

Two Rivers City Hall
1717 East Park Street
Two Rivers, WI 54241
(920) 793-5532
www.two-rivers.org



**CITY OF TWO RIVERS
CITY COUNCIL REGULAR AGENDA
Monday, January 3, 2022 – 6:00 PM
Council Chambers - City Hall
Regular Meeting**

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL BY CITY CLERK

Councilmembers: Mark Bittner, Jeff Dahlke, Tracey Koach, Bill LeClair, Darla LeClair, Jay Remiker, Bonnie Shimulunas, Larry Thomas, Adam Wachowski

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

5. PUBLIC HEARING

- A. Conditional Use Permit for a Drive-Thru Facility at The High Lift, 1207 Madison Street, in the B-1 Business District

Recommended Action:

Motion to approve the Conditional Use Permit

- B. Conditional Use Permit for a Home Occupation to Operate the Candle Cottage at 2403 Jefferson Street, in the R-1 Single Family Residence District

Recommended Action:

Motion to approve the Conditional Use Permit

- C. Ordinance Amendment to Municipal Code 10-1-17 Regarding Wireless Telecommunications Towers and Antennas in the Public Right-of-Way

Recommended Action:

Motion to waive reading and adopt the ordinance

6. INPUT FROM THE PUBLIC

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

9. CITY MANAGER'S REPORT

A. INVITED GUESTS

B. STATUS UPDATE/REPORTS

1. Staffing Updates
2. Filing Deadlines Upcoming for April Council Election (5:00 PM on January 4 for 3-year terms; 5:00 on January 11 for Special Election for 2-year term)
3. 2022 Absentee Ballot Requests Now Available via MyVote or City Clerk's Office
4. Winter Parking Ban Status
5. Two Rivers Tourism Strategy
6. Construction Activity at Woodland Industrial Park--Sleger Holdings/All Energy Management
7. Sandy Bay Highlands Residential Lot Sales
8. 2021 Room Tax Collections
9. 2021 Budget Status Approaching Year-End
10. New TRPD Canine Officer--To be Introduced In-Person at an Upcoming Meeting
11. Central Park West 365 Project Fundraising Gearing Up
12. Reminder: Christmas Tree Pickup This Week
13. Reminder of Ordinance Provisions on Clearing Snow and Ice from Sidewalks, Not Depositing Snow in the Streets
14. Other

C. LEGISLATIVE UPDATE

10. CONSENT AGENDA

A. Presentation of Minutes

1. Regular City Council - December 20, 2021

Recommended Action:

Motion to waive reading and adopt the minutes

B. Reports:

1. Minutes of Meetings

- a. Environmental Advisory Board, November 16, 2021
- b. Public Utilities Committee, December 7, 2021
- c. Public Works Committee, December 1, 2021
- d. Plan Commission, December 20, 2021
- e. Police & Fire Commission, December 22, 2021
- f. Personnel & Finance Committee, December 28, 2021

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. New Application for Class "A" Beer/"Class A" Liquor License for Jalapa Marketing LLC, 1706 16th St., Two Rivers (dba Two Rivers Clark) for the period of January 3, 2022 to June 30, 2022
2. New Application for Class "B" Beer/"Class B" Liquor License for Hamilton Wood Type & Printing Museum Inc. for the period of January 3, 2022 to June 30, 2022

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

D. Recommendations from Plan Commission Meeting of December 20, 2021

1. Request for a Conditional Use Permit for a Recreational Vehicle Service Business at 1900 School Street in the B-2 Business District
2. Request for a Conditional Use Permit for the Rental, Storage, and Repair of Utility Trucks and Trailers at 1900 School Street in the B-2 Business District

Recommended Action:

Motion to set Public Hearings on each of these applications for Monday, January 17, 2021 at 6:00 PM

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

A. Recommendations from the Personnel & Finance Committee Meeting of December 28, 2021

1. 2021 Goals Review--Provided with Minutes for Information Only
2. City Manager's Evaluation Relative to City Goals--to be discussed in closed session later on agenda

Recommended Action:

Motion to receive and file the 2021 Goals Review

12. FOR INFORMATION ONLY

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 Possible City Assistance to Residential Development Project at 3000 Forest Avenue (Proposed TID No. 15 Development Agreement)
- Discuss Possible City Assistance to Other Development Projects

And per Wisc. Stats. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

- Discuss City Manager's Performance Relative to 2021-2022 City Goals

14. RECONVENE IN OPEN SESSION

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

- A. Consider authorizing wage adjustment for City Manager consistent with other non-union employees
- B. Other

15. ADJOURNMENT

Motion to dispense with the reading of the minutes of the 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.

CONDITIONAL USE
PERMIT
City of Two Rivers

Document Number

Permit No. 2022-02

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 1718 West Park Street in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

Original Plat, South 110 feet of Lot 7 and all of Lot 8, Block 91 in the City of Two Rivers, Manitowoc County, Wisconsin.

Said property contains 0.36 acres of land, more or less.

Inspections Department
City of Two Rivers
PO Box 87
Two Rivers, WI 54241-0087

Parcel ID Number: 053-000-091-072.02

Zoning Classification of the Premises is: B-1 Business District

Mailing Address of the Premises is: 1207 Madison Street, Two Rivers, WI 54241

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for the operation of a drive-thru service window.

Permitted by action of the City Council of the City of Two Rivers on January 3, 2022.

Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
3. Operation of the use permitted shall be in strict conformity to the approved site, architectural, lighting and landscaping plans of record and are incorporated herein by reference as if set forth in detail herein.
4. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
5. This Permit is issued to Emilee Rysticken, d/b/a The High Lift, its successors and/or assigns, and shall not lapse upon a change in ownership.
6. Any of the conditions of this Permit which would normally be the responsibility of tenants of the premises shall be made a part of their lease by the Owner, which lease shall contain provisions for posting of the pertinent conditions to notify employees thereof as may be necessary to carry out the provisions.
7. Conditions of Operations:
 - a. One drive-thru service window is allowed as shown on the approved plans.
 - b. Hours of operation: Drive-thru window service daily from 5AM - 10PM.
 - c. Inspections by the TR Fire Department prior to opening for business.
 - d. Signage in accord with the City's Sign Code.
 - e. All landscaping plantings shall be maintained and kept in good health or be replaced; and all landscaped areas shall be maintained in such a manner to be free of weeds.

SIGNATURES OF PROPERTY OWNER AND PERMITEE:

As Owner of the Subject Property, I accept and understand the above described conditions.

Emilee Rysticken

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2022, the above named Emilee Rysticken known to be the person who executed the foregoing instrument and acknowledge the same.

Printed Name: Vicky L. Berg
Notary Public, Manitowoc County, Wisconsin
My commission expires: 05/08/2025

As Permittee of the Subject Property, I accept and understand the above described conditions:

Emilee Rysticken

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2022, the above named Emilee Rysticken known to be the person who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg
Notary Public, Manitowoc County, Wisconsin
My commission expires: 05/08/2025

SIGNATURES - CITY OF TWO RIVERS

Jamie Jackson, City Clerk

Adam Wachowski, Council President

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this 3rd day of January, 2022, the above named Jamie Jackson and Adam Wachowski known to be the persons who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg
Notary Public, Manitowoc County, Wisconsin
My commission expires: 05/08/2025

THIS INSTRUMENT WAS DRAFTED BY:
Vicky Berg, Zoning Administrator

CONDITIONAL USE
PERMIT
City of Two Rivers

Document Number

Permit No. 2022-01

Before the City Council of the City of Two Rivers, Manitowoc County, Wisconsin, regarding the premises at 2403 Jefferson Street in the City of Two Rivers, Manitowoc County, State of Wisconsin, further described as:

The South 150 feet of Tract 3 in Currans and Hamiltons Riverside Addition in the City of Two Rivers, Manitowoc County, Wisconsin

Inspections Department
City of Two Rivers
PO Box 87
Two Rivers, WI 54241-0087

Parcel ID Number: 053-113-007-03.06

Zoning Classification of the Premises is: R-1 Single Family Residence District
Mailing Address of the Premises is: 2403 Jefferson Street, Two Rivers, WI 54241

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statute, state that the premises may not be used for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the City Council of the City of Two Rivers having determined that by reason of the particular nature, character and circumstances of the proposed use, and of the specific and contemporary conditions, permit of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, it is permitted, subject to compliance with the terms and conditions hereinafter stated, that the Premises may be used for to operate The Candle Cottage, a gift shop, as a home occupation.

Permitted by action of the City Council of the City of Two Rivers on January 3, 2022.

Original filed in the office of the City Clerk of the City of Two Rivers, Wisconsin

The Conditions of this Permit are:

1. This Permit shall become effective upon the execution and recording by the Owner of the Premises as acceptance hereof.
2. This Permit shall be void unless proper application, pursuant to the Building and Zoning Codes of this Municipality, for appropriate Building and Zoning Use Permits in conformity to this Permit, is made within twelve (12) months of the date hereof.
3. This Permit is subject to amendment and termination in accordance with the provisions of the Zoning Code of this Municipality.
4. Any substantial change or expansion of the facilities permitted by the initial issuance of this Permit would require approval by the Plan Commission and City Council as an amendment to this Permit.
5. This Permit is specifically issued to Leslie Edwards d/b/a The Candle Cottage and shall lapse upon a change in ownership of the subject premises; or if the land uses ceases operation for more than 12 months. This Permit may be reissued only after proper application is made to the City as if this Permit were being newly issued.
7. Conditions of Operations:
 - a. Hours of operation: 10AM - 6PM, Wednesday - Friday and 10AM - 4PM on Saturday.
 - b. Leslie Edwards (property owner) plus one employee may be engaged in the business.
 - c. All operations shall take place with the dwelling or the detached garage.
 - d. All signage shall be in accord with the City Sign Code for home occupations.

SIGNATURES OF PROPERTY OWNERS AND PERMITEE:

As Owner(s) of the Subject Property, we accept and understand the above described conditions.

Jeremy Edwards

Leslie Edwards

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2022, the above named Jeremy Edwards and Leslie Edwards to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg
Notary Public, Manitowoc County, WI
My commission expires: 05/08/2025

As Permittee of the Subject Property, I accept and understand the above described conditions:

Leslie Edwards

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this _____ day of _____, 2022, the above named Leslie Edwards known to be the person who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg
Notary Public, Manitowoc County, WI
My commission expires: 05/08/2025

SIGNATURES - CITY OF TWO RIVERS

Jamie Jackson, City Clerk

Adam Wachowski, Council President

STATE OF WISCONSIN
MANITOWOC COUNTY

Personally came before me this 3rd day of January 2022, the above named Jamie Jackson and Adam Wachowski known to be the persons who executed the foregoing instrument and acknowledge the same.

Vicky L. Berg
Notary Public, Manitowoc County, WI
My commission expires: 05/08/2025

THIS INSTRUMENT WAS DRAFTED BY:
Vicky Berg, Zoning Administrator

ORDINANCE

AN ORDINANCE to amend Municipal Code Section 10-1-17, entitled "Wireless Telecommunications Towers and Antennas" to include language that this chapter will not apply to wireless facilities located in the public right-of-way because wireless facilities in the public right-of-way are regulated in Section 4-1-14.

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

SECTION 1. That Section 10-1-17 of the Municipal Code shall hereby be amended as follows:

C. Applicability.

(6) Wireless facilities in the public right-of-way. This chapter shall not apply to wireless facilities located in the public right-of-way (See § 4-1-14)

and to renumber subsequent sections as appropriate.

SECTION 2. This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this 3rd day of January, 2022.

Adam Wachowski
President, City Council

Gregory E. Buckley
City Manager

Attest:

Jamie Jackson
City Clerk

Approved as to form and legality:

John M. Bruce
City Attorney

**CITY OF TWO RIVERS
COUNCIL PROCEEDINGS
REGULAR MEETING
DECEMBER 20, 2021 – 6:00 PM
Council Chambers – City Hall
MINUTES**

- 1) CALL TO ORDER** by Council President Wachowski at 6:18 p.m.
- 2) PLEDGE OF ALLEGIANCE**
- 3) ROLL CALL BY CITY CLERK**

Attendee Name	Title	Status
Adam Wachowski	President	Present
Bill LeClair	Councilmember	Present
Bonnie Shimulunas	Councilmember	Present
Darla LeClair	Vice-President	Present
Jeff Dahlke	Councilmember	Present
Jay Remiker	Councilmember	Excused
Tracey Koach	Councilmember	Present
Mark Bittner	Councilmember	Present
Larry Thomas	Councilmember	Present

Also present were: Ross Blaha, Water Utility Director; Dave Buss, Finance Director; Jeff Dawson, Library Director; Brian Delleman, Electric Utility Director; Steve Denzien, Fire Chief; Brian Kohlmeier, Police Chief; Jim McDonald, Public Works Director; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Melissa Wiesner, Detective Lieutenant; Greg Buckley, City Manager; and Jack Bruce, City Attorney.

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

None.

- 5) PUBLIC HEARING**

A. Conditional Use Permit for Drive-Thru Facility at Cool City Brewing, 1718 Park Street

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Councilmember Dahlke questioned whether the drive-thru line might get backed up creating a traffic flow issue. Curt Andrews of Cool City Brewing Company was present and indicated that the drive-thru line can accommodate six cars and there are plans in

place to move cars from the line to a waiting area should the order require additional time.

Recommended Action:

Motion to approve the conditional use permit

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Larry Thomas
SECONDER:	Mark Bittner
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT:	Jay Remiker

- B. Ordinance to Amend the District Map Part of Section 10-1-3A(1), to establish R-1 Residential Zoning for Property on Riverview Drive Proposed for Annexation

Council President Wachowski opened the public hearing and made three calls for public input. There were no members of the public present and wishing to comment during the public hearing. The public hearing was closed.

Recommended Action:

Motion to waive reading and adopt the ordinance, such zoning to be effective immediately following adoption and publication of the annexation ordinance for this property

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Bill LeClair
SECONDER:	Bonnie Shimulunas
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT:	Jay Remiker

6) INPUT FROM THE PUBLIC

None.

7) COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Thomas reported that he received a request for a citizen-based committee for equity and equality among citizens.

Councilmember Dahlke reported that he received a concern about traffic flow at the drive thru at Cool City Brewing.

8) COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

None.

9) CITY MANAGER'S REPORT**A. INVITED GUESTS**

None.

B. STATUS UPDATE/REPORTS

1. Proposals for Purchase/Redevelopment of 2023 Washington Street are Due by Noon on Friday, January 14
Mr. Buckley reported that the deadline for proposals for the purchase/redevelopment of 2023 Washington Street is January 14. The City is offering the property for sale for \$10,000 with an accompanying project budget that reflects the intent to invest at least \$100,000 in improvements to the property (in addition to the purchase price). The full request for proposals is available on the City's website.
2. Update on Proposed Market Rate Multifamily Development at 3000 Forest Avenue
Mr. Buckley reported that the outstanding questions with the DNR have been resolved to the developer's satisfaction for 3000 Forest Avenue. The developer plans to present site and architectural plans for three 15-unit buildings with an estimated \$7 million investment to the Plan Commission on January 10, 2022. Closing on the property purchase is scheduled to occur by January 31, 2022. Both the closing and project are contingent on TID No. 15 development assistance. The City's goal is to finalize a development agreement by the January 17, 2022 Council meeting.
3. Contract for Sale of 606 Parkway Boulevard (Former Paragon Property) – Buyer's Due Diligence Period Continues
Mr. Buckley reported that the City Council approved an agreement with TRIVERS, LLC on November 29 for the sale of the City-owned former Paragon property. The agreement provides for a 90-day due diligence period for the purchaser to learn more about the property, a \$30,000 earnest money deposit that becomes non-refundable after 45 days, a purchase price of \$1,200,000 net to the City, and the City to seek funding assistance through WEDC's Idle Sites Grant Program. The principal in TRIVERS, LLC is Art Dumke of Oshkosh, a developer who owns and manages other industrial properties in northeast Wisconsin. He hopes to redevelop this 315,000 square foot building and 27-acre site as a multi-tenant facility for industrial and warehousing uses.
4. Storm Water Management Pond on Former Eggers East Property—Pre-Construction Meeting Scheduled for December 28, 2021
Mr. Buckley reported that a pre-construction meeting for the storm water management pond at the former Eggers east site is scheduled for December

28, 2021. The City got DNR approval last week to dispose of excess soil from pond excavation off-site, to maximize the area available for development to the south of the pond. The City continues to work with a developer who has shown strong interest in the site for market rate, downtown waterfront housing.

5. Recent and Upcoming Meetings of the City's Room Tax Commission, Regarding Tourism Promotion and Development
Mr. Buckley reported that the Room Tax Commission voted on December 9 to not pursue any agreement with the Manitowoc Area Visitor and Convention Bureau past the end of the current Tourism Services Agreement, which expires December 31, 2021. The Room Tax Commission continues to explore alternatives, including both interim arrangements and long-term arrangements for marketing and developing local tourism. The next meeting of the Room Tax Commission is Tuesday, December 21 at 10:00 AM.
6. Update on Home Site Sales at Sandy Bay Highlands Conservation Subdivision
Mr. Buckley reported that it was a banner year for lot sales at Sandy Bay Highlands. Eight lots were sold in 2021 to six buyers with two buyers purchasing two lots to be combined into single home sites. In addition, a contract was signed last week for a lot sale that will close in January to an area developer/realtor, who hopes to start on a spec home shortly after closing. Another potential buyer is seriously looking at a lot now owned by a private party and on the market.
7. Garbage and Recyclables Collection Schedules Not Impacted by Christmas and New Year's Holidays
Mr. Buckley reported that the holiday garbage and recycling collection schedules remain unchanged and collection will occur on Christmas Eve and New Year's Eve.
8. Winter Parking Ban Update
Mr. Buckley reported that the enforcement of the winter parking ban is still on hold. The next scheduled Facebook update is on Friday, December 24. The ban could be enforced if snowy weather enters the forecast. Updates will be posted on the Two Rivers Police Department and Two Rivers City Hall Facebook pages.
9. Recent Events: Senior Center Christmas Basket Raffles; Senior Center Sweet Treats for the Holidays; City-to-City Candy Cane Hunt
Mr. Buckley reported that the Senior Center's Christmas basket raffles profited \$1,089 and the sweet treats sale profited \$525.94. The City to City Candy Cane Hunt was a huge success.
10. Upcoming Events: Winter Solstice Immersion Walk, Woodland Dunes Nature Center & Preserve, December 21, 2021 6:30 PM
Mr. Buckley reported that there will be a Winter Solstice Immersion Walk at Woodland Dunes on December 21. It is a guided walk on the shortest day of the year. Participants will walk in silence and immerse themselves in the sounds, sights, and smells of the natural world as it envelops them and warm up with hot tea around an outdoor fire.

11. Nomination Papers for City Council Candidates in the April 2022 Election are Available

Mr. Buckley reported that candidate packets are available for City Council candidates in the City Clerk's office. Nomination papers for the three-year term must be filed on or before Tuesday, January 4, 2022 at 5:00 PM in the City Clerk's office. Nomination papers for the two-year term must be filed on or before Tuesday, January 11, 2022 at 5:00 PM in the City Clerk's office.

12. Other

Mr. Buckley reported that site prep work was recently commenced by Bayland Buildings for the future home of All Energy Management in the Woodland Industrial Park. Sleger Holdings, LLC, headed by Ian Sleger, is investing approximately \$1.3 million in the project, assisted by a City Economic Development loan and a grant through TID No. 14.

Mr. Buckley reported that the Public Works crew is installing message boards at the Woodland Drive wayside and Neshotah Beach.

Mr. Buckley reported on the following upcoming meetings:

- Room Tax Commission: December 21, 10:00 AM
- Police and Fire Commission: December 22, 10:00 AM
- Business and Industrial Development/Community Development Authority: December 28, 6:00 PM
- City Council: January 3, 6:00 PM

C. LEGISLATIVE/INTERGOVERNMENTAL

1. None.

10) CONSENT AGENDA

A. Presentation of Minutes

1. Regular City Council – December 6, 2021

Recommended Action:

Motion to waive reading and adopt the minutes

B. Reports

1. Minutes of Meetings:
 - a. Room Tax Commission, December 9, 2021
 - b. Room Tax Commission, December 14, 2021
 - c. Plan Commission, December 13, 2021
 - d. Lester Public Library, November 12, 2021
2. Department Reports, November 2021
 - a. City Clerk
 - b. Community Development
 - c. Electric
 - d. Fire
 - e. Inspections
 - f. Library
 - g. Parks & Recreation

- h. Police
- i. Public Works
- j. Safety
- k. Water

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. New Application for Cigarette License for Jalapa Marketing LLC, 1706 16th St., Two Rivers (dba Two Rivers Clark) for the period of December 20, 2021 to June 30, 2022
2. New Application for Landscaping and Tree Removal License for North East Tree Service LLC, 3207 Whistle Lane, Two Rivers for the period of December 20, 2021 to June 30, 2022

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

D. Request for a Conditional Use Permit for a Drive-Thru Facility at The High Lift, 1207 Madison Street, in the B-1 Business District

Recommended Action:

Motion to set Public Hearing for Monday, January 3, 2022 at 6:00 pm, as recommended by the Plan Commission

E. Request for a Conditional Use Permit as a Home Occupation to Operate the Candle Cottage at 2403 Jefferson Street, in the R-1 Single Family Residential District

Recommended Action:

Motion to set Public Hearing for Monday, January 3, 2022 at 6:00 pm, as recommended by the Plan Commission

F. Request Amendment to Municipal Code 10-1-17 Regarding Wireless Telecommunications Towers and Antennas in the Public Right-of-Way

Recommended Action:

Motion to set Public Hearing for Monday, January 3, 2022 at 6:00 pm, as recommended by the Plan Commission

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

RESULT: APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER: Jeff Dahlke
SECONDER: Mark Bittner
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

11) CITY COUNCIL - FORMAL ITEMS

- A. Pre-annexation Agreement Related to Territory Presently Lying Within the Town of Two Rivers and Proposed for Annexation into the City

Recommended Action:

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

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Larry Thomas
SECONDER: Mark Bittner
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

- B. Direct Annexation Ordinance for Territory Presently Lying Within the Town of Two Rivers

Recommended Action:

Motion to waive reading and adopt the ordinance

RESULT: APPROVED BY ROLL CALL VOTE [7 TO 1]
MOVER: Bill LeClair
SECONDER: Darla LeClair
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Tracey Koach, Mark Bittner, Larry Thomas
NAYS: Jeff Dahlke
ABSENT: Jay Remiker

- C. Resolution Authorizing Adjustments to Non-Union Employee Wage Scales to Implement a Two-Percent Wage Increase as Provided in the 2022 Budget

Recommended Action:

Motion to waive reading and adopt the resolution

Motion to waive reading and adopt the resolution with any adjustment in the City Manager's wage rate to be subject to review by the Personnel and Finance Committee

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Larry Thomas
SECONDER: Jeff Dahlke
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

- D. Authorize Turning Off Street Lights Along Downtown Washington Street (12th Street to 22nd Street) from 6:00 PM to 10:00 PM on Christmas Eve, to Return to a Two Rivers Christmas Tradition

Recommended Action:

Motion to authorize this action, understanding that City staff will make efforts to make the community aware through social media posts and a press release and temporary traffic warning signs will be placed at each end of the street.

Motion to authorize this action, from 6:00 PM to midnight on Christmas Eve, understanding that City staff will make efforts to make the community aware through social media posts and a press release and temporary traffic warning signs will be placed at each end of the street.

RESULT: APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER: Bill LeClair
SECONDER: Bonnie Shimulunas
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

- E. Sex Offender Residency Appeal

Police Chief Kohlmeier and Detective Lieutenant Wiesner provided background information on the appeal by a registered sex offender who wishes to reside in the City of Two Rivers. Chief Kohlmeier and Detective Lieutenant Wiesner reviewed requirements of sex offenders and landlords as required by City ordinance and recommended that Council deny the appeal of the registered sex offender and not allow residency within the City of Two Rivers.

Recommended Action

Motion to deny residency request based on recommendation by the Police Chief.

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Larry Thomas
SECONDER: Tracey Koach
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

12) FOR INFORMATION ONLY

- A. City Hall Closed for the Holidays on December 23 & 24 and 31, 2021
- B. Lester Library Closed for Holidays on December 24-27, 31, 2021 and January 1-3, 2022
- C. No City Council Work Session Meeting on December 27, 2021
- D. City Council Regular Meeting, Monday, January 3, 2022, 6:00 PM

13) CLOSED SESSION

Motion to enter into closed session at 7:45 PM 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 reasons require a closed session:

- Discuss Possible City Assistance to Residential Development Project at 3000 Forest Avenue (TID No. 15)
- Discuss Possible City Assistance to Other Development Projects

RESULT: APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER: Jeff Dahlke
SECONDER: Mark Bittner
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

14) RECONVENE IN OPEN SESSION

Motion to reconvene in open session at 8:23 PM to consider possible actions in follow-up to closed session discussions.

RESULT: APPROVED BY VOICE CALL VOTE [UNANIMOUS]
MOVER: Bill LeClair
SECONDER: Larry Thomas
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT: Jay Remiker

15) ADJOURNMENT

Motion to dispense with the reading of the minutes and adjourn at 8:24 PM.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jeff Dahlke
SECONDER:	Tracey Koach
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner, Larry Thomas
ABSENT:	Jay Remiker

Jamie Jackson
City Clerk

**CITY OF TWO RIVERS CITY COUNCIL
ENVIRONMENTAL ADVISORY BOARD**

**Tuesday, November 16, 2021 – 5:30 P.M.
Third Floor City Hall – Council Chambers**

MINUTES

Call to Order

Roll Call – Committee members: Ben Meinnert, Sue Crowley, Don DeBruyn, Jeff Dahlke; **Council member(s):** Darla LeClair, Tracey Koach; **Staff:** Jim McDonald (City Engineer/Public Works Director), Scott Ahl (Civil Engineer II), Greg Buckley (City Manager)

Guest: Jim Knickelbine, Woodland Dunes Director

Recent additions on facilities for increased programming

- Noted the City of Two Rivers is bounded by high quality natural areas (Point Beach State Forest and Lake Michigan); helps increase plant and wildlife diversity
- This is a good place to see birds due to migratory trends
- The new building was designed to be energy efficient, minimize surface water pollution
 - o Energy – furnace is geo-thermal with 3,700lf tubing buried under parking areas
 - o Small solar array – accounts for 10% of electrical usage
 - o Installation of light-colored metal roof – long life, lower cooling cost in summer
 - o Windows are bird safe – “Zen Curtain” installed
 - o Parking areas – geo-paved permeable surfacing which consists of plastic grid, pea gravel, coarse stone, tiles for under surface for drainage of filtered storm water
 - o Need to keep snowplow up 1” +/- when plowing in winter
- Rain garden at other parking lot and rain barrels
- Landscape with native plants creates food for the birds and the flowers help with pollination
- Electric vehicle charging station
- Geo-pave was approximately same cost as asphalt, not as much as brick pavers
- Considering installation of solar panels to expand on renewable energy
- Continue to expand boardwalk with floating (no posts) decking
- Fund for Lake Michigan-restoration of “Forget-Me-Not creek” (near Memorial Drive, north of Woodland Dr); included native vegetation; working on re-meandering of creek upland of Aurora Hospital;
- Woodland Dunes monitors surface water for nitrogen, phosphorus, clarity, invertebrates at several areas in this area; water sampling in spring
- Planting variety of different tree species in anticipation of die-off of ash trees from the emerald ash bore
- Continue removal of invasive species in area

Green infrastructure concepts

- Discuss potential grant application to fund for Lake Michigan application for beach protection/restoration between Light House Inn and south pier, in accordance with the City’s 2013 Harbor Master Plan
- Project meets criteria for shoreline stabilization, stormwater management, protection of critical public infrastructure (WWTP and Water plant), and natural feature restoration

Tree Committee:

- Committee would like to review the tree selection criteria
-

Set Date, Time, and Agenda Items for next Board Meeting (3rd Tuesday)

Next meeting will be held Tuesday, January 18, 2022, at 5:30 pm

Adjournment

Motion made by Jeff Dahlke, seconded by Sue Crowley, to adjourn at 7:20pm.



**CITY OF TWO RIVERS CITY COUNCIL
PUBLIC UTILITIES COMMITTEE
Tuesday, December 7, 2021 - 6:00 P.M.
City Hall – Third Floor, COUNCIL CHAMBERS
MINUTES**

Call to Order

Roll Call – Committee Members: Bonnie Shimulunas, Jay Remiker, Bill LeClair (virtually)

Staff Present: Jim Mc Donald (Public Works Director), Scott Ahl (Civil Engineer II), Dave Casebeer (Wastewater Utility), Ross Blaha (Water Utility), Brian Delleman (Electric Utility)

Guest: Greg Droessler, Town & Country Engineering

Review and Approval of Minutes – Motion was made by Jay Remiker, seconded by Bonnie Shimulunas, to approve the minutes as presented. Motion carried with unanimous voice vote.

Review of Current Projects:

Pine Tree Lift Station – hope to begin or complete substantially in January
Eggers (290th St) Pond - soil management approval to haul soils off site

CWF and SDWLP projects for 2022 include:

WWTP Screw Press – Pilot tested 5 different units (no cost to City)

- Received 6 proposals (one vendor submitted 2 different units)
- Analyzed proposals based on capital costs, operational cost (including polymer)
- Sites visited: PW Tech – only produced sludge with 18% solids; Schwing – squeegees only lasted 2 years (should have lasted 7 years); FKC – 23% solids, lower polymer usage, low maintenance, seemed well built, could last longer
- Based on analysis, recommend FKC with conveyor but without control panel: designed for 1000#/hr.yr (close to existing press); currently designed for operation 3 days/wk. Recommended control panel to be designed and supplied through contract to ensure compatibility with plant SCADA system.
- Noted selected system will be included in package for bidding early 2022.

Motion made by Jay Remiker, seconded by Bonnie Shimulunas, to recommend the FKC screw press to City Council for approval

Electric Utility:

- Pine Tree Lift Station: set new pole
- Finishing 2021 project (11th St, Hawthorne to Columbus)
- MJ Electric working to inspect poles and wiring along river crossing between 31st & Parkway to Columbus & Hawthorne
- Tree trimming letters were sent to east side residents

Water Utility:

- Reservoir considered a deficiency on sanitary survey; overflow is out of code per DNR; need to design and construct new overflow
- DNR requesting using orthophosphates to reduce lead lateral issues; city consultant/scientist suggests a pilot study on high pressure zone as they do not feel the changes required

Set Date, Time, Location and Agenda Items for next Committee Meeting

Next Meeting will be held Tuesday, January 4, 2022, at 600 pm.

Adjournment – Motion by Jay Remiker, seconded by Bonnie Shimulunas, to adjourn at 6:33pm

**CITY OF TWO RIVERS
PUBLIC WORKS COMMITTEE MINUTES
Wednesday, December 1, 2021 – 5:15 PM
3rd Floor Committee Room**

Call to Order

Roll Call

Committee Members: Tracey Koach, Larry Thomas; virtually – Darla LeClair

Staff: Jim McDonald (City Engineer/Public Works Director), Scott Ahl (Civil Engineer II)

Review and Approval of Minutes

Motion by Tracey Koach, and seconded by Darla LeClair, to approve minutes as presented. Motion carried upon unanimous voice vote

2022 Project Status:

17th Street Reconstruction (East Park to Jefferson, East St to Zlatnik Dr): work includes replacing sanitary main (East Park to Jefferson only); remainder sanitary main was lined; will replace (4" – 6") water main, water services (lead), sewer laterals, storm sewer, and pavement; Staff will mail information letter early 2022

WWTP: sludge dewatering work will include replacing existing sludge dewatering belt press with screw press, which is expected to increase sludge quality from 17% to 25% solids; project scheduled to be bid for 2022 construction

Pine Tree Lift Station: rehabilitate sanitary lift station at 23rd & Pine Tree; contract has been bid out in 2021 with construction scheduled to start January 2022

Zlatnik Resurfacing: from 17th St to Pierce St, expected to be bid in 2022.

20th Street (Eggers) Pond: has been bid in 2021; staff is coordinating with DNR to place contaminated soils near Mirro Dr sediment dewatering/storage facility

Mini Storm Sewers: installation to eliminate sump pump discharges onto streets or causing issues with drainage

Discussions &/or Issues:

23rd Street (East Side) terrace vegetation issue: staff recommends returning terrace to lawn (< 8" height) per ordinance and not change ordinance per prior committee consensus

Parking on Forest Avenue (near 23rd, 24th, & 25th): Police Dept does not feel revisions are required

Traffic control on Buchholz south of 11th St: Police Dept recommends placement of yield sign; staff will send letters to adjacent residents

Concerns at 19th & Jackson/East St for southbound traffic where SB traffic diverges between East St and Jackson St

Public Works crews will be trimming trees to maintain clearance over the streets and sidewalks

2022 and Future Projects:

Proposed for 2022: reconstruction of 17th St; resurfacing Zlatnik Dr (17th to Pierce)

On Hold for 2023/future: Roosevelt Ave and Lincoln St; Zlatnik from Emmet St to 17th Street; Pierce St from Zlatnik to 22nd Street

Set Date, Time, and Agenda Items for next Committee Meetings

Next meeting will be held Wednesday, January 5, 2022

Adjournment - Motion made by Larry Thomas, seconded by Tracey Koach, to adjourn at 6:10 pm



**PLAN COMMISSION
DECEMBER 20, 2021**

MINUTES

1. Call to Order

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

2. Roll Call

Present: Greg Buckley, Rick Inman, Kay Koach, Jim McDonald

Attended remotely: Kristin Lee, Eric Pangburn joined the meeting at 5:35PM

Excused: Adam Wachowski

Also Present: Matthew Diedrich, City Planner Elizabeth Runge and Recording Secretary Vicky Berg

3. Action Items

- A. Request for a Conditional Use Permit for a recreational vehicle service business at 1900 School Street in the B-2 Business District

This request would allow Mr. Diedrich (buyer) to continue operation of the recreational vehicle service and the utility truck and trailer businesses because the permits issued to the current owners shall lapse upon the change in ownership of both businesses.

Motion to recommend approval subject to the conditions identified in the draft permit and forward to Council for public hearing.

Result: Approved by Roll Call Vote

Mover: Jim McDonald

Second: Rick Inman

Voting For: Gregory Buckley, Kay Koach, Kristin Lee

Voting Against: None

- B. Request for a Conditional Use Permit for the rental, storage and repair of utility trucks and trailers at 1900 School Street in the B-2 Business District

Motion to recommend approval subject to the conditions identified in the draft permit and forward to Council for public hearing.

Result: Approved by Roll Call Vote

Mover: Kay Koach

Second: Jim McDonald

Voting For: Gregory Buckley, Rick Inman, Kristin Lee, Eric Pangburn

Voting Against: None

4. Adjournment

Motion to adjourn at 5:38 PM.

Result: Approved by Voice Vote

Mover: Rick Inman

Second: Jim McDonald

Voting For: Gregory Buckley, Kay Koach, Kristen Lee, Eric Pangburn

Vicky Berg, Recording Secretary



POLICE & FIRE COMMISSION
WEDNESDAY, DECEMBER 22, 2021 – 10:00 AM
CITY HALL - 3RD FLOOR COUNCIL CHAMBERS

MINUTES

1. Call to Order

The meeting was called to order at 10:05 AM by Chairman Brad Yaggie.

2. Roll Call

Commission Members Present: Jack Gadzala (participating remotely), Kris LaFond, Sandy Rohrick, Brad Yaggie

Commission Members Absent: Mike Candty

Also Present: Brian Kohlmeier, Police Chief

3. Consideration of Any Commissioner Request to Participate in this Meeting from a Remote Location

Motion by LaFond, seconded by Rohrick, to approve remote participation by Commissioner Jack Gadzala in this meeting. Motion carried with a voice vote.

4. Closed Session

Motion by Rohrick, second by LaFond, to enter into closed session at 10:06 AM pursuant to 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: Establish eligibility list for police officers and discuss Police Department personnel matters. Upon a roll call vote, motion carried unanimously.

5. Reconvene in Open Session pursuant to Wis. Stats. 19.85(2)

Motion by Rohrick, second by LaFond, to reconvene in open session at 10:43 AM. Motion carried with a voice vote.

6. Any Action as a Result of Closed Session

Motion by LaFond, second by Rohrick, to approve the Police Officer Eligibility List as presented. Motion carried with a voice vote.

7. Adjournment

Motion by LaFond, second by Rohrick, to adjourn the meeting at 10:44 AM. Motion carried with a voice vote.

Jamie Jackson
City Clerk

CITY OF TWO RIVERS
PERSONNEL AND FINANCE COMMITTEE
Tuesday, December 28, 2021
6:00 PM
3rd Floor City Council Chamber – City Hall

Call to Order

The Personnel & Finance Committee was called to order by Committee Chairman Bittner at 6:04 PM.

Roll Call

Personnel & Finance Committee Members present were Mark Bittner, Adam Wachowski (remotely via phone), and Jeff Dahlke.

Members of City Staff present: Gregory Buckley, City Manager

Motion by Dahlke, seconded by Bittner, to authorize Wachowski to participate in the meeting from a remote location. Motion carried unanimously upon a voice vote.

November Budget Status Reports

The year-to-date General Fund budget was reviewed by Mr. Buckley through November 2021. Revenues are at 92.19% and expenditures are at 86.75% of the \$10,641,806 budget. Line item details were reviewed and areas with significant variances from the original budget were explained.

November Overtime Reports

No reports were available to discuss.

Staffing Updates

City Clerk/Human Resources Director Jamie Jackson reported staffing updates to the Committee. Recruitment efforts recently closed for Police Officer vacancies and the Water Utility Director position to fill an upcoming vacancy due to the retirement of the current Water Utility Director Ross Blaha. Recruitments will begin soon for Police Officer positions targeting lateral transfers, the Water Utility Director to gain more applicants, and Electrician/Electrical Inspector to fill a recent vacancy. Chris Vanderveren, hired in April 2021 as a Cemetery/Parks Maintenance Worker will move from part-time to full-time status at the beginning of 2022, as the additional funding necessary to make that position full-time was approved in the new budget.

Discuss Implementation of Performance Reviews Across all City Departments

A performance evaluation form was distributed by Ms. Jackson for Committee review. Mr. Buckley explained that the performance evaluations will begin with the City Manager meeting with Department Heads in January 2022 to review performance and discuss personal and departmental goals. Department Head performance evaluations will serve as the basis for merit-based pay adjustments in late 2022. Department Heads and supervisors will be expected to complete performance evaluations on each employee in their department annually starting in 2022.

In the discussion that followed, Mr. Buckley added that he will be meeting with each department head in January 2022 to discuss their 2022 departmental goals, based on both the City Council goals list and operational priorities within their departments.

Ms. Jackson left the meeting at this point.

Review Status of Progress on 2021-22 City Goals, as Adopted by City Council on June 21, 2021

The Committee and the City Manager next spent approximately 2 ½ hours reviewing status of the City's progress on the City's Strategic Goals for 2021-2022, as adopted by the Council on June 21, 2021.

Chairman Bittner began the discussion by reviewing the six high-level goals that had been set by the Council. Mr. Bittner moved, supported by Mr. Wachowski, to affirm that the Committee considers these six major goals to sufficiently encompass the City's priorities for the months ahead. The motion was approved by unanimous voice vote.

Mr. Buckley then proceeded to review a 21-page document that addressed these six major goals, sub-goals, numerous objectives related to each sub-goal, and the status of the City's progress in pursuit of those objectives. There was extensive discussion.

During that discussion, there were two matters identified for further review at a future meeting:

--A system for better recognizing employee accomplishments and instances of outstanding service to the community and sharing them with the Council and community. This relates to Goal 5, "Encourage employees' personal and professional development, invest in employees to deliver the highest quality services....." and to Goal 6, "Enhance and promote the City's identity and brand story...."

--An app that could be made available to citizens, for communicating service requests and for providing feedback on local issues. Mr. Dahlke suggested looking at the City of Manitowoc's app.

Mr. Bittner moved, supported by Mr. Dahlke, to approve the report as provided by the City Manager, and to forward it for City Council review and approval, noting positive performance on a number of major objectives. The motion was approved by unanimous voice vote.

Recommendation on 2022 Wage Adjustment for City Manager – Request 2 Percent, Consistent with Other Non-Union City Employees

Mr. Bittner moved, supported by Mr. Wachowski, to recommend Council approval of the two percent wage increase for Mr. Buckley, in light of the Committee's positive assessment of the City's progress on the 2021-2022 Goals. The motion was approved by unanimous voice vote.

Closed Executive Session

Mr. Buckley noted that there was no need for the closed session listed on the agenda.

Next meeting Date and Time

There was consensus to hold the next committee meeting on Thursday, January 20 at 6:00 PM.

Adjournment

Motion by Mr. Dahlke, seconded by Mr. Bittner, to adjourn the meeting at 10:12 PM. Motion carried unanimously upon a voice vote.

Respectfully Submitted,

Status Report on 2021-22 City Goals
As adopted by City Council on June 21, 2021
Review Date: December 28, 2021

City of Two Rivers 2021-22 Strategic Goals and Objectives

The following goals and objectives are presented for discussion and adoption by the Two Rivers City Council to provide clear direction for the City through 2021 and into 2022.

The City Council is for not only responsible for adopting these goals and objectives, but for monitoring the City's progress in pursuit of these goals and supporting the City Manager and staff as they development and implement policies, programmatic initiatives and capital investment in support of these goals and objectives.

The City Manager, as appointed Chief Executive Officer for the City, is responsible for coordinating city government's actions and leading City staff in pursuit of these goals and objectives; he is accountable to the City Council for success in achieving these goals and objectives.

Every City department must be aware of these goals and objectives and is expected to contribute to their pursuit and attainment. City staff will review these goals and objectives with the various citizen boards and committees of the City, seeking members' objective feedback and support for these efforts.

The City Council and City Manager recognize that the effective pursuit of these goals and objectives requires not only the support, hard work and cooperation of the City Council, City Manager, Department Heads and staff, but also requires the cooperation and support of many community partners.

After all WE ARE TWO RIVERS!

City of Two Rivers 2021-22 Strategic Goals

As adopted by City Council on June 21, 2021

- I. Focus relentlessly on fiscal new revenue streams and operational sustainability.**
- II. Deliver outstanding city services & innovations for both sustainability and to support future growth.**
- III. Drive strategic community development.**
- IV. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses.**
- V. Encourage employees' personal and professional development, invest in employees to deliver the highest quality services for our community today and tomorrow while being a preferred city for career opportunities.**
- VI. Enhance and promote the City's identity and brand story throughout the region.**

2021-22 Strategic Goals & Objectives

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

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

1. Actively market available development and redevelopment sites, both City-owned and privately owned.

Marketing and development efforts related to several such sites are addressed in detail throughout this report.

2. Continue development and marketing of the Sandy Bay Subdivision by the City and its realtor. Five residential lot sales in 2020. \$129,834 in revenue from sales. Construction of new homes on those lots should add at least \$1.5 million in tax base.

Eight lots sold in 2021, resulting in \$217,205 revenue to the City; another sale set to close in January 2022, for construction of a spec home by a local developer. That developer has shown interest in securing rights to a second parcel, for a second spec house.

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

City has contacted two developers about Phase 3—no interest to date. These efforts will continue in first quarter 2022. Phase 3 street and utility infrastructure needs to be addressed in the near future, either as a private development or City-developed like Phases 1 and 2.

4. Work with developer Abbey Ridge III, LLC to assure completion of at least three additional duplex condo structures at Washington Highlands in 2021; actively encourage development on the three remaining building sites.

Three additional structures are largely completed.

5. Actively pursue development of market rate housing, both condominiums and apartments, with emphasis on downtown waterfront sites.

Throughout 2021, City staff has worked with developers pursuing market rate apartment housing at 3000 Forest Avenue. TID 15 was created in 2021 to assist redevelopment of this site, which is under contract for purchase by developers—expect sale to close soon, following recent DNR sign-off on environmental questions. City Staff to review proposed development agreement with City Council on January 3, 2022. Developer

to present site and architectural plans at January 10, 2022 Plan Commission meeting. 45 units; \$6.5 million development.

Staff continues to work with developers interested in construction of market rate apartments and/or condos on the City-owned Eggers East Site. TID 16 was created in 2021 to assist redevelopment of this site. Staff has prepared draft development agreement for review by developer. Expect more specifics on development proposal in first quarter 2022. 80 to 100 units; estimated \$10 million-plus development

6. Pursue funding assistance for and undertake a housing market study.

Not pursued to date.

7. Implement Transform Two Rivers housing improvement initiative through CDA and Community Development Office.

Transform Two Rivers Loan Program recommended by CDA in March 2021, approved by City Council April 2021. Loan program availability was communicated to property owners in target areas in Summer 2021; limited interest and no loan activity to date.

Need additional outreach and may need to look at how to further incentivize the program.

8. Make use of TID 13 (created 2020), TID 8 (amended 2020) and TID 12 (amended 2021) to encourage redevelopment activities in the downtown area.

TID's 8 and 13 have been identified as available to possibly provide assistance with redevelopment of 2023 Washington Street (former Uni-Mart), Rudy's Lanes and properties at SW corner of Washington and 22nd Streets. City staff have had discussions with possible purchasers about all three of these locations within the past 6 months.

TID 12 has been identified as available to possibly provide assistance with redevelopment of former M&M Lunch and adjacent property, under contract for purchase by a Milwaukee development firm.

9. Implement TID 14 at the Woodland Industrial Park, to assist business prospect pursuing 2021 construction and to provide possible incentives for further development and for extension of public street and utility infrastructure.

\$1.3 million project by Sleger Holdings/All Energy Management is moving forward, assisted by \$175,000 city loan and \$250,000 TID 14 grant. City is in discussions with WG&R Bedding about a 35,000 SF expansion project, for which the company will be requesting TID 14 assistance.

City has also worked with another firm, regarding an option to purchase property in the Woodland Industrial Park.

10. City Manager and Community Development Director to continue to meet with prospective developers over the course of 2021, regarding several key redevelopment sites and greenfield sites in the city, including:

--Former Hansen the Florist site

3000 Forest Avenue apartment development pending—see prior comment

--Former Eggers West plant

West River Lofts affordable family housing project pending; 54 units, \$10 million investment

--Former Eggers East site

Potential project with Fox Valley area developers under discussion

--Former Paragon site

Under contract for sale to TRIVERS, LLC for \$1.2 million

--Various properties on Washington Street

**Extensive staff involvement with City-owned 2023 Washington. Some dialogue with listing realtor and prospective purchasers for former Schwarz Pub & Grill, 1519 Washington
Dialogue and meetings regarding 1608-1612 Washington building, properties at SW corner of 22nd and Washington, bowling alley and others.**

--NE corner of Monroe and 16th Streets (former Ginny's Resale)

No recent dialogue with Sheboygan-based property owner; City Mgr. just recently left him a voicemail message

--SW corner of Washington and 22nd Streets

Staff have engaged with one developer that showed interest in properties in this area (former Inman Jewelers and others).

--Former M & M Restaurant

Staff met in October with Milwaukee commercial real estate firm that has contract to purchase this property and adjacent parcel. Closing reportedly set to occur by January 31, 2021.

--Burrows waterfront property on the West Twin downtown (behind Kurtz's)

No marketing activity to date; did reach out to Mr. Burrows in October 2020

--Former Ralph Schroeder property on Garfield Street

No marketing activity to date

--Undeveloped portion of East Point

No marketing activity to date

--Sites in the Columbus and Woodland Industrial Parks

No specific marketing activities; see earlier references to work with Slegger Holdings and existing industrial park business WG&R Bedding; also identified as a site option to a Manitowoc company that is looking at expansion options.

--Not listed in June 2021 adopted Goals, but worthy of mention:
Former Wells Fargo Bank Property, 1718 West Park Street

Efforts to assist local developers with a proposed \$2 million redevelopment project: Cool City Brewing Company. Staff prepared and submitted a pre-application for a WEDC Community Development Investment (CDI) grant; feedback based on preliminary review by WEDC staff is very favorable as to this funding request for \$250,000.

- B. Strive for at least three percent annual increase in the City's equalized valuation, 2020-2021 and ongoing.

Equalized Valuation grew by 7.91 percent in 2020, based on WI DOR report issued August 2021. Increase in value in Two Rivers slightly exceeded increases in Manitowoc and for the County overall.

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

No specific marketing/recruitment activities along these lines to date.

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

General Fund Balance at end of 2020 was \$2,280,671, up from \$2,088,101 at 2019 year-end, an improvement of \$192,570. 2021 year-end projections are for a net surplus from General Fund operations, which will again increase the fund balance.

Unrestricted General Fund Balance (fund balance net of advances to other funds with deficit balances) was (\$910,661) at 2019 year-end and improved to (\$185,544) at 2020 year-end). Expected to again improve at 2021 year-end, into positive territory.

- E. Eliminate Water Utility deficit—reduce by at least \$200,000 per year NOTE: Water Utility Deficit Cash Balance was \$1,913,413 at 2019 year-end; was reduced to \$948,537 at 2020 year-end. Of that reduction of \$964,876, \$500,000 was attributable to an inter-fund loan, \$448,537 to 2020 operations.

Water Utility Cash Balance projected to further improve, by more than \$200,000, as result of 2021 operations.

- F. Capitalize on sale/development of City-owned properties—short-term revenue from sales; long-term property tax and utility revenue from redevelopment
- **See earlier comments on Sandy Bay Subdivision lot sales and possible sale of Phase 3 land area.**
 - **Community Development office and City Manager continue to engage with several prospects showing interest in residential development on the City-owned former Eggers East site.**
 - **Lot sales activity at Woodland Industrial Park—sale to Slegger Holdings, option and right of first refusal approved in second half of 2021**
- G. Pursue the current purchase contract on the former Paragon Electric property, acquired through foreclosure in October 2019, to closing on or before July 26, 2021.
- **That sale (to AIM Manitowoc, LLC) did not close. Property is again under contract, as of November 29, 2021, with TRIVERS, LLC (Art Dumke).**
- H. Market for redevelopment the City-owned former gas station/convenience store at 2023 Washington Street, acquired for redevelopment in May 2020. Language has been included in project plans for TID's 8 and 13 for possible funding assistance for redevelopment. Property is listed with Berkshire Hathaway Real Estate.
- **City struck deal with local purchaser in August. That agreement has since been terminated, and City is again soliciting development proposals—proposals due by noon on January 14, 2022.**
- I. New for 2021: Pursue acquisition for redevelopment of the vacant, tax-delinquent parcel fronting on south side of 12th Street, between Adams and Monroe Streets.
- City has been in touch with County about acquisition through a Section 75.106 agreement, like was done with 2023 Washington Street. County is amenable to such a conveyance, but would want a purchase price in the \$20,000 range for the property. Personnel and Finance Committee at a meeting earlier this year expressed reluctance to buy the parcel, especially since a neighboring property owner owns frontage between this parcel and Adams Street.**
- J. Continue to educate City Council and community on the fiscal constraints placed on cities by Wisconsin's statutory and institutional framework for financing local government; work through the WI League of Municipalities and other state-level organizations to bring about changes in the system for financing local services. (Ongoing)
- Address through Legislative/Intergovernmental update at regular Council meetings.
 - Address through informational videos on City Government.

Topic has been addressed at Council meetings; videos on City government on-hold pending filling vacancy in Communications Assistant position.

- K. Highlight cost containment and efficiency measures achieved by the City.
2022 Budget

Addressed in City Manager's Report on 2022 Budget; will be further addressed in 2021 State of the City Report on January 17, 2022. Adopted General Fund Budget for 2022 is up 1.73 percent over 2021, up at an average annual rate of less than one percent per year since 2010.

2021-22 Strategic Goals & Objectives

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

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

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

No action to date; impacted by COVID uncertainties; will be addressed for Fall 2022

2. Implement regularly-scheduled community forums, with participation by City Council, City Manager and Department Heads. Begin in third quarter 2021.

Not yet addressed; impacted by COVID uncertainties.

3. Resume "Coffee With a Cop" at local coffee shop, post-COVID. Consider similar initiatives by other City departments

Not yet addressed; impacted by COVID uncertainties.

4. Enhance opportunities for citizen outreach to City Council, City Manager and Department Heads through messaging via the City's website.

New website being pursued through contract with MuniCode will encourage questions and feedback from citizens through the website.

5. Create a mechanism for citizens to provide "Input from the Public" in advance of City Council meetings, via the City's website.

Will also be addressed though website being developed under contract with MuniCode.

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

1. Fully implement agenda and minutes components Granicus software for Council meetings and other public meetings by the end of July--will be a significant enhancement for the public to access what goes on at public meetings.

Problems experienced with Granicus have resulted in the City terminating that contract and securing refund of approximately \$10,500 from Granicus, which will cover the cost of contracting with an alternative vendor, MuniCode. Expect to fully implement Municode in first quarter 2022. (Still using Granicus agenda and minutes feature at this time.)

2. Continue to develop and expand the “EXPLORETWORIVERS.COM” website. Encourage more local businesses to submit events; add more features on local attractions; encourage use of the site by local businesses in order to maximize the business impact of special events.

No action to date; to be addressed as part of Tourism Strategy under development.

3. Advance other digital and social media initiatives, currently in process, include a “Made in Two Rivers” website, aimed at providing resources to local companies who want to leverage City branding resources and assist the City in communicating its brand story, and recently-established Instagram and Twitter accounts.

Temporarily on hold, pending final decisions on Tourism Strategy and filling of Communications Assistant position. Expect to address those issues in January 2022.

4. Add cameras in parks to enhance public safety, deter vandalism and pursue ordinance violations when they occur (vandalism, illegal dumping, other offenses): Add signage about presence of cameras, as an advisory to the public and deterrent to criminal activity.

\$30,000 investment in a park security system is included in adopted 2022 City Budget.

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

Resume producing short videos on city government when now-vacant Communications position is filled.

6. Presentations to community groups and service clubs by City Manager and Department Heads are ongoing.

Past 6 months: City Manager presentation to Chamber “Business Meets with Government in December, plus regular monthly radio appearances: “Be My Guest” on WOMT, “Breakfast Club” on WCUB. Department Head presentations to Rotary, Optimists, Kiwanis, TRBA, and appearances on “Be My Guest.” Plus, city departments’ participation in recent TRHS job fair and mock interviews for students.

7. Continue to implement short informational videos on various City services, produced by Communications Coordinator.

After initial feature on Water Department, 'on hold" pending decision on filling Communications position.

2021-22 Strategic Goals & Objectives

III. Drive strategic community development.

- A. Secure the former Hamilton property for redevelopment by 2021 year-end.

On hold, pending results of additional site investigation activities required by WDNR per letter to property owner Thermo Fisher Scientific from that agency, dated July 16, 2021. Thermo Fisher's environmental consultant presented a work plan for those additional activities to WDNR on September 10; that work plan was approved by WDNR on September 23. In an email exchange with WDNR staff on December 10, City Manager was informed that the report presenting results from those additional investigative activities should be filed with that agency by mid-January.

City Manager periodically touches base with City's contact at Thermo Fisher Scientific, to affirm the City's continued interest in the property. Last contact was on December 10, following communication with DNR cited above.

- B. Emphasize continued redevelopment in the City's downtown and downtown waterfront areas

1. Secure developer for that portion of the former Eggers East property not being used for storm water management facilities.

See earlier discussion about dialogue with developers about this site (top of p. 4)

2. Construct "Phase 2" of South Breakwater Trail project—a trail segment south along the shoreline, behind DPW and back out to Mariners Trail just north of the Lighthouse Inn property. Pursue possible funding assistance from Friends of Mariners Trail.

Phase 2 trail was graveled by City DPW crews in the Summer of 2022; staff will pursue funding for paving in 2022.

3. 2021 Budget provides funding for downtown façade and sign grants, \$22,000 to supplement to Main Street funds. Work with Main Street to publicize these programs and show tangible improvements downtown.

City has provided matching 50 percent of the funding for Main Street grants to Schroeders (\$7,000 façade grant, \$1,000 sign grant); Linda Loves Cheesecake (\$700 sign grant), Weichert Real Estate (\$10,000 façade grant) and Cool City Brewing Company (\$2,500 start-up grant). Total City share for 2021 grants: \$10,100. Funds are again budgeted for this purpose in 2022, and there are several active prospects for such grants.

4. 2021 Budget provides funding for planning and preliminary design for proposed downtown splash pad and ice skating rink.

Citizen committee was appointed in January and worked through June with park planning consultant to develop conceptual plans and cost estimates. Preferred site is Central Park West; project would involve a complete redesign and reconstruction of the park as a focal point for downtown activities year-round.

Based on the conceptual design and cost estimates as approved by the Committee and given preliminary endorsement by City Council, the City applied for a grant from the West Foundation and was awarded a \$300,000 grant in September 2021.

Outstanding design issues were ironed out with City Council in November. Council has endorsed the final conceptual design and included \$250,000 in borrowing for project in 2022 City Budget; another \$250,000 in borrowing for this project is expected in 2023.

Plan is now to aggressively pursue fund-raising for the balance of the project cost (approximately \$800,000), with a goal of putting the project out for bids early Summer 2022, for construction starting Fall 2022 and wrapping up Spring 2023. Target project dedication for Summer 2023.

Fund-raising committee recommended by City Manager and approved by City Council first convened in early December and is in process of contacting a limited number of prospective local business donors in advance of rolling out a broader community appeal in January 2022.

Project is being promoted as providing the following benefits:

- a. **Creating a new quality of life amenity for local residents**
 - b. **Reinforcing downtown as Two Rivers' central gathering place and enhancing its sense of place.**
 - c. **Providing an attraction to help build to year-round tourism.**
 - d. **Strengthening downtown revitalization efforts, by bringing people downtown for activities 365 days per year.**
5. City Council rep and City Manager actively participate as members of the Main Street Board: 2021 projects initiatives include expanded façade/sign grant program in cooperation with City; grant program for start-up businesses; new hanging planters downtown and informational kiosks at Neshotah Beach and Memorial Drive Wayside. Push to make these things happen.

Main Street has pursued each of these initiatives in 2022: Several grants were awarded for worthwhile projects; new planters were

installed (but need to be more impactful, with better flowers); kiosks arrived late in the year, but will be in use for the 2022 tourist season. In addition, Main Street brought the community a new special event that was very well-received and will continue in future: the Bryan Lee Memorial Blues Festival. Main Street has also continued to organize other downtown special events, including the Cool City Car Cruise and Show, Ethnic Festival, Brew Dash, Wine Walks, Downtown Trick or Treat and the Hometown Christmas Parade.

That said, City reps and other Board members need to continue to push for more impactful Main Street initiatives in the area of economic revitalization—helping full vacant downtown storefronts. Current dialogue on the Main Street Board about the organization’s strategic plan should result in more focused efforts. A proposed move of Main Street’s offices from City Hall to a downtown storefront may help with the program’s visibility and perceived accessibility to local downtown businesses.

6. Add for 2021: Place high priority on development of new, market-rate housing (rental or condo) on the downtown waterfront to aid in revitalizing downtown.

See previous comments regarding Eggers East property now owned by City; developers have also shown strong interest in the former Hamilton property, should it become available for redevelopment.

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

“Restore” loan program approved in April 2021; no activity so far; need additional marketing and outreach. Council also approved plan for purchasing, rehabbing and re-selling homes; market conditions and lack of staff time been factors in not acquiring any properties to date.

- D. Emphasize redevelopment investment along Memorial Drive

1. Develop master plan for upgrades to Spirit of the Rivers Wayside and adjacent lands acquired by City in January 2020

No activity to date.

2. Complete Phase 2 of Mariners Trail rehabilitation project

Completed May-June 2021

3. Pursue funding for rehabilitating the balance of that portion of Mariners Trail located in Two Rivers and for replacing split rail fence along trail.

Grant application submitted May 2021; not funded. Will apply again May 2022.

4. Pursue development of a safe crossing location to Mariners Trail at 12th, Madison or Columbus Street; needs to be pursued in 2021.

Potential funding for 12th Street location addressed in 2021 amendment of TID 12 Project Plan; implementation at 12th and/or Madison needs to be pursued in 2022.

5. Complete improvements between Washington Street bridge and Jefferson Street (East Gateway Corridor), which included an improved, off-street trail; this \$100,000 improvement needs to be completed in 2021. Include plans for permanent display of Coast Guard motor lifeboat.

Construction started in Fall 2021; needs to be completed in 2022. Pursuing funding for structure to display the historic lifeboat.

6. Aggressively pursue acquisition of CN Railroad right-of-way to aid in redevelopment in this corridor.

CN in August 2021 agreed to convey the ROW for a price of \$100,000 plus reimbursement of the RR's costs for filing for abandonment (est. at \$20,000 to \$25,000); need to address funding and enter into agreement with CN in 2022.

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

1. Complete street/utility reconstruction projects budgeted for 2021, total approximately **\$4,250,000**. Of that amount:

- \$251,325** of public sewer infrastructure will be funded through Clean Water Fund Program principal forgiveness
- \$348,800** of public water infrastructure will be funded through Safe Drinking Water Fund principal forgiveness
- \$250,000** of private water lateral costs will be funded through Safe Drinking Water Fund principal forgiveness

Anticipate TID No. 8 funding for **\$1,200,000** out of total borrowing of \$1,650,000 for public water and sewer infrastructure.

These funding sources account for \$2,050,152, or about 48 percent of project costs.

City committed to fund debt service on Sanitary Sewer borrowing from TID 8 (total of \$995,296), leaving some TID 8 funding available for other activities—in adopting 2022 Budget,

Council committed TID 8 funding to paying off G.O. Bonds Associated with the street reconstruction component of these Projects, and to reconstruction of the Washington Park tennis Courts.

These projects were completed, on time and within budget.

2. Continue to aggressively pursue funding for lead water service lateral replacement throughout the city.

Staff continues to stay on top of State and Federal grant funding opportunities, especially with passage of the Federal Infrastructure Bill. In 2017-2021, the City secured \$960,290 in Principal Forgiveness (grant) funding through WI's Clean Water Fund to help with replacement of private side LSL's. Another \$202,500 is being pursued for private LSL replacements in 2022: 31 on the 17th Street project and 50 at scattered locations.

3. Implement CDBG grant-funded project for drive-up window at Senior Center \$88,000 in grant funding to cover 100 percent of project costs.

Request for proposals for design work issued, with no responses; City then obtained waiver to contract with Manitowoc firm for design work. Project specs being prepared for bidding in January 2022, with goal of presenting for City Council action on February 21, 2022.

4. Develop plans for effective use of American Rescue Plan Act funds; work with County to pursue possible use of ARPA funds for city infrastructure.

Based on Manitowoc County's generous offer to match City outlays of ARPA funds on a dollar for dollar basis, it appears most prudent to expend the City's entire \$1,155,646 in ARPA funds on lead lateral replacement. City has about 2,000 LSL's; at an estimated cost of \$7,000 per lateral, \$2.3 million in City/County ARPA funds will replace about 330 LSL's, or 16.5 percent of total LSL's.

- F. Complete update of 2010 Comprehensive Plan and related City plans by year-end; emphasize community development and redevelopment needs and priorities in new Comp Plan.

Chapters of the Plan have been reviewed at several Plan Commission meetings, but more work is needed. Funding contract with WI Coastal Management has been extended into 2022, and Plan Commission and staff will devote more time to the new Comp Plan in first quarter of 2022; pursue adoption by June 30, 2022.

- G. Develop a renewed economic development strategy, to include resources formerly devoted to the City's participation in Progress Lakeshore. **In process, in tandem with new Tourism strategy.**

- H. Pursue a new Tourism Services Agreement with the City of Manitowoc and the Manitowoc Area Visitor and Convention Bureau, by September 1, 2021 (current five-year agreement expires December 31, 2021). Provide for improved strategic planning and performance measures for area tourism development efforts. Be ready to implement a strategy specific to Two Rivers if a new Tourism Services Agreement cannot be negotiated.

City staff and Room Tax Commission members worked hard on a new agreement through September 2021, when the Manitowoc Room Tax Commission announced that it would no longer consider any agreement involving the MAVCB. Focus has since shifted to a “Plan B” for Two Rivers. A proposal for interim director services and assistance in setting up a local, Two Rivers-based tourism not-for-profit is currently under consideration by the Room Tax Commission. City needs to continue dialogue with the MAVCB about its plans for use of its remaining financial assets, and with City of Manitowoc about any future cooperative ventures.

Worth noting: 2020 and 2021 have been banner years for tourism in Two Rivers, based on room tax revenues. Such revenues generally ranged from \$115,00 to \$119,000 in recent year but totaled \$143,287 in 2020 (20 percent increase over prior year) and are projected to be close to \$250,000 in 2021 (67% increase over prior year).

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

1. Make strategic use of TIF for housing initiative cited above and for 2021 infrastructure work cited above. Will be reviewing opportunities for additional activities to be funded by TID 7 (Old Hospital), such as neighborhood infrastructure and Neshotah Park improvements. This TIF should have the ability to fund up to \$1 million in additional neighborhood investment. (Ongoing)

2022 Budget as adopted anticipates tapping TID 7 for \$600,000 for 17th Street reconstruction; this will require a TID 7 Plan amendment be adopted in first quarter of 2022.

2. Stay on top of State and Federal funding programs that may assist with local development, including Community Development Block Grant funding and various funding programs offered through the WEDC (Idle Sites, Community Development Investment Grants, etc.), any special COVID relief funding.

City is in the middle of the application process for WEDC CDI Grant for \$250,000 for Cool City Brewing Company, as previously addressed, and will soon be applying for WEDC Idle Sites Grant for Paragon/Art Dumke proposal. Application has also been made in recent months for Tourism Capital Grant funding and Neighborhood Investment Grant funding. Currently pursuing a neighborhood income survey required to apply for CDBG Public Facilities funding (up to \$1 million) for Roosevelt Ave. reconstruction, planned for 2023.

2021-22 Strategic Goals & Objectives

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

- A. Address the need for additional tools (ordinances, policies, grant and loan programs) and enforcement resources (possible additional personnel) to address deteriorated and blighted properties.

2022 Budget provides sufficient funds to increase Community Service Officer from 0.5 FTE to 1 FTE.

City ordinances were recently amended to better address nuisance properties.

Plan Commission has begun discussion of an ordinance related to the licensing of vacation rentals, and in first quarter of 2022 also discuss an ordinance requiring the registration of all rental properties. Recommendations to City Council will be forthcoming from these discussions.

- B. Develop design standards and incentives for investment in historic properties This goal has been a subject of discussion at several meetings of the TR Main Street Design Committee, including consultation with representatives of the State Historical Society. A current topic with that committee.

After considerable discussion, this matter has been tabled by the Main Street Design Committee, for now.

- C. Develop design standards and incentives for new development and redevelopment in the downtown and downtown waterfront areas.

No specific policy recommendations to date.

- D. Develop and adopt a local historic preservation ordinance including creation of a City Historical Commission. (Ongoing)

In process. in tandem with B and C above.

No action to date.

- E. Update and continue implementation of 2013 Bike/Ped Facilities Plan

- F. Update 2014 Park and Open Space Plan.

Draft update has been reviewed by Advisory Rec Board; needs further review by City staff and Plan Commission in tandem with Comprehensive Plan chapter on park and open space; finalize for action by City Council by March 31, 2021. Need update for DNR grant program applications due in May 2022.

- G. Foster development of the local arts community as an integral component of community quality of life and economic development

No actions to report.

- H. New for 2021: New music festival, expanded street banner art, downtown mural(s)—initiatives under the umbrella of the Two Rivers Main Street Program, with the cooperation of the City.

Blues festival was very well received in community; will continue in 2021. Banner art program, if continued, needs better publicity. Downtown murals still under discussion at Main Street.

2021-22 Strategic Goals & Objectives

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

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

2022 has seen successful implementation of the Electric Utility succession plan, with an internal promotion to Utility Director and the related reduction in the utility's workforce by one FTE for cost savings.

New departments heads: Parks and Rec Director hired in mid-2020 and City Clerk hired in late 2020, have proven to be strong additions to the City's management team, and are pursuing initiatives and innovations consistent with the City's goals.

Need to finalize job description and hours for Communications position; then recruit to have on board by early second quarter 2022.

- B. Retain good employees by encouraging ongoing professional development, supported by City budgeted resources and through active pursuit of grant funding.

Ongoing; departmental training goals to be identified in department head goals for 2022.

- C. Ongoing emphasis on staff development. New for 2021: Highlight professional development activities through periodic reports at City Council meetings.

To be implemented in 2022.

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

As part of 2022 Budget, Council supported an extra-ordinary wage scale adjustment to maintain competitive wages and help retain a skilled, experienced line crew.

- E. New for 2021: Lay groundwork to implement performance appraisal process and merit pay adjustments at department head level in 2022.

Standardized evaluation form ready for implementation in 2022; for department heads, will be used in tandem with City Manager assessment of their performance in support of departmental goals (related back to City goals).

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

More work is needed in the area of employee succession, for other key management positions. Emphasis in 2021: Succession planning for City Manager position.

City Manager succession plan not yet addressed. High priority for first half of 2022 is also recruitment of a new department head for Water Utility (retirement in June 2022).

2021-22 Strategic Goals & Objectives

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

- A. Tell Two Rivers' story through effective implementation of branding strategy, using the most effective communication channels, digital and traditional
- Branding Committee and City Staff developed and implemented a cost-effective implementation plan for initial introduction of the City's brand identity; that plan is being updated to identify 2021 activities to further promote the City's brand.
 - Introduced the community to the brand story at "Celebrate Two Rivers" event in August—event was well-attended and generated positive feedback. Second annual Celebrate Two Rivers being planned for 2021

Second annual Celebrate Two Rivers successfully implemented.

- Expand logowear offerings to offer Summer and beach wear, through continued partnership with local retail outlets; net profits benefits Parks and Rec programming

Program has continued to grow, to the benefit of local retailers and the City's brand recognition.

- B. Target message to drive economic development, new residential growth, and tourism.

Will again be tasked to Communications position, when re-filled.

- C. Continue to expand "Made in Two Rivers" initiative; create "Made in Two Rivers" link on EXPLORETWORIVERS.COM website.

No new activity to report; still needs to be addressed; tie to filling Communications position.

- D. Leverage community and regional resources to help promote Two Rivers' brand story, including:

- TRBA
- Two Rivers Main Street
- Two Rivers Historical Society
- Hamilton Wood Type and Printing Museum
- Woodland Dunes Nature Center

- Local Arts Community
- Area Realtors—

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

Largely remains to be addressed.

- E. Convene a Brand Summit with local businesses and organizations, to better leverage community resources in promoting Two Rivers’ brand.

Remains to be addressed.

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: 06/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } Two Rivers
☐ Village of }
☒ City of }

County of Manitowoc Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number 4 5 6 1 0 3 0 8 2 3 5 9 2 0 2	
FEIN Number 82-3597666	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<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	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
JALAPA MARKETING 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	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
ADHIKARI	BASUDEV		916 MULBERRY LANE, KOHLER, WI-53044
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)
ADHIKARI	BASUDEV		916 Mulberry Lane Kohler WI 53044
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name TWO RIVERS CLARK Business Phone Number 9202261786

2. Address of Premises 1706 16TH ST. TWO RIVERS 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.)

IN THE COOLER AND ON THE FLOOR


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? JAI LLC

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
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☒ Yes ☐ No
If yes, explain.
JAI MARKETING LLC
ANANDA MARKETING 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 _____ and date _____ 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
JAI MARKETING LLC
ANANDA MARKETING LLC
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.) ADHIKARI	Title/Member MEMBER	Date 12/09/2021
Signature 	Phone Number 9202261786	Email Address MISSIONBDA@GMAIL.COM

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 12/15/21	Date reported to council / board 1/3/22	Date provisional license issued 12/16/21	Signature of Clerk / Deputy Clerk 
Date license granted 1/3/22	Date license issued 1/3/22	License number issued 21-Comb-A-09	

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 11/15/2021 ending: 06/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } Two Rivers
☐ Village of }
☒ City of }

County of Manitowoc Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<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	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
HAMILTON WOOD TYPE & PRINTING MUSEUM INC.

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	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
HONN	TRACY	<u>Lee</u>	<u>302 Shepard Terrace, Madison WI 53705</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>N/A</u>			
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
RHATIGAN	DAN	<u>Joseph</u>	<u>2085 Sylvan Way, West Lynn CR 97068</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
FOX	JEROME		
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
METZEN	JOSEPH	LANE	<u>523 N. 5TH ST. 54220 Manitowoc 920-973-9970 (cell)</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
CRABBE	PETER	<u>L.</u>	<u>636 35th St. P.O. Box 99 Two Rivers WI 54241</u>

1. Trade Name HAMILTON WOOD TYPE & PRINTING MUSUE Business Phone Number 9207946272
2. Address of Premises 1816 10TH ST, TWO RIVERS, WI 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.)

THE HAMILTON MUSEUM IS A CONVERTED MANUFACTURING SITE. ALCHOL WILL BE
SOLD AND STORED IN A GALLERY SPACE. ITEMS WILL BE STORED IN A SECURE
SPACE ADJACENT TO THE GALLERY.


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? _____

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
 THE MUSUEM WILL ALWAYS HAVE A LICENSED BARTENDER ON SITE WHILE SERVING.
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
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 WISCONSIN and date 08/10/20 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.) Metzen, Joseph L.	Title/Member Finance and Developme	Date 11/15/21
Signature 	Phone Number 920-663-8677	Email Address joe@woodtype.org

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	