

# City Manager's Report City Council Meeting March 17, 2025



Photo by Joe Metzen, Tourism Director

## 9. City Manager's Report

### B. Status Update/Reports

#### 1. Staffing Updates

- a. New Water Department Certified Operator Gabe Butler has started work
- b. Parks and Recreation Lead Worker for Facilities and Playgrounds—  
Offer Extended to top candidate
- c. Community Development Director Recruitment

CITY COUNCIL MEETING — MARCH 17, 2025



#### Ongoing Recruitment and Selection Processes:

- a. **New Water Department Certified Water Operator Hired-**  
Welcome Gabe Butler! Gabe worked for the City of Manitowoc in the Department of Public Works for the last 3 years. He is originally from the Mishicot area. He and his \ family live in the Town of Two Rivers.
- b. **Parks & Recreation Lead Worker for Facilities and Playgrounds**—Offer extended to top candidate
- c. **City Planner/Community Development Director-** Still accepting applications





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#### 1. Staffing Updates

##### d. City Manager Recruitment

##### e. Recruitment for Seasonal Positions

##### f. Other

CITY COUNCIL MEETING — MARCH 17, 2025



#### Ongoing Recruitment and Selection Processes:

##### d. City Manager Recruitment-

Committee meeting on Thursday, March 20, 8:00 AM with consultant

##### e. Recruitment for Seasonal Positions-

Now hiring for many Parks and Recreation seasonal positions

##### f. Other-Many Summer Seasonal Openings

# WE ARE HIRING

#### SEASONAL JOB POSITIONS:

- Concession Stand Coordinator
- Concession Stand Cashier
- Recreation Program Support
- Scorekeepers
- Umpires
- Lifeguards
- Swim Instructors
- Park Hosts
- Park Maintenance



**APPLY AT THE TWO  
RIVERS COMMUNITY  
HOUSE AT THE  
PARKS AND REC  
FRONT DESK  
MON-FRI 8AM-4PM  
QUESTIONS CALL  
793-5593**



**TWO  
RIVERS  
WISCONSIN**



## 9. City Manager's Report

### B. Status Update/Reports

#### 2. Employment of High School Youth Apprentices in City Departments

##### a. Water Department

##### b. Clerk's Office

## Water Department Youth Apprentice

Karson Kowalski is a junior at Mishicot High School.

He started as a youth apprentice at the water department last June and assists the operators in the lab, maintenance, and in distribution.

Karson does a great job helping out!



## City Clerk Youth Apprentice

Kiana Luebke is a Senior at Two Rivers Highschool.

She started as a youth apprentice last May and assists the City Clerk/HR Director in many tasks including Elections, Licensing, and Employee support.

Kiana does an excellent job!





9. City Manager's Report

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2. Employment of High School Youth Apprentices in City Departments

d. Parks and Recreation

e. Other

# Parks & Rec Youth Apprentices

Both students are Juniors at Two Rivers High School. They began their apprenticeship at the start of the 2024-2025 school year in September but previously worked for Parks & Rec as Building Attendants at the Community House. Their mentor is Jared Rohrer, Park Maintenance Supervisor.

As part of the Parks Maintenance team, the apprentices are learning general building maintenance, seasonal start-up and shut-down procedures for parks, beach, and restrooms, tree maintenance, and special event support.

They are valuable members of the team and always willing to assist.

The **Forestry Youth Apprenticeship** hasn't started yet, but interviews for this position have been completed.





9. City Manager's Report  
B. Status Update/Reports

2. Employment of High School Youth Apprentices in City Departments  
c. Fire Department



## Two Rivers Fire Department Youth Apprentice



The City of Two Rivers Fire Department (TRFD) is excited to announce its new Youth Apprentice Program, a collaborative initiative in partnership with Two Rivers High School and the Cooperative Educational Service Agency (CESA). This program aims to address the growing demand for career Firefighter/Paramedics within the TRFD while providing valuable opportunities for local high school students.

The Youth Apprentice Program offers selected students a unique chance to gain hands-on experience in the field of Fire/EMS, allowing them to develop essential skills, earn school credit, and establish professional connections. Through this initiative, the TRFD aims to cultivate a highly skilled and passionate talent pipeline that will positively impact the community.

Oral interviews and physical agility testing for applicants will take place on March 19th. The TRFD intends to hire one candidate from those who successfully complete the March 19th assessment center. Four qualifying candidates from Two Rivers High School have met the requirements to apply, which include maintaining a GPA of 2.5, submitting letters of reference, passing a background check, and meeting the minimum physical requirements as outlined by NFPA standards.



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#### 3. Financing for 2025 Capital Projects

10-year notes for financing of the City's 2025 capital projects (\$2,535,000) and refinancing of (\$786.476) for interest savings were sold on March 5.

Overall interest rate for the issue, set to close on April 7, is 3.67 percent—well below the 4.25 percent rate used in the financing *pro-forma* that was presented by R.W. Baird in February, and well below the maximum rate of 4.75 percent included in the Parameters Resolution approved by City Council for this borrowing.

By comparison, the rate for last year's 10-year note sale was 3.59 percent.

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### B. Status Update/Reports

#### 4. City Hall Elevator Upgrade Project: Update



**UPDATE:** Three weeks into the project, and on schedule.

The Schindler elevator team has finished up their work.

City is waiting for Vorpahl Fire and Safety to connect the elevator to the fire monitoring system. Once that is complete, the State Elevator Inspector will conduct a final inspection.



### Upcoming Meeting Locations:

City Council Work Session Meeting, March 31, 2025

City Council Regular Meeting, April 7, 2025

-City Hall, 3<sup>rd</sup> Floor, Council Chambers (tentative)

•Check our [Facebook](#)  page for meeting venue updates•





9. City Manager's Report  
B. Status Update/Reports

5. Election Updates: Spring Election, April 1, 2025

CITY COUNCIL MEETING — MARCH 17, 2025



Visit MyVote



- Check your registration status
- Request an absentee ballot
- Track your absentee ballot
- Find your polling place
- See what's on your ballot

- 3/18/25  
First day of In-Person  
Absentee Voting at City  
Hall.
- 3/28/25  
Last day of In-Person  
Voting at City Hall.  
(5:00PM)

**9. City Manager's Report**

**B. Status Update/Reports**

**6. Winter Parking Ban Ended March 15**



# Winter Parking Ban Is Over

...Enforcement has been suspended for a while, but the parking ban period set by City Ordinance ends March 15





9. City Manager's Report  
B. Status Update/Reports

7. Two Rivers Utilities' Scholarship Program is accepting applications

**Apply NOW!**



**Scholarships Available**  
Deadline April 4, 2025



TRU's Scholarship Program is now accepting applications! Each year, TRU awards two \$500 scholarships to area graduating high school seniors!

Visit the TR Utilities website:

<https://www.two-rivers.org/trwl/page/scholarships>  
for more information and to access the applications!

**Deadline for all applications is April 4, 2025.**

Note: To be eligible, the student, their parent, or their legal guardian must be a customer of Two Rivers Utilities.

## 9. City Manager's Report

### B. Status Update/Reports

## 8. Community and Economic Development Update



Sauve's Auto Service Project  
Nearing Completion Downtown  
--\$1 million project, assisted with  
\$200,000 pay-as-you-go TID grant



Rush Logistics New Facility: Plans  
approved by Plan Commission  
on March 10; to be reviewed by BIDC  
and CDA on March 25



New building by Growth  
Garage at Lincoln Ave and 33<sup>rd</sup>  
--At Plan Commission Special  
Meeting on March 19



**9. City Manager's Report**  
**B. Status Update/Reports**  
**9. Upcoming Events:**

**a. Two Rivers Business Association, Candidates Forum,  
Tuesday, March 18, 2025, 6:30PM - 8:00PM,  
at the Community House, Behringer Room**

CITY COUNCIL MEETING — MARCH 17, 2025



## **City Council Candidate Forums**



**March 18, 2025**

**Community House, Behringer Room**


**Doors open at 6:00PM. Forum begins  
promptly at 6:30PM and ends at 8:00PM**



**Was held on March 6, 2025**

**Available to stream  
on our  YouTube Channel:**

**[www.youtube.com/watch?v=8pNwbZrKSRo](https://www.youtube.com/watch?v=8pNwbZrKSRo)**

**Link is also available on our  FaceBook page**

**9. City Manager's Report**  
**B. Status Update/Reports**  
**9. Upcoming Events:**

**b. Lakeshore Wedding Expo, Sunday, March 23, 2025,  
11:00AM-2:00PM, at Sepia Chapel**

CITY COUNCIL MEETING — MARCH 17, 2025



## Lakeshore Wedding Expo

From venues, photographers, hair and makeup artists, DJs, and more, this event will provide you with the opportunity to meet local wedding professionals in multiple areas at the beautiful and historic Sepia Chapel.

**\$10 Admission (includes glass of wine or beverage)**

**Sepia Chapel**  
**1820 Jefferson Street, Two Rivers, WI 54241**  
**Sunday, March 23, 2025**  
**11:00am - 2:00pm**





9. City Manager's Report  
B. Status Update/Reports  
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CITY COUNCIL MEETING — MARCH 17, 2025



c. Two Rivers Business Association, Manitowoc County Business Expo,  
Wednesday, March 26, 2025, 4:00PM - 7:00PM at Sepia Chapel



**Manitowoc County**  
Business Expo



Check out the Manitowoc County Business Expo, where local businesses, entrepreneurs, and community members will converge in a dynamic environment to showcase innovation, foster partnerships, and ignite growth. Explore our exhibitors, speakers, and events designed to inspire and empower.

**Sepia Chapel**  
**Wed, March 26, 2025**  
**Schedule**

12:00 p.m. – Vendor Setup Begins  
3:30 p.m. – Doors Open  
4:00 p.m. – Welcome  
6:00 p.m. – Bartender Challenge  
7:00 p.m. – Event Concludes

**JUST A FEW OF OUR EXHIBITORS!**





9. City Manager's Report  
B. Status Update/Reports

9. Upcoming Events

d. Coffee with a Cop

1. McDonalds, March 20, 2025, 9:00AM-10:00AM
2. Starbucks, April 16, 2025, 9:00AM-10:00AM
3. Senior Center, April 30, 2025, 10:00AM-11:00AM

CITY COUNCIL MEETING — MARCH 17, 2025



**Coffee  
with a COP**



Join your neighbors and  
Two Rivers  
Police Department Officers  
for  
coffee and conversation.

**Thursday March 20th 9-10am**  
**Two Rivers McDonalds**

**Wednesday April 16th 9-10am**  
**Two Rivers Starbucks**

**Wednesday April 30 10-11am**  
**Two Rivers Senior Center**

*We look forward  
to meeting you.*





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**B. Status Update/Reports**  
**9. Upcoming Events**

**e. Two Rivers Kids' Run, Saturday, March 29, 2025,  
3:30PM-6:00PM, at Two Rivers High School**

CITY COUNCIL MEETING — MARCH 17, 2025



# Two Rivers Kids' Run



**A 1/3 mile run just for kids 10 and younger.  
The race itself starts at 5 p.m.  
Face painting from 3:30 to 4:40; Kids' Run packet  
pickup/race weekend registration is 4:00-4:40;  
warm-up run/stretching in gym at 4:40.**

**The race starts and finishes in front of Two Rivers  
High School at the official starting line, and  
runners will be chip-timed.**

**Details and Registration-**

**<https://www.tworivers10mile.com/race-info/>**



**9. City Manager's Report**  
**B. Status Update/Reports**  
**9. Upcoming Events**

CITY COUNCIL MEETING — MARCH 17, 2025



**f. Two Rivers 10 Mile Run, Sunday, March 30, 2025,  
8:00AM, at Two Rivers High School**

# Two Rivers 10-Mile



**11<sup>th</sup> Annual run, relay, and two-mile run/walk.**

**Run a flat, fast and scenic USATF-certified course.  
Events start and finish at Two Rivers High School.**

**All races begin at 8 a.m.  
Custom die-cast medals awarded to all 10-Mile  
finishers.**

**Details and registration-**  
**<https://www.tworivers10mile.com/race-info/>**

**Sponsored by Aurora Health.**

**All proceeds are donated to the Two Rivers High School Athletic and Band Booster organizations.**



9. City Manager's Report  
B. Status Update/Reports  
9. Upcoming Events

CITY COUNCIL MEETING — MARCH 17, 2025



g. Two Rivers Senior Center, "Cork and Canvas," Friday, April 4, 2025, 6:00PM, at the Community House, Behringer Room

*We're at it again!*

## Cork & Canvas

-Spring Edition-

Join us Friday, April 4th at 6 pm

Two Rivers Senior Center Koska Room

Express a little creativity while enjoying libations, light snacks, and fun!



**\$15**

Sign up at the Two Rivers  
Senior Center by 3/27/2025  
920-793-5596





- 9. City Manager's Report
- B. Status Update/Reports
- 9. Upcoming Events

h. Two Rivers Rotary Club 23rd Annual Dinner & Auction,  
Saturday, April 5, 2025, 5:00PM, at Sepia Chapel

CITY COUNCIL MEETING — MARCH 17, 2025



## Rotary Club Annual Dinner & Auction



Social hour begins at 5 p.m.  
Select favorite beverages from the cash bar  
and bid on silent auction items.

Dinner served at 6:30 p.m.  
A live auction follows.

For more information-  
<https://www.facebook.com/TR.Rotary>

Proceeds will benefit:





9. City Manager's Report  
B. Status Update/Reports  
9. Upcoming Events

CITY COUNCIL MEETING — MARCH 17, 2025



- i. Two Rivers Optimist Club, "In Remembrance Night,"  
Luminaries placed in Two Rivers Cemeteries, April 12, 2025

## In Remembrance Night



Pre-purchased luminaries will be placed at your loved one's headstone on April 12, 2025 (Two Rivers Cemeteries only)

A Welcome & Remembrance speech will kick off the evening at 6:00PM.  
Pioneer Rest/Calvary- 25<sup>th</sup> Street/Forest Avenue  
Holy Cross/Forest View- 3801 Mishicot Rd

Cost is \$10 per luminary. Orders due by April 8, 2025.

Reserve your luminary NOW! Order forms available at TR Senior Center, area churches, or by emailing [TwoRiversOptimistClub@gmail.com](mailto:TwoRiversOptimistClub@gmail.com)



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**10. Other**

CITY COUNCIL MEETING — MARCH 17, 2025







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Tourism Director