

**CITY OF TWO RIVERS
COUNCIL PROCEEDINGS
REGULAR MEETING
Monday, October 19, 2020 – 6:00 PM
Council Chambers – City Hall
MINUTES**

1. **CALL TO ORDER** by President Curt Andrews at 6:00 PM.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL BY CITY CLERK**

Attendee Name	Title	Status	Arrived
Adam Wachowski	Councilmember	Present	
Bill LeClair	Councilmember	Present	
Bonnie Shimulunas	Councilmember	Present	
Curt Andrews	President	Present	
Darla LeClair	Vice-President	Present	
Jack Powalisz	Councilmember	Absent	
Jay Remiker	Councilmember	Present	
John Casavant	Councilmember	Present	
Mark Bittner	Councilmember	Present	

Also present were Jeff Dawson, Lester Library Director; Jim McDonald, Public Works Director; Steve Denzien, Fire Chief; Ken Kozak, Electric Director Brian Delleman, Electric Utility Associate Director; Brian Kohlmeier, Police Chief; Ross Blaha, Water Director; Dave Buss, Finance Director; Elizabeth Runge, Economic Development Director/City Planner; Terri Vosters, Parks & Recreation Director; Dave Dassey, City Information Technology; Rick Powell, EDP Supervisor; Jack Bruce, City Attorney and Greg Buckley, City Manager.

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

Motion to allow Councilmember Wachowski to participate remotely by phone.

RESULT:	APPROVED VOICE VOTE [UNANIMOUS]
MOVER:	Mark Bittner, Councilmember
SECONDER:	Bill LeClair, Councilmember
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT:	Jack Powalisz

5. **PUBLIC HEARING**

None.

6. INPUT FROM THE PUBLIC

None.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

None.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Vice-President D. LeClair, gave an update from the Progress Lakeshore Executive Board as they have helped City staff with the several developer meetings. She reported on the 9th Annual Excellence in Economic Development Virtual Awards Celebration with several local business being nominated and on the EPA joint grant application with Manitowoc. She also reported the Two Rivers Main Street Board of Directors have discussed improvements to next year's Ethnic Fest and reported on cancellation of the Fall Wine Walk and the Christmas parade due to COVID.

Councilmember Bittner, Finance and Personnel Committee Chair stated that the committee continues to work on the 2021 budget for the next three Wednesdays and members are presently reviewing the Capital Project Funds.

He also reported from the Manitowoc Area Visitor and Convention Bureau Board Committee that visitor numbers are down, but the committee has a positive track on planning for next year.

President Andrews, Branding Committee Chairman reported he has met with several local businesses, including the Lighthouse Inn, Linda Loves Cheesecake's in GJ's Salon, Hartmans Bakery and Metalware to promote and use "made in Two Rivers".

9. CITY MANAGER'S REPORT

A. Invited Guests

B. Status/Update Reports

1. Sandy Bay Highlands Subdivision--Street Work, Lot Sales

Mr. Buckley reported the asphalt paving top course in Phase 1 and base course in Phase 2 have been completed. The 20% off the list price promotion for lots in Phase 2 continues through December 31.

2. Washington Highlands/TID 8--New Construction Activity

Mr. Buckley reported the Inspections Department received plans for three new duplex condo structures with the basements to be dug the week of October 19.

3. Paving Work on Mariners Trail

Mr. Buckley reported that resurfacing on Phase 1, a 1.1-mile section of the trail, from the point opposite Parkway Blvd. to Lake Street was completed October 13. Phase 2: Second bid has been let for milling and repaving on a 2,200-foot trail segment, from Taylor Street intersection to south end of the Spirit of the Rivers Wayside. The total project budget is \$137,000; with \$67,000 funded by WDNR Trails Grant, \$60,000 by the City, and \$10,000 from Friends of Mariners Trail. Phase 2 bids are on

this agenda.

4. Proposed Purchase of Former Paragon Property

Mr. Buckley reported on an accepted Offer to Purchase 606 Parkway Boulevard, former Paragon building, by Enlight Group II, LLC. The final language was worked out per Council direction at the special meeting on September 28, and the agreement was signed September 29. Mr. Buckley reported the staff will be meeting with company representatives later this week, to discuss development incentives and due diligence matters. The purchaser has already had consultants on-site to evaluate the building. A resolution related to WEDC Idle Sites grant application is included on the agenda tonight. The staff will certify on October 20 that it has provided all documents/records required to be disclosed to the purchaser.

5. Proposed Redevelopment Project in the Area of Washington and 12th Streets

Mr. Buckley reported the City has received an application for TIF funding assistance of \$415,000 for a \$3.2 million project. The staff is pursuing a possible amendment to Tax Incremental District 12 (Hotel TID, created in 2018) to assist the project.

6. Funding Application for Replacement of Private Side Lead Water Service Laterals

Mr. Buckley stated a funding application for replacement of private side lead water service laterals will be included on the November 2 City Council agenda. Staff proposes seeking funds for 100 lead lateral replacements on 2021 street projects at 15-20 scattered locations.

7. Recent Sanitary Survey Inspection by WI DNR at Water Utility

Mr. Buckley reported these inspection visits are held every three years. The report from September 2020 inspection has been shared with members of the Utilities Committee and will be reviewed at the committee's November meeting. DNR staff commented favorably on progress made at the water utility.

8. Halloween Activities in Two Rivers

Mr. Buckley reported Downtown Trick or Treat is Saturday, October 24, 11:00 AM to 2:00 PM organized by Two Rivers Main Street. Also, a Howl-o-Ween Party will be offered during those hours in Central Park, with treats and socially distanced activities offered by Two Rivers Parks and Recreation. City-Wide Trick or Treat is Saturday October 31, 5:00 PM to 7:00 PM is the recommended timeframe. He also stated the decision to participate in trick or treating or to welcome is trick-or-treaters is a matter of individual choice; if residents elect to participate or allow family members to participate, social distancing and use of face masks and gloves are strongly recommended; individually-wrapped treats can also be placed outside for pickup. He encouraged residents to go to www.cdc.gov for more information.

9. November 3 General Election

Mr. Buckley stated that In Person Absentee Voting will be offered Tuesday, October 20 through Friday, October 23 and Monday, October 26 through Friday, October 30, from 8:00 AM to 6:00 PM in the City Hall Lobby. Extended hours for this period of time are offered to assist voters with registration and absentee voting.

Curbside Service for In Person Absentee Voting will be available during these times. If you cannot come into City Hall, please let us know and we will gladly bring a ballot

out to your car.

Voters can drop off their completed ballots at City Hall - Customer Service if they choose not to mail them back.

Polls Open on Election Day from 7:00AM - 8:00PM. All locations are open.

Still Need to Register? You can register in person at the City Clerk’s Office at City Hall 8:00 AM to 4:30 PM Monday-Friday (open later during in-person absentee voting), or at the polls on Election Day. You will need to provide a valid photo ID, such as a driver’s license.

Need an Absentee Ballot? Absentee ballot applications can also be made at the City Clerk’s Office or on-line at www.myvote.wi.gov. Please apply for your absentee ballot as soon as possible, to assure that you receive it and have adequate time to get it returned to City Hall.

Reminder: Ward 7 & 8 voting location has moved from Koenig School to J.E. Hamilton Community House in the Behringer Room.

The City of Two Rivers has 6,304 registered voters, 2,177 absentee ballots have been issued and 1,447 absentee ballots have been returned as of October 19, 2020.

10. Fall Leaf Cleanup

Mr. Buckley reported Fall leaf pickup started October 12 and continues until Thanksgiving with Mondays East Side (East of East Twin), Tuesday - Thursday between the rivers and Fridays South Side (West of West Twin).

11. Welcome New Downtown Business: Hartman's Bakery

Mr. Buckley welcomed the new downtown business: Hartman's Bakery and thanked Luisa and Austin Rehraurer for their investment in Two Rivers.

12. Other

Mr. Buckley reported the Parks and Recreation Fall & Winter Activity Guide is now available on-line on the City and Park and Recreation websites. He also stated for complete information on local activities go to www.exploretworivers.com.

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

RESULT:	APPROVED WITH VOICE VOTE [UNANIMOUS]
MOVER:	Adam Wachowski, Councilmember
SECONDER:	Mark Bittner, Councilmember
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT:	Jack Powalisz

A. Presentation of Minutes

1. **2020-208** Regular City Council Minutes-October 5, 2020

Recommended Action:
Motion to waive reading and adopt the minutes

B. Reports

1. **2020-209** Minutes of Meetings

- a. Public Utilities, October 6, 2020
- b. Public Works, October 13, 2020
- c. Library Board, August 20, 2020
- d. Plan Commission, October 12, 2020
- e. Community Development Authority and Business and Industrial Development Committee, September 16, 2020
- f. Branding and Marketing Committee, October 8, 2020

Recommended Action:

Motion to receive and place on file

2. **2020-210** Department Reports for September 2020

- a. Clerk
- b. Community Development
- c. Electric
- d. Fire
- e. Inspections
- f. Library
- g. Parks & Recreation
- h. Public Works
- i. Safety
- j. Water

Recommended Action:

Motion to receive and file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

11. CITY COUNCIL - FORMAL ITEMS

A. **2020-211** Award of Bid for Resurfacing of a Portion of Mariners Trail (2020 Capital Budget Item)

Recommended Action:

Motion to award the bid to Northeast Asphalt, in its low bid amount of \$38,922.50

RESULT:	APPROVED WITH VOICE VOTE [UNANIMOUS]
MOVER:	Bonnie Shimulunas, Councilmember
SECONDER:	Mark Bittner, Councilmember
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT:	Jack Powalisz

B. Update on Floodplain Ordinance Status Report and Information Update

Recommended Action:

Information only

Community Development Director/Planner Runge provided an update on this project and upcoming public information sessions.

- C. **2020-212** Resolution Authorizing the City to Apply to the Wisconsin Economic Development Corporation for an Idle Sites Grant to Assist with Redevelopment of the City-Owned Former Paragon Electric Facility, 606 Parkway Boulevard

Recommended Action:

Motion to waive reading and adopt the Resolution

RESULT:	APPROVED WITH ROLL CALL [UNANIMOUS]
MOVER:	Bill LeClair, Councilmember
SECONDER:	Bonnie Shimulunas, Councilmember
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT:	Jack Powalisz

- D. **2020-213** Matters Related to Routes to Recovery Funding to Assist with Local Response to COVID-19

1. Report on City Expenses Filed for Reimbursement to Date (Information Only)
2. Proposed Additional Outlays to Be Submitted for Reimbursement

Recommended Action:

Authorize spending in the amount of approximately \$21,500 for the items identified as additional COVID-related outlays, and for any additional items identified by staff and approved by the City Manager, up to \$10,000

RESULT:	APPROVED ROLL CALL [UNANIMOUS]
MOVER:	John Casavant, Councilmember
SECONDER:	Bonnie Shimulunas, Councilmember
AYES:	Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT:	Jack Powalisz

3. Consider Possible COVID Related Purchases to be Donated for Use by Two Rivers Public Schools, to be Reimbursed to City Through Routes to Recover

Recommended Action:

Authorize purchase of up to \$35,000 in COVID-related materials and supplies to be donated to the Two Rivers Public School District, to be reimbursed from Wisconsin Routes to Recovery program, contingent on a letter of agreement with the School District providing for District reimbursement of the City if any such purchases are determined to be ineligible for reimbursement from Routes to Recovery

RESULT: APPROVED ROLL CALL [UNANIMOUS]
MOVER: Mark Bittner, Councilmember
SECONDER: Bonnie Shimulunas, Councilmember
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT: Jack Powalisz

RECOMMENDATION FROM PLAN COMMISSION MEETING ON OCTOBER 12, 2020

- E. Change in Zoning for 0.06 Acre Tract of Land, being the Easterly Portion of 2340 Memorial Drive, from B-1 Business District to I-2 Industrial District, Submitted by Ryan and Erik Marcelle (owners)

Recommended Action:

Motion to schedule public hearing for November 2, 2020

RESULT: APPROVED WITH VOICE VOTE [UNANIMOUS]
MOVER: Bonnie Shimulunas, Councilmember
SECONDER: Bill LeClair, Councilmember
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT: Jack Powalisz

12. FOR INFORMATION ONLY

- A. In Person Absentee Voting for the November 3, 2020 General Election will begin Tuesday, October 20 through October 30 between the hours of 8:00 AM - 6:00 PM in the lobby at City Hall
- B. Fall Leaf Pickup continues until Thanksgiving or until weather no longer permits. East side on Mondays; North side (between rivers) on Tuesdays, Wednesday and Thursdays; South side on Fridays
- C. Main Street Downtown Trick or Treating, Saturday, October 24, 2020, 11:00 AM-2:00 PM
- D. Howl-O-Ween Party in Central Park, free outdoor gathering for families, hot cocoa, games and play Plinko, Saturday, October 24, 2020, 11:00 AM-2:00 PM
- E. City Council Work Session Meeting, Monday, November 30, 2020, 6:00 PM
- F. Community Trick or Treat Hours, Saturday, October 31, 2020, 5:00 – 7:00 PM
- G. City Council Regular Meeting, Monday, November 16, 2020, 6:00 PM

13. CLOSED SESSION

No closed session

14. ADJOURNMENT

At 7:25 PM, a motion to dispense with the reading of the minutes of the meeting and adjourn.

RESULT: APPROVED VOICE VOTE [UNANIMOUS]
MOVER: Jay Remiker, Councilmember
SECONDER: Bill LeClair, Councilmember
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner
ABSENT: Jack Powalisz

Kim M. Graves
City Clerk