Ordinance Section 10-1-15(G)(4)(b)(6) to Extend Front Yard Garden Pilot Program Through 2024

Recommended Action:

Motion to waive reading and adopt the ordinance

City Manager Greg Buckley provided background on the ordinance amendment.

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

Councilmember D. LeClair stated that she has received multiple emails and text messages from citizens that are in favor of allowing another year of the Front Yard Vegetable Garden Program.

Motion carried with a roll call vote.
Motion made by Stechmesser, Seconded by Petri.
Voting Yea: Dahlke, Koach, B. LeClair, D. LeClair, Petri, Shimulunas, Stechmesser, Wachowski

6. INPUT FROM THE PUBLIC

William Otto (1800 Jefferson Street) – Requested to have Maritime Metro Transit extend their service line to Two Rivers High School. City Manager Buckley will contact Maritime Metro Transit; he noted that the route needs to be completed within a 60-minute timeframe, in order to make connections at the transfer point in Manitowoc.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Koach stated that she received compliments on the Cool City Christmas event and a thank you letter for supporting the increased Library funding.

Councilmember Stechmesser stated that he also received several communications from people that appreciated all the events of Cool City Christmas.

Councilmember Dahlke had the following communications:

- He received a question if the City looked into LLC for the Confluence any further that was requested at a previous meeting. City Manager Buckley stated the development agreement shows Mr. Golden is the sole member of the LLC and there is a disclosure clause in the agreement requiring Mr. Golden to inform the City of any changes to the LLC before the disbursement of any City funds.
- He was notified that Spectrum is working and the City Council Meeting is being broadcast live
- He received a question why a vehicle cannot be parked in a yard for more than 24 hours if it isn't registered to the landowner. City Manager Buckley stated that the vehicle doesn't have to be registered to the landowner but must be registered and roadworthy.
- He received a question if the Lakeview Motel is inspected by the Police Department. Police Chief Ben Meinnert stated the Police Department does not do inspections unless it is a chronic nuisance property. The Manitowoc County Health Department conducts the inspections. The Fire Department also inspects for fire code violations.
- He received a question if the City has anyone in charge of social media content. City Manager Buckley stated the Tourism Director would be posting event content. That person plus the City Manager's Office and the Lester Library have rights to post on the City's Facebook page. He added that the City does not have an individual that monitors all pages in Two Rivers to respond to City-related posts.. If a citizen needs to reach out to ask a question they can call, email or privately Facebook message the City.
- He received a complaint that it is difficult to bring a new business to the City; this came from someone who has businesses in Manitowoc City Manager Buckley stated that he would like more information on this complaint, so the City might address these concerns.

- He received a question about a rumor of a riverboat casino coming to the City, City Manager Buckley stated that he knows nothing about a riverboat casino coming to the area.

Councilmember Stechmesser verified that the televising on Spectrum is working properly.

Councilmember Shimulunas stated that she received a message with concerns about the proposed 15th Street Storage Units. Mr. Buckley noted that this item is on tonight’s agenda to approve setting a public hearing for January and that any concerns about the proposed conditional use could be addressed at that time.

Councilmember Wachowski stated that he received the following communications:

- He received complaints on the rise in taxes. He stated the majority of the rise is from the increase of 17% of the Two Rivers School District reflecting the referendum that was on the Spring Ballot.
- He received a complaint of the increase in garbage sticker fees and suggested adding it to the City tax bills.
- He received a message about the 15th Street Storage Units.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember D. LeClair reported on the following boards:

-- Main Street: The 2024 Sweet Street Event is currently being planned, if you are a business interested in participating contact Mainstreet. This event took the place of the Spring Wine Walk. Banner Art will be back in Summer and currently they are looking for artists to participate. The Great Trivia Contest is scheduled for March 8th, doors open at 6 PM.

-- Environmental Advisory Board: The Board is trying different types of bee-friendly lawn mixes. These mixes are an alternative to turf grass that would require less watering, and minimal mowing which will decrease the carbon footprint. The Winter Educational Series next event is in January.

Councilmember Shimulunas had a question about the minutes from the Utility Committee on the replacement of lead laterals. Water Director Andrew Sukowaty stated the EPA is considering requiring replacement of all lead laterals within 10 years, which will cause the City to replace them at a quicker rate than it is currently replacing the laterals.

Council President Wachowski stated the Advisory Recreation Board is still collecting feedback on the Open Space Survey. The tree inventory report is completed and if interested in a copy contact Park and Recreation.

At this point in the meeting, the City Manager and the Council President requested that the City Council consider Agenda Item 11A out of order, as representatives of Braun Building Center were in attendance. There being no objections, the Council proceeded to Item 11A. See Clerk’s note on this Agenda Item.

9. CITY MANAGER’S REPORT

A. Invited Guests

B. Status Update/Reports

1. Staffing Updates

Mr. Buckley reported on ongoing recruitments: Tourism Director – Completed first round of interviews; Apprentice Line Worker – Applications due December 29, 2023; Parks and Recreation Office Manager – Applications due December 15, 2023. Recent Hires: Craig Froelich – Building Inspector.

2. Nomination Papers for City Council Candidates for the April 2024 election are available. Must be filed on or before Tuesday, January 2, 2024 at 5:00 PM in the City Clerk's Office; Notification of Non-Candidacy by current Council Members must be filed by Friday, December 22, 2023 at 5:00 PM

Mr. Buckley reported completed nomination papers have been filed currently filed by Mark Bittner, Doug Brandt, and Jeff Dahlke. Notification of Non-Candidacy was filed by Tracey Koach.

3. Cool City Christmas December 16 Event Update

Mr. Buckley reported that Cool City Christmas was well attended by the Community. Several compliments were received and the event was a success.

4. Two Rivers Police Department Shop with a Cop

Mr. Buckley reported that 2023 Shop with a Cop took place on December 14. This event has been happening annually for the past 20+ years.

5. Skate Rentals at Central Park West Through the Holidays

Mr. Buckley reported that the Recreation Department is offering expanded skate rentals. Skates can be rented in 1.5 hour increments, and any skates rented within an hour and half of closure must be returned by the closing time. For more information of dates and times of skate rentals, visit the Two Rivers Parks and Recreation website.

6. Screw Press Project at Wastewater Plant

Mr. Buckley reported the electrical equipment needed to finalize the scree press project has been delivered. Installation will commence after the first of the year with power being switched over to the new cabinets in January. The control panel will be set and the system ready to operate near the end of January will full conversion occurring in February 2024. This is a \$1.1 million project, to replace equipment used to extract water from sewage sludge at the end of the treatment process, reducing the volume of waste to be stored and land-applied. The current belt press is over 50 years old.

7. Room Tax Update

Mr. Buckley reported currently the revenue from 2023 is ahead of last year as of the end of October. Staff is projecting for the current year that room tax collections will exceed \$320,000.

8. Upcoming Events:

- a. Family Fun Open House, Wednesday, December 27, 10:00 AM to 2:00 PM, Woodland Dunes Nature Center & Preserve
- b. Environmental Advisory Board Winter Educational Series, Invasive Species: The Fight to Save Land & Water, Thursday, January 4, 6:00 PM, Lester Public Library

9. Other

Mr. Buckley reported that the total tax bill is the result of tax rates set by the four taxing entities that appear on the bill, plus State-funded credits that appear at the bottom of the bill. He shared a sample 2023 property tax bill, showing that total property taxes went up by 6.6%. The City portion of the tax bill went up by only 2.0%. Among the other entities, County taxes went up 1.9%, LTC 2.9%, and Two Rivers Schools 17.7%. Increases in the "First Dollar" and "Lottery Credits" increased this year bringing the "net" increase down to 5.5%

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

A. Presentation of Minutes

- 1. City Council Work Session, November 27, 2023

2. City Council Regular, December 4, 2023

Recommended Action:

Motion to waive reading and adopt the minutes

B. Minutes of Meetings

- 1. Lester Public Library, November 14, 2023
- 2. Public Utilities Committee, December 4, 2023
- 3. Public Works Committee, December 7, 2023
- 4. Explore Two Rivers Board, November 14, 2023
- 5. Environmental Advisory Board, November 21, 2023
- 6. Plan Commission, December 11, 2023

Recommended Action:

Motion to receive and file

C. Department Reports, November 2023

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

Recommended Action:

Motion to receive and file

D. Summary of Verified Bills for the Month of November, 2023 for \$1,585,309.79

Recommended Action:

Motion to receive and place on file

E. Applications and Petitions

- 1. Application for New Combination Class "B" Beer / "Class B" Liquor License Application for the period of December 19, 2023 to June 30, 2024 for Roundem Up LLC, 1110 30th Street - Josephine Krause, Agent (dba The Spruce Lodge)

Recommended Action:

Motion to receive and place on file

- 2. Application for Commercial-Hauler's License - Recommended for Approval Pozorski Hauling & Recycling LLC, 2515 Viebahn Street, Manitowoc

Recommended Action:

Motion to approve the application and authorize the Engineering Department to issue the license

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by Koach.

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

11. CITY COUNCIL - FORMAL ITEMS

- A. Consideration of Development Agreement With Athens Development, LLC (Formerly Division of Braun Building Center), Providing for Cash Grant to Assist that Company With Development of a new, 28,000 SF Facility at the City's Woodland Industrial Park; Pay-As-You-Go Grant from Tax Incremental District 15, in a Total Amount up to \$450,000

Recommended Action:

Motion to authorize the City Manager and City Clerk to sign the agreement on behalf of the City

Mr. Paul Braun, President of Braun Building Center, addressed the Council. He introduced other family members in attendance and addressed the scope of the building project. He expressed appreciation for the level of customer service provided to his business by the Economic Development Office and the City Manager's Office.

Motion carried with a roll call vote.

Motion made by Koach, Seconded by Dahlke.

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

**Clerk Note: This item was acted upon following agenda Item Number 8.*

- B. Recommendations from the Plan Commission Regular Meeting of December 11, 2023

(1) Conditional Use Permit for Self-Storage Units on the Property Located Between the End of 15th Street, Just West of Washington Street, and the West Twin River (Parcel 053-000-076-015.03), Submitted by Alliance Construction and Design on Behalf of Eric Burrows, Owner (Note: Plan Commission recommends denial)

Recommended Action:

Motion to set a public hearing for January 16, 2024 at 6:00 PM

Motion carried with a voice vote.

Motion made by Petri, Seconded by D. LeClair.

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

(2) Possible Sign Ordinance Amendment to Allow Decal-Style Private Signs to be Applied to the Surface of Public Sidewalks, Within the Public Right-of-Way Adjacent to Business Properties

Recommendation Action:

Motion to leave the ordinance unchanged, as recommended by the Plan Commission

Motion carried with a voice vote.

Motion made by Stechmesser, Seconded by Dahlke to send back to Plan Commission and Public Works Committee to develop and ordinance amendment that would allow such signs, with appropriate regulations.

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

- C. Amendment to Contract Between City of Two Rivers and Manitowoc Disposal, Inc. Extending Contract End Date From March 31, 2025 to March 31, 2030 and Modifying Charges to City for Services

Recommended Action:

Motion to approve the amendment, as recommended by the Public Utilities Committee

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by Petri.

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

- D. Resolution Increasing Sticker Fee for Garbage Collection from \$2.50 to \$3.00, With Use of the New Stickers to be Required as of March 4, 2024--Projected to Result in a Four Percent Increase in Annual Revenues

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried with a roll call vote.

Motion made by Koach, Seconded by D. LeClair.

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

- E. Ordinance to Repeal and Recreate Title 5, Chapter 2, Section 5, Entitled Amount of Sewer Service Charges of the Municipal Code, Increasing the Fixed Charge Portions of the Rate by Amounts--\$1.85 for the Fixed Monthly Charge and \$1.85 for the Unit Charge--Projected to Result in a Four Percent Increase in Annual Revenues

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

Motion made by D. LeClair, Seconded by B. LeClair.

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

- F. Resolution Authorizing Adjustments to Non-Union Employee Wage Scales, Consistent With the Adopted 2024 Budget

Recommended Action:

Motion to waive reading and approve the resolution

Motion carried with a roll call vote.

Motion made by Koach, Seconded by Stechmesser.

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

- G. Resolution Appointing Chief Inspectors, Election Inspectors and Special Voting Deputies for the 2024-2025 Election Cycle

Recommended Action:

Motion to adopt the resolution and accept appointments, as recommended by the City Clerk

Motion carried with a roll call vote.

Motion made by Stechmesser, Seconded by Petri

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

- H. City Manager's Appointment to Boards, Committees and Commissions --Betty Bittner to Committee on Aging, term to expire May 2024 (filling vacancy by Virginia Coffman resignation)

Recommended Action:

Motion to approve the appointment, as recommended by the City Manager

Motion carried with a voice vote.

Motion made by Koach, Seconded by D. LeClair.

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

- I. Ordinance to Amend Various Sections of Chapter 6-5, entitled "Licensing of Dogs and Regulation of Animals" and Amend Chapter 1-2, entitled "Fees" in the Municipal Code to Provide Requirements and Standards for Licensing Animals in the City

Recommended Action:

Motion to waive reading and adopt the ordinance

Motion carried with a roll call vote.

Motion made by Dahlke, Seconded by Koach.

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

- J. Approval of Preliminary Subdivision Plat for Sandy Bay Highlands, Phases 3 and 4

Recommended Action:

Motion to approve the preliminary plat, based on the review and recommendation of the City Engineer and Plan Commission

Public Works Director/City Engineer Matt Heckenlaible reviewed the plat with the Council.

Motion carried with a voice vote.

Motion made by B. LeClair, Seconded by Petri

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

12. FOR INFORMATION ONLY

- A. City Hall Closed for the Holidays on Monday, December 25 and Tuesday December 26, 2023 and Monday, January 1, 2024
- B. Lester Library Closed for the Holidays on December 22, 23, 25, 30 and Monday, January 1, 2024
- C. Senior Center Closed for the Holidays on December 25, 26 and January 1, 2024
- D. Community House Closed for the Holidays on December 24, 25, 31 and January 1, 2, 2024
- E. No December City Council Work Session Meeting
- F. City Council Regular Meeting, Wednesday, January 3, 2024

13. CLOSED SESSION

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

-- Discuss matters pertaining to charges for water and sewer connections for the Van der Brohe Arboretum, 3800 Lincoln Avenue

Motion carried with a roll call vote.

Motion made by Petri, Seconded by Stechmesser.

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

**Clerk Note: B. LeClair stepped out of the Council Chambers before voting on going into closed session; he then returned and was present throughout closed session.*

14. RECONVENE IN OPEN SESSION

To consider possible actions in follow-up to closed session discussions
Motion carried with a voice vote.

Motion made by Koach, Seconded by Petri

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

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of this meeting and adjourn this meeting at 8:49 PM.

Motion carried with a voice vote.

Motion made by Dahlke, Seconded by B. LeClair

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

Respectfully submitted,

Amanda Baryenbruch
City Clerk



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL SPECIAL MEETING

Thursday, December 28, 2023 at 5:30 PM

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

MINUTES

1. CALL TO ORDER

Council President Wachowski called the meeting to order at 5:30 PM.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

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

ALSO PRESENT: Elizabeth Runge, Community Development Director/City Planner and Greg Buckley, City Manager

4. CITY COUNCIL - FORMAL ITEMS

A. Consideration of Resolution Authorizing Sale of Woodland Industrial Park Property to Athens Development, LLC and Designating Authorized Signatories for the City

Recommended Action:

Motion to waive reading and approve the resolution

City Manager Greg Buckley provided background information on the resolution.

Motion carried upon a roll call vote.

Motion made by Stechmesser, seconded by Koach

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

5. ADJOURNMENT

Motion to adjourn this meeting at 5:35 PM

Motion carried with a voice vote.

Motion made by Dahlke, seconded by D. LeClair

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

Respectfully submitted,

Lisa M. Kuehn
Deputy City Clerk

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, December 20, 2023
5:00 PM
City Council Chambers – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Dahlke at 5:00 PM

Roll Call

Personnel & Finance Committee Members present were Jeff Dahlke and Bonnie Shimulunas. Committee Member Adam Wachowski arrived at 5:37pm. Members of City Staff present were Gregory Buckley, City Manager; Amanda Baryenbruch, City Clerk; and David Buss, Finance Director.

November Overtime Report

Finance Director Buss reviewed the Overtime Report for year-to-date through November, highlighting areas that have exceeded the budgets for those line items and/or line items that have expended more than what they had expended in the same period last year. There were no questions relating to the report. No action was taken.

Review of Proposed Amendments to the Personnel Policy Manual

City Clerk Baryenbruch and City Manager Buckley reviewed the latest draft of the Employee Personnel Policy Manual, which is currently under review by staff and the City’s Labor Attorney. Various items were discussed by the committee, but the complete manual will come back to this committee and ultimately back to the City Council for approval. No action was taken at this time.

Review of Plans for 2024 Capital Project Financing

City Manager Buckley reviewed the General Obligation Debt (GO) borrowing plan for 2024. This plan was previously reviewed by the Committee during the budget process, but has some changes made for various reasons. Total GO borrowing for 2024 is proposed to be \$3,601,846 with \$1,888,846 to be supported with property taxes and the remainder to be repaid through transfers from other funds. The committee discussed various projects associated with the borrowing plan. City Manager Buckley stated that he’d like to bring at Resolution of Intent to Reimburse from Debt Proceeds to the first City Council meeting of January 2024. Motion by Wachowski, second by Shimulunas, to move forward with plan as presented. Motion carried.

Discuss Process for Consideration of City Manager’s 2024 Wage Adjustment

The committee briefly discussed the process for review of City Manager’s work performance. The committee will have further discussion of this subject at a January meeting to be scheduled at a later date.

Adjournment

Motion was made by Wachowski, seconded by Shimulunas, to adjourn the meeting at 6:07 PM. Motion carried.

Respectfully Submitted,


David Buss, Finance Director

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

Section 9, Item C.

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

FEE \$ 10.00

Application Date: 12

Town Village City of TWO RIVERS, WI.

County of MANITOWOC, WI.

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

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Time 9 AM and ending Time 2 PM and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name AMERICAN LEGION ROBERT E. BURNS POST 165

(b) Address PO BOX 11, TWO RIVERS, WI. 54241
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

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

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: ADJUTANT BRUCE KRUEGER
Phone Number: (920) 629-2778 2913 42ND ST., TWO RIVERS, WI. 54241

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

(a) Street number 2201 POLK ST. TWO RIVERS

(b) Lot WALSH FIELD Block _____

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

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

3. Name of Event

(a) List name of the event AMERICAN LEGION - PATRIOT RIDERS CAR/BIKE SHOW

(b) Dates of event 31 AUGUST 2024

DECLARATION

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

Officer Adj. Bruce Krueger
(Signature / Date)

AMERICAN LEGION ROBERT E. BURNS POST 165
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



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

NOTE:

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

* * * * *

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

AMERICAN LEGION ROBERT E. BURNS POST 165
Organization

By

Date

RESOLUTION UPON RETIREMENT

WHEREAS, Kim J Pritzl joined the Two Rivers Police Department on October 5th, 1998 as a full-time Police Clerk; and

WHEREAS, in addition to her outstanding customer service, Kim took over and then excelled as the Two Rivers evidence and property custodian; and

WHEREAS, Kim in her role as evidence custodian, was commended a number of times during her career for linking property, evidence, and information to enable officers to succeed in their solving of criminal cases; and

WHEREAS, Kim Pritzl took part in several initiatives over her Two Rivers career to promote physical fitness within the Police Department; and

WHEREAS, Kim Pritzl enjoyed also volunteering her time with events such as Shop with a Cop since its inception in 2006 and for those persons in time of need when that time arose; and

WHEREAS, Kim retired December 22nd, 2023, after serving the City of Two Rivers with dedication and distinction for a total of 25 years.

NOW, THEREFORE BE IT RESOLVED that the City of Two Rivers hereby expresses its gratitude and appreciation for Kim J Pritzl and her many contributions to the Two Rivers Police Department and the community of Two Rivers; and

BE IT FURTHER RESOLVED that the City of Two Rivers extends its best wishes to Kim, for a long, healthy and happy retirement; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Kim Pritzl, as a token of the City's thanks for her many years of dedicated service to the citizens of Two Rivers.

Dated this 3rd day of January, 2024.



RESOLUTION UPON RETIREMENT

WHEREAS, Tim J. Bruder joined the the Two Rivers Electric Department on August 27th, 2002 as the City’s Electric Meter Technician; and

WHEREAS, on April 11th, 2003, Tim Bruder was promoted to 3rd Class Line Worker to fill an opening on the Line Crew; and he was promoted to 2nd Class Line Worker February 23rd, 2004; and

WHEREAS, On February 8th, 2005, Tim was promoted to 1st Class Line Worker; and he advanced to the position of Expert Class Line Worker on July 17th, 2007; and

WHEREAS On August 4th, 2008, Tim received his State of Wisconsin Certificate of Apprenticeship in recognition of the State Journey Worker Program and

WHEREAS Tim retired on December 31st, 2023, after serving the City of Two Rivers with dedication for over a total of 21 years.

NOW, THEREFORE BE IT RESOLVED that the City of Two Rivers hereby expresses its gratitude and appreciation for Tim J. Bruder and his dedication and many contributions to the Two Rivers Electric Department, and the community of Two Rivers; and

BE IT FURTHER RESOLVED that the City of Two Rivers extends its best wishes to Tim J. Bruder, for a long, healthy, and happy retirement; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Tim Bruder, as a token of the City's thanks for his many years of dedicated service to the citizens of Two Rivers.

Dated this 3rd day of January, 2024

Councilmember

Gregory E. Buckley
City Manager

CITY OF TWO RIVERS

RESOLUTION
DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES
FROM PROCEEDS OF BORROWING

2024 Capital Projects

WHEREAS, the City of Two Rivers, in accordance with its adopted 2024 Budget, intends to undertake certain capital projects and capital equipment purchases; and

WHEREAS, the planned outlays for these activities are more specifically identified in the adopted 2024 City Budget, Capital Projects Funds and Tax Incremental District Funds; and

WHEREAS, the budgets for those various funds identify an intent for the City to utilize tax-exempt, general obligation borrowing (bonds or notes) to fund certain of these capital projects and capital equipment purchases, such borrowing totaling up to \$3,418,546; and

WHEREAS, the projects requiring such borrowing, and the amount of such borrowing anticipated, are summarized as follows:

Table with 2 columns: Project Name and Amount. Rows include Fund 415 Central Park West Project (\$ 50,000), Fund 419 Landfill (200,000*), Fund 451 Streets Capital (931,546**), Fund 454 Parks and Recreation Capital (367,500), Fund 455 Fire Capital (164,000), Fund 457 DPW Equipment—Dump Trucks (300,000), DPW Equipment—Street Sweeper (275,000*), Fund 459 City Hall Capital (20,000), Fund 461 Police Capital (55,500), Fund 241, TID 12 (Washington St. Bridge Imps.) (455,000*), Fund 243 TID 14 (Woodland Ind Park Infrastructure) (200,000*), Fund 246, TID 17 (Seawall and Walkway) (400,000*), and TOTAL (\$ 3,418,546).

*To be repaid from sources other than the Debt Service levy (utility or TID funds)

**2024 revenues for Fund 451 include \$931,546 in new borrowing and \$288,454 in previously-borrowed funds being transferred from Fund 403, Harbor Master Plan Implementation

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Two Rivers:

Section 1. Declaration of Official Intent. The City hereby officially declares its intent to reimburse said capital expenditures with proceeds of tax-exempt, general obligation borrowing, the principal amount of which will not exceed \$3,418,546; and

Section 2. Anticipated Timing of Borrowings. The City anticipates closing on the borrowing for all activities cited above prior to December 31, 2024, and

Section 3. Unavailability of Long Term Funds. No other funds for said activities other than the planned borrowing referenced herein are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the City pursuant to its budget or financial policies; and

Section 4. Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the City Clerk’s office within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19 and shall remain available for public inspection until the Notes or Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted and recorded this 3rd day of January, 2024.

Councilmember

Gregory E. Buckley
City Manager

Attest:

Amanda Baryenbruch
City Clerk

Jack M. Bruce
City Attorney



TWO RIVERS
WISCONSIN

Capital Improvement Plan

Department: POLICE DEPARTMENT

Project Year: 2024

Project Cost: \$120,000.00

Project Name: Police Patrol Vehicle Replacement

Description: Replacement of 2 Police Patrol-Rated vehicles w/ Equipment & Set-up: 2024 Ford Explorer Hybrid – Interceptor Police Package.

Justification: The department’s fleet consists of 4 front-line patrol vehicles, 1 K9 squad, 1 Shift Commander vehicle, and 3 School Resource Officer (SRO) vehicles. In addition, the department maintains 2 travel vehicles, 2 investigator vehicles, and a Community Service Officer vehicle (CSO).

Historically the department has planned and implemented a vehicle replacement program that has a three-year cycle. Each year a marked patrol vehicle is replaced, and an additional unmarked vehicle necessary to be replaced on the third year. The following three years a marked patrol vehicle would be replaced each year but on the third year another marked patrol squad would be necessary to replace. 2024 is such a year for two marked patrol vehicles to be replaced.

All of our non-marked and non-equipped response vehicles have recently been included in the Enterprise Fleet Management leasing program. Only the CSO vehicle has yet to be replaced in the Enterprise program. This program will reduce the overall need for two vehicles in any given year, but does not change our need for two marked patrol vehicles this year.

(Note, departments don't utilize Enterprise for marked patrol as they would need patrol rated vehicles, and also need the ability to drill, mount, and wire an excessive amount of equipment and then remove, leaving the vehicle worthless for trade in, which is contrary to how Enterprise works.)

The fleet of vehicles is at various stages of life (mileage, condition, etc.). Unlike the average personal vehicle, or any vehicle other than maybe a cab service, a police patrol vehicle is in operation

**TWO
RIVERS**
WISCONSIN

Capital Improvement Plan

almost all day, every day, regardless of weather. The mileage is perhaps the worst mileage for any vehicle under any circumstances. Mileage does not reflect run time or idle time which is required to keep the various electronics running and connected to the server, and ready to respond at a moment's notice for a call to service. Narcan, Preliminary Breath testers, and other expensive electronics in our squads also need to be kept in a controlled temperature at all times.

The vehicles to be replaced are 2 Ford Explorer Interceptors going on 7 and 8 years respectively. These vehicles had previously been transitioned from patrol to SRO use to prolong the serviceable life as has been the history of our marked squads. Typically, we get 3-4 years of patrol from a squad before transferring it to SRO for an additional 2-3 years. One of these squads has nearly 145,000 miles while the other has 160,000. Both squads have had extensive catalytic system issues, and one has a door panel falling apart, aside from all the other wear and tear of a vehicle operated 365/24/7 by 3 different officers per day, and with the extra corrosion winter salting provides Wisconsin vehicles.

Maintenance, reliability, and re-sale are all factors taken into consideration in determining serviceable life with consultation from our city's mechanics. Additionally, since COVID, we have gone extended periods of time receiving no replacement because of backorders which have caused extra mileage and maintenance we would have otherwise avoided. We are still awaiting our 2023 squad to replace a 13-year-old Chevy Tahoe that had been used extensively as a Shift Commander vehicle and in recent years a School Resource Officer vehicle.

Council suggested researching the option of engine/transmission replacement or rebuild to extend the life of our squads. Our city mechanics were against such an idea as any aftermarket or other provider for such a project would void all other warranty or service contracts, as well as concerns for compatibility of special computer components, drive line, and rear differential as examples. Using Ford for such a service would be far more expensive and with excessive down time, and would still not take care of the wear and tear of the rest of the vehicle.

Research was also conducted by this department across the state regarding the idea of rebuild/replace.

Capital Improvement Plan



Former Police Chief Joe Collins noted this was brought forth by council over a decade ago and ultimately dismissed after learning of the difference between use of a personal vehicle versus the use of a patrol squad regarding the wear and tear, and the liability of an unreliable patrol squad when the response for life or property arises.

The Sheboygan Sheriff and Captain provided information that nearly 20 years ago their department tried an engine and transmission rebuild, including seat and other component replacement. That project lasted a month before consistent issues with that squad and ultimately ending the project, and they have not gone back. They currently get up to 8 years of service on their squads with 2-3 on patrol, a couple as paper service vehicles, and then finally as short travel vehicles for other county departments use.

Ashland's Police Chief has reviewed such a project and found that when they've had transmissions or engines go out, the replacement cost is higher than the value of the car so they've traded them in non-working order. They have also switched to the Enterprise Fleet Management for their unmarked squads to lessen the need for extra vehicle replacement as our department has.

Former Town of East Troy Police Chief had experience and relayed the following example: if you are able to retain the core components of a transmission, while only replacing worn parts, it can be economically advantageous, but usually that is not the case. Typically it is more involved, reliability and longevity is questionable, and lifespan is contingent on the varying degrees of workmanship, parts used, etc. He also relayed the concern for the considerable amount of down time for needed squads when entertaining such a project.

Brillion Police Chief described the same as well as concerns for the remainder of the vehicle such as drive train, condenser, radiator, corrosion of the body, and vehicle warranty versus the rebuild/replaced transmission and/or engine. His department currently also gets 7-8 years out of a squad and was surprised to hear our department did as well.



Capital Improvement Plan

Manitowoc shared that they were forced to replace an engine on a vehicle just outside warranty, however then had to replace the transmission, and then consistently fixed other components until finally sitting it until it could be traded in. They also have unmarked vehicles in Enterprise Fleet Management.

Chilton Police Chief shared many of the same concerns and expressed the overall corrosion of vehicles in Wisconsin from salt in the winters and the needed constant run/idle time is the biggest detriment to such a project ever being worthwhile.

The purchase of two vehicles this year in addition to the 2023 squad, would also provide an opportunity for a change in an outdated design, and the opportunity to transfer half our patrol fleet to Hybrid vehicles.

Hybrids are also currently being marketed by Ford with identical body style and capabilities, but with a 100,000 mile/5-year bumper to bumper warranty and at a price approximately \$6,000 cheaper than gas models. Hybrids should save extraordinary amounts of fuel just in idle time, as well as on the road. Comparisons by other departments were double MPG for Hybrids vs Gas. In addition, that warranty is unmatched from vehicles in the past that were typically 3 year/36000 miles.

This capital request includes the vehicle purchase price, transition costs, new equipment (light bar, mounting hardware, etc.) only when needed. Existing equipment is transferred from an old squad to the new squad. New equipment is purchased with the new squad when the particular item is obsolete, faulty, or the body design and interior dimension changes require new equipment. Body design changes occur at the discretion of the vehicle manufacturer and we have learned 2024 is one of those body changes.

Life Expectancy: 5-8 years

Funding Source: Purchase through State Bid-Holder/Pricing. Internal borrowing arranged through Finance Dept.