



**TWO
RIVERS**
WISCONSIN

CITY COUNCIL WORK SESSION

Monday, April 28, 2025 at 6:00 PM

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

AGENDA

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call By City Clerk
Councilmembers: Mark Bittner, Doug Brandt, Shannon Derby, Bill LeClair, Darla LeClair, Tim Petri, Bonnie Shimulunas, Scott Stechmesser, Adam Wachowski
4. Update from City Manager Search and Selection Committee by Committee Chair Scott Stechmesser
5. Review Schedule and Discuss Locations for City Council Listening Sessions for the Current Council Term
6. Review and Discuss Notes from February 29 City Council Listening Session
7. Appointments of Council Members to Various City Boards and Committees
8. Adjournment

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

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

MEMORANDUM

TO: City Council

FROM: Gregory E. Buckley
City Manager



DATE: April 25, 2025

SUBJECT: Next Steps in City Manager Recruitment and Selection Process

At Monday's meeting, Scott Stechmesser will provide an update from the City Manager Recruitment and Selection Committee regarding the next steps in the recruitment and selection Process. This memo is meant to provide some background information for that discussion.

Here is the schedule for upcoming meetings of the Recruitment and Selection Committee, and full City Council, as the process proceeds. All Council members are, of course, welcome to attend any meetings of the committee.

Thursday, May 8, 3:00 PM Selection Committee meeting, including closed session in person with Kevin Brunner of Public Administration Associates (PAA) for review of applications, identification of semifinalists who will be invited to advance to the next phase of the process. Will also review calendar and activities for the balance of the process. Date and time work for all committee members except Adam, who is OK with missing this meeting.

Committee to provide status report to full City Council at the Council's May 19 meeting.

Wednesday, May 21, 6:00 PM Selection Committee meeting, including closed session in person with Kevin Brunner of PAA for further review of semifinalists, including presentation of PAA's preliminary background reports and viewing of semifinalist video responses to screening questions. Identify finalist candidates who will be invited to Two Rivers for assessment center on May 29-30. Date and time work for all committee members except Bonnie, who is OK with missing this meeting.

Sometime after this meeting and prior to the finalists traveling to Two Rivers, there would be a press release issued, identifying each of the finalists. Suggest this happen at the May 27 City Council work session.

Thursday and Friday, May 29-30 Finalist Candidates visit Two Rivers Thursday to include community tours, meetings with department heads and tours of City departments, plus an evening community reception at the Community House gym (reserved 5:00 to 9:00 PM).

PAA will provide more details, but Thursday evening reception would include candidates introducing themselves to the group and then circulating among small groups set up in each

corner of the gym, with 1-2 Council members included in each small group. Members of the public in attendance would be given forms on which they could share their impressions of the candidates--citizen comments to be reviewed and summarized by PAA reps (Kevin Brunner and Darrel Hofland), to share with the Council on Friday (same for department head and current City Manager's feedback). Reception will be publicized in the community and posted as a special City Council meeting.

Friday: assessment center starting in the morning, with full City Council in closed session with candidates and PAA reps, followed by review and ranking of candidates to identify top candidate(s). Posted as a special City Council meeting.

NOTE: There are rooms reserved on Thursday and Friday nights for finalists and their guests at Cobblestone. We can adjust reservations when we know more about the finalists and their lodging needs.

City Council Listening Session from February 29, 2025

Below are comments and questions from the citizens of Two Rivers during the Listening Session on February 19, 2025. The comments below have been rearranged to departments that will be responsible.

For Police Department:

- Citizen complaint of outdoor cameras pointing at their yard. – **ONGOING** - *previously referred to Police Department.*

Comment from council member present: personal information will be sent to Police Chief.

- Speeding on Mishicot Road between 45th and 41st. – **OPEN** – *refer to Police Department*
- Noise from cars on Mishicot Road between 45th and 41st. – **OPEN** – *refer to Police Department*
- Nuisance Properties (messy yards, poor curb appeal) Can anything else be done proactively to address – **OPEN** – *refer to Police Department*
- Community Service Officer – who and what do they do? How to reach them? – **OPEN** - *Refer to Police Department, provide information to public on what a CSO does and operates*
- Are there serious (police type) complaints about Airbnb's? – **OPEN** – *refer to Police Department*

Comment from council member present: Nothing serious just some nuisances that were verified with the Police Department.

For Public Works:

- Owner of house on 14th and 310 mentioned Telephone pole on corner being hit by cars and they drive off. – **OPEN** – *Refer to Police Department and Public Works/Utilities*

Comment from council member present: It was looked at by Public Works, but no reports to Police Department or inspection of pole saw damage. Will need to look at this again. Encouraged citizen to contact the Police Department next time.

- Does the speed limit on Mishicot Road between 45th and 41st need to be 35? – **OPEN** - *refer to Public Works*

Past History from citizen: used to be a 2 way stop at 45th/VV and Mishicot Road, so going from 55, to 45, to 35 made sense.

- Snow Removal around corners, can it be pushed down the street more? – **OPEN** – *Refer to Public Works*
- Further comment from Citizen right after – snow removal is great.
- Can snow removal around businesses be done better. (Cozy B's and Cristina's as example) – **OPEN** – *Refer to Public Works Department*

- There have been comments that city street projects are on hold. – **OPEN** – *refer to Public Works Department and City Manager’s Office*

Comment from council member present: There are some projects on hold to make sure money from the government is there. We do not want to start a project and then no federal money is present, and the city is stuck with the bill. Maybe we list the projects on hold someplace.

For Parks and Recreation Department:

- What is the plan for Beach Parking – **ONGOING** – *Refer to Parks and Rec*

Comment from council member present: It is something that the Advisory Rec Board is already looking at.

- In Central Park can there be more use of the skating rink, music around the rink more often, more events for kids – **ONGOING** – *Refer to Parks and Rec. Department*
- Citizens appreciate Dog Park and the things that were done. – **CLOSED** – *Thank you to Parks and Rec!*

For Finance Department

- Tax Increase – why paying for public school and LTC. – **OPEN** – *refer to Finance Department*

Comment from council member present: explained how taxes for other entities are used. The city just collects the money for the County, Schools, and LTC, no control of what rates are set.

- Tax Increase – how was it assessed – **OPEN** – *refer to Finance Department*
- How do budgets work and set up? Is it all in one giant pool of money and departments get what they want? – **OPEN** – *Refer to Finance Department*

Comment from council member present: It’s a long process each fall, and departments only get a certain amount that they need to work towards.

- Information about Utility Bills and what charges are for what – **OPEN** – *Refer to Finance Department*

For Utilities

- How are lead lateral replacements paid for? – **CLOSED**

Comment from council member present: Explained City does what they can to get grants or low interest loans to help homeowners.

- Letter from Water Department – **CLOSED** – Explained what the letter was for.
- Do lead lateral replacements really need to be done in 10 years. – **ONGOING** – answer provided, yes mandate by federal government. More information to citizens needed.

City Manager's Office

- Can there be a cleanup day, free pick up of “junk” – **OPEN** – *Refer to City Manager's Office*
- Can the city help with different services that may not be provided by the city. Can the city website list those services? (Metal pickup, appliance pickup, etc.) – **OPEN** – *Refer to City Manager's office*
- Is there money available from the city to help fix up properties – **OPEN** – *Refer to City Manager's Office*

City Manager's Office with other departments

- Has the city council found a replacement for City Manager – **ONGOING** – *explained process to group, keep community informed as we move forward*
- Why doesn't the council put onto a referendum the choice of mayor – **OPEN** – *better explanation from council*
- What is Main Street? – *Refer to City Manager's Office and Main Street*

Comment from city council member at session: Information about Main Street published someplace?

- How can the city help small businesses? – **ONGOING** – *Refer to City Manager's Office and Explore Two Rivers*

Further Comment: Joe Matzen, who was present, will meet with two of the businesses.

- Why doesn't the city help promote all businesses, not just those on Main Street. – **OPEN** – *Refer to City Manager's Office and Explore Two Rivers and Main Street*

**SUMMARY INFORMATION ON
CITY OF TWO RIVERS
CITIZEN BOARDS COMMITTEES AND COMMISSIONS**

Except as otherwise noted below, appointments are made by the City Manager, subject to confirmation by the City Council. Seats designated for City Council members are filled annually through a City Council nomination and election process, typically at the first City Council meeting in May of each year.

All terms expire on May 1. Appointees are limited to three terms of continuous service on any one board or commission, except for the Library Board, whose members are limited to six years (two three-year terms).

Board/Commission	Functions	Membership	Meetings	Term	Members
Advisory Recreation Board	Advises Rec Director and City Council on Parks and Recreation programs and policies; provides input on operating budget and capital improvement plan for parks and recreation facilities	7 citizens 2 Council members 1 student member Pks & Rec Director	Monthly, 2 nd Wednesday 6:00 PM	3 years	1. Cortte, Daniel; citizen 2. Gallagher Brian; citizen 3. Kadow, Travis; citizen 4. Lamal, Erin; citizen 5. Reed, Robert; citizen 6. Sharping, Jason; citizen 7. Vacant 8. Vacant, Student Rep (1 or 2) Council: Adam Wachowski Scott Stechmesser
Board of Review	Hears assessment appeals under criteria set by State Statutes; busiest in revaluation years	3 Council Members City Manager City Clerk-Treasurer	Annually, 2 nd Monday in May plus additional days as required	1 year	Council: Bill LeClair Bonnie Shimulunas Scott Stechmesser City Manager City Clerk
Board of Appeals-Building & Zoning	Appeals from the decision of the Zoning Administrator relating to zoning matters may be filed in accordance with § 2-5-2 of this Code for consideration by the Board of Appeals. Before considering such zoning matters, the Board shall fix a reasonable time for hearing the appeal and give public notice thereof by publishing in the official newspaper a notice as prescribed in § 62.23(7)(e)6 and 985.07(3)(b), Wis. Stats.	Five members appointed by City Manager	As needed	3 years	Ammerman, Randy Jones, Preston Rulseh, Jayne Russove, Roger Vacant Vacant Alt. #1 Vacant Alt. #2

Board/Commission	Functions	Membership	Meetings	Term	Members
Business & Industrial Development Committee Community Development Authority	Sets policy for City Economic Development Revolving Loan Fund; acts on all applications for loans from that fund. Sets policy on industrial park lot sales; acts upon terms and conditions for all such lot sales. Advises Ec. Dev. Supervisor and City Council on economic development policies and strategies	CDA: 5 citizens 2 council members BIDC: 7 citizens 2 council members	Joint meetings Monthly 4 th Tuesday 5:00 PM	CDA: 4 years BIDC: 3 years	Bittner, Elizabeth; BIDC Christensen, Thomas; BIDC Vacant; BIDC Coenen, Greg BIDC/CDA Kalista, David; BIDC/CDA Koach, Tracey; BIDC/CDA Lyons, Keith; BIDC/CDA Wettstein, CDA Council: Shannon Derby Scott Stechmesser
Business Improvement District Board	Reviews annual budget and proposed BID levy and rate for the downtown area business improvement district; reviews annual audit.	7 citizens, at least 5 of whom are business or property owners in the BID	As needed, usually over noon hour	3 years	1. Kronforst, Theresa; Schroeder's 2. Kiel, Bill; Carron Net 3. Kouba, Joanne, Weichert 4. Moore, Marv; Medicine Shoppe 5. MacMillan, Amy; 1 st Anderson 6. Vacant 7. Vacant
Commission for Equal Opportunities in Housing	Meets on an "as needed" basis to consider issues related to the City Fair Housing Code	5 citizens 2 Council members	As needed	2 years	1. Henning, Rev Kim; citizen 2. Stephens, Pam; citizen 3. Fox, Jerry; citizen 4. Rulseh, Jayne; citizen 5. Diaz, Abigail; citizen Council: Tim Petri Bonnie Shimulunas
Committee on Aging	Advises Senior Center Supervisor, Rec Director, City Manager and City Council on policies and programs of importance to senior citizen residents of Two Rivers	8 citizens 1 Council member	Monthly 1 st Monday 8:30 AM	3 years	1. Ackerman, Jackie; citizen 2. Bittner, Betty; citizen 3. Graves, Kim; citizen 4. Korinek, Kyle; citizen 5. Ruth Kadow; citizen 6. Stephens, Pamela; citizen 7. Schubring, Jerome; citizen 8. Yungerman, Jo Anne; citizen Council: Mark Bittner

Board/Commission	Functions	Membership	Meetings	Term	Members
Environmental Advisory Board	Advises management staff and City Council on matters pertaining to the environment; major focus has been startup and subsequent monitoring / evaluation of City solid waste	6 citizens 1 student member 2 Council member	Monthly 1 st Tuesday 6:00 PM	2 years	1. DeBruyn, Donald; citizen 2. Glaser, Jake; citizen. 3. Gross, Heather, citizen 4. Thomas, Larry; citizen 5. Tillotson, John; citizen 6. Weis, Corinne, citizen Vacancy Student-designated by High School Council: Darla LeClair Doug Brandt
Joint Review Board	Board of five shall consist of that has power to levy taxes on the property that is remediated	One representative chosen by the school district, one by the technical college district, one by the county, one by the city and one public member recommended by City and approved by JRB			1. J.J. Gutman, Mtwc County 2. Mary Kay Slattery, School Dist. 3. John Lukas, Lakeshore College 4. Kassie Paider, City Rep. 5. Vacant, Public* *Public member selected by Joint Review Board members
Library Board	Governing body for municipal library operations, with powers, functions and duties as provided in Chapter 43, Wis. Stats. Appoints and supervises Library Director; approves and oversees annual library budget (subject to approval of local property tax funding by the City Council); sets policies pertaining to library operations	6 citizens 1 school district rep 1 county rep 1 council member	Monthly 2 nd Tuesday 7:00 PM	3 years	1. Gadd, Kathryn; citizen 2. Guyette, Ned; citizen 3. Palmer, Stanley; citizen 4. Powalisz, Jack; citizen 5. Sleger, Sharon; citizen 6. Stone, Katie, citizen Sleger, Kristen, School District Weiss, Don, County Council: Shannon Derby

Board/Commission	Functions	Membership	Meetings	Term	Members
Plan Commission	Powers and duties as provided in Sec 62.23, Wis. Stats., including: developing and adopting the City Master Plan; making reports and recommendations to the Council related to the development of the city; advising the City Council on requests for zoning changes and annexations; advising the Council on the location and design of public facilities; advising the Council on the acquisition of land for municipal purposes, or the sale of any city-owned properties. Conducting site and architectural plan review for all new developments other than one or two-family residences	4 citizens City Manager City Engineer 1 council member	Monthly 2 nd Monday 5:30 PM	3 years	1. Vacancy; citizen 2. Koach, Kay; citizen 3. Lee, Kristen; citizen 4. Pangburn; Eric; citizen City Manager City Engineer Council: Adam Wachowski
Police & Fire Commission	Powers and duties as provided in Sec 62.13, Wis. Stats., including appointments of the Chiefs of the Police and Fire Departments and review of appointments of subordinate staff (both new hires & promotions) as recommended by the chiefs; also matters of employee discipline & discharge in Police/Fire.	5 citizens (City Mgr. Appointments not subject to City Council confirmation)	As needed	5 years	1. Canty, Michael; citizen 2. Yaggie, Brad; citizen 3. LaFond, Kristine; citizen 4. Rohrick, Sandy; citizen 5. Gadzala, Jack; citizen

Board/Commission	Functions	Membership	Meetings	Term	Members
Room Tax Commission	Shall have the powers and duties prescribed by Wis. Stats Section 66.0615 and shall have the authority to disburse all room tax monies received by the City as allowed by State law.	Five members: City Manager, City Council Pres., two members who may be members of the City Council or the public, and one representative of the WI hotel/motel industry, who shall be the owner, operator or manager facility located within the corporate City limits. (Appointments by City Manager subject to Council approval.)	As needed	1 year, per statute	<ol style="list-style-type: none"> 1. Council President or Designee (Currently Curt Andrews as designee) City Manager Carey, Rick; Lodging Representative Mark Bittner; Council or Public LeClair, Bill; Council or Public
City Council Representatives to Outside Organizations					
Explore Two Rivers Board of Directors	<p>501(c)6 tourism entity; contracts with the City's Room Tax Commission to provide services related to tourism promotion and tourism development.</p> <p>One member of the Room Tax Commission served on this board, and per by-laws is the Treasurer of Explore Two Rivers</p>	<p>Minimum of 7 and maximum of 9 members appointed by City Manager for terms of 2 years, staggered</p> <p>Per Agreement with Room Tax Comm., Parks & Rec Dir. is voting member Library Dir <i>ex officio</i></p>	As needed	<p>Terms date from January 1. Can serve up to 3 consecutive 2-yr.terms and may be reappointed after at least 12 months out of Board service.</p>	<ol style="list-style-type: none"> Vacancy Andrews, Curt Dittmer, Michael Dembski, Erin Nilson, Todd Prosser, Tanya Wyrostek, John Nyssen, Melissa Mathis, Mike, Parks and Ree Dir. Dawson, Jeff; Library Dir., <i>Ex-officio</i>
Two Rivers Main Street, Inc.	A private, not-for-profit corporation established to pursue downtown revitalization. Major funding sources have included a Business Improvement District (BID) and annual City contribution. (Not a board or committee of City government)	13 voting member board (includes City Manager and 1 council member)	Monthly 2 nd Tuesday 7:00 AM	3 year	Council: Darla LeClair

