

**CITY OF TWO RIVERS  
COUNCIL PROCEEDINGS  
REGULAR MEETING  
Monday, January 18, 2021 – 6:00 PM  
Council Chambers – City Hall  
MINUTES**

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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
Kay Koach	Commissioner	Present	
Adam Wachowski	Councilmember	Present	
Bill LeClair	Councilmember	Present	
Bonnie Shimulunas	Councilmember	Present	
Curt Andrews	President	Present	
Darla LeClair	Vice-President	Present	
Jay Remiker	Councilmember	Present	
John Casavant	Councilmember	Present	
Mark Bittner	Councilmember	Present	

Also present were Jim McDonald, Public Works Director; Steve Denzien, Fire Chief; Ross Blaha, Water Utility Director; Dave Buss, Finance Director; Elizabeth Runge, Community Development Director/City Planner; Rick Powell, EDP Supervisor; Ben Meinnert, Assistant Police Chief; Terri Vosters, Parks & Recreation Director; Roger Russove, Two Rivers Main Street Executive Director; City 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**

None.

5. **PUBLIC HEARING REGARDING PROPOSED APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS (CDBG-CV) FUNDING, FOR SENIOR CENTER MODIFICATIONS TO FACILITATE CONTACTLESS DELIVERY OF SERVICES**

A. **2021-005** Resolution Authorizing Submittal of Community Development Block Grant Application

Recommended Action:

Motion to waive reading and adopt the Resolution

Elizabeth Runge, Community Development Director/City Planner, provided an overview of the application. After submitting a pre-application, the City was invited to apply for a

grant for modifications to the Senior Center building to include installation of a drive-thru window, awning, a new door with contact-less opening, and parking lot improvements to allow for a drive-thru process. If funded, 100 percent of the \$88,000 project budget will be paid for through a special CDBG funding initiative for COVID-related projects, CDBG-CV.

President Andrews opened the public hearing and made the first call. No one addressed the Council.

On the second and third calls, no one addressed the Council. President Andrews closed the hearing.

Councilmember Wachowski questioned the parking lot improvements since the parking lot is already relatively new. It was indicated that a driveway cut-out would be added along with reversing the current flow of traffic which would require repainting the lines.

Councilmember Bittner confirmed that this project would only move forward if the City was awarded the grant. City Manager Buckley confirmed that the City would not proceed without a grant being awarded and Council acceptance of the grant.

<b>RESULT:</b>	<b>APPROVED WITH ROLL CALL [UNANIMOUS]</b>
<b>MOVER:</b>	Bill LeClair, Councilmember
<b>SECONDER:</b>	Adam Wachowski, Councilmember
<b>AYES:</b>	Kay Koach, Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner

B. **2021-006** 2021-006 : Community Development Block Grant Application

Recommended Action:

Motion to waive reading and adopt the Resolution

President Andrews opened the public hearing and made the first call. No one addressed the Council.

On the second and third calls, no one addressed the Council. President Andrews closed the hearing.

<b>RESULT:</b>	<b>APPROVED WITH ROLL CALL [UNANIMOUS]</b>
<b>MOVER:</b>	Adam Wachowski, Councilmember
<b>SECONDER:</b>	Mark Bittner, Councilmember
<b>AYES:</b>	Kay Koach, Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner

## 6. INPUT FROM THE PUBLIC

Kathy Dahlke, 3727 Adams Street, addressed the Council by phone to ask when the Council would follow up on the input she provided at the December 21 meeting regarding a local arts council and a civic internship program. City Manager Buckley suggested that it be added to the February 22nd Council Work Session agenda.

## 7. COUNCIL COMMUNICATIONS

**Letters and other communications from citizens**

Councilmember Wachowski stated he received a request from a citizen to stop the Winter parking ban again until the snow starts to accumulate. Mr. Buckley indicated that he would discuss the request further with Police Chief Kohlmeier.

Councilmember Wachowski stated he also received a request that the city install a charging station for electric vehicles. Mr. Buckley indicated the City has discussed this in the past, but it was decided to hold off on any further steps until the Electric Utility's cash balance improves. Electric charging stations are available at the Visitor Center in Manitowoc and the Visitor Center at Woodland Dunes. Mr. Buckley added that he would ask the Electric Utility Director to provide a report to the Utilities Committee.

Council President Andrews stated he received a request asking what the City spends on the bus system annually and suggested that we try to get someone from the transit authority to present information at a future meeting.

**8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**

Councilmember D. LeClair stated there was good attendance and an informative presentation by Nick VandeHey on stormwater management at the Environmental Advisory Board meeting on January 12.

Councilmember Wachowski stated that the Advisory Rec Board is in the process of renaming Parking Lot F and name suggestions should be provided to the Parks & Recreation Director.

**9. CITY MANAGER'S REPORT****A. Invited Guests--New Finance Department Employees****1. Invited Guests**

Dee Dee Dirkmann, Accountant  
Kim Luebke, Customer Service Rep-Billing  
Marla Krizek, Customer Service Rep-Cashier

Dave Buss, Finance Director, introduced three new employees from his department that began working for the City in December 2020: Dee Dee Dirkmann, Accountant; Marla Krizek, Customer Service Representative-Cashier; and Kim Luebke, Customer Service Representative-Collections.

**B. 2020 State of the City Report**

Mr. Buckley presented the 2020 State of the City Report.

**C. Status/Update Reports****1. New, On-Line Municipal Code**

Mr. Buckley reported that the municipal code is now available online in an updated and searchable format.

**2. Insurance Proceeds from Former Council Member Jim Taddy**

Mr. Buckley reported that a check for \$43,714.79 in insurance proceeds was received last week and is awaiting future direction from the City Council.

3. Initial Meeting of Splash Pad and Skating Rink Planning Committee is Thursday, January 21 at 6:00 PM

Mr. Buckley reported that the first meeting of this Splash Pad and Skating Rink Planning Committee meets this week.

4. New Summer Event: Bryan Lee Day, Saturday, July 10

Mr. Buckley reported on a new event coming to Two Rivers this summer in remembrance of Blues guitarist/artist Bryan Lee who was a native of Two Rivers. The event will take place in Central Park on Saturday, July 10th.

5. Personnel Updates

Mr. Buckley reported that Ethan Jones has been hired for the Recreation Supervisor position and will be beginning on February 1st. Interviews have also been completed for the Parks & Recreation-Lead Worker position and an offer has been extended to the top candidate.

6. Upcoming Events

Mr. Buckley reported on a snowman building contest at Walsh Field on January 23rd and Snowfest on January 30th at Lonz's with a booyah and chili drive-thru. Elizabeth Runge, Economic Development Director/City Planner, shared the results of the Comprehensive Plan Summary.

7. Other

The City Manager reminded viewers that, for information on community events, please go to [www.exploretworivers.com](http://www.exploretworivers.com).

#### D. Legislative/Intergovernmental Update

None.

## 10. CONSENT AGENDA

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

#### A. Presentation of Minutes

1. **2021-007** Regular City Council Minutes January 4, 2021

Recommended Action:

Motion to waive reading and adopt the minutes

## B. Reports

1. **2021-008** Minutes of Meetings

- a. Public Utilities, January 5 2021
- b. Public Works, January 6, 2021
- c. Plan Commission, January 11, 2021
- d. Advisory Recreation Board, December 8, 2020
- e. Library Board, December 8, 2020
- f. Community Development Authority and Business and Industrial Development Committee, December 15, 2020

Recommended Action:

Motion to receive and place on file

2. **2021-009** Department Reports for December 2020

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

Recommended Action:

Motion to receive and file

3. **2021-010** Summary of Verified Bills for the Month of December 2020 for \$1,670,170.41Recommended Action:

Motion to receive and place on file

**RECOMMENDED ACTION FOR CONSENT AGENDA**

Motion to approve the Consent Agenda with the various actions recommended

**11. CITY COUNCIL - FORMAL ITEMS**

- A. **2021-011** Resolution to Petition the Wisconsin Elections Commission for Permission to Use Paper Ballots and authorizing the use of a Single Polling Place in Spring Primary Election to be Held February 16, 2021

Recommended Action:

Motion to waive reading and adopt the Resolution

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

- B. **2021-012** Ordinance to Amend Municipal Code Section 9-6-4 Entitled "Responsibilities of Owners" to Include Provisions Prohibiting a Person from Discharging Water and Depositing Snow onto Property Not Owned by That Person. These Provisions were Adopted on January 3, 2017 but Were Unintentionally Omitted during the 2020 Code Codification Process

Recommended Action:

Motion to waive reading and adopt the Ordinance

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

- C. **2021-013** Consider Terms for City Funding Assistance for Main Street Downtown Grant Programs (Budgeted at \$22,000 in the 2021 City Budget)

Recommended Action:

Motion to approve the terms for City funding assistance as described in the staff memo

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

## RECOMMENDATION FROM THE PLAN COMMISSION MEETING OF JANUARY 11, 2021

- D. **2021-014** Set a Public Hearing on an Application for Conditional Use Permit for "Moving Forward," an Adult Day Care Facility Proposed in the Planned Unit Development District (PUD) at 2214 11th Street (former St. Mark's Rectory), as Requested by Curt Gesell, Property Owner, and Nichole Lembke, Tenant/Operator

Recommend Action:

Motion to set the public hearing for Monday, February 1, 2021 at 6:00 PM, as recommended by the Plan Commission

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

## RECOMMENDATION FROM THE ADVISORY RECREATION BOARD MEETING ON DECEMBER 8, 2020

- E. **2021-015** Approval of Changes in Fees Charged for Park Shelters, Concession Stand, Beach Pavilion and Other Facilities

Recommended Action:

Motion to approve the fees, as recommended by the Advisory Recreation Board, effective January 1, 2021

**RESULT:** APPROVED WITH ROLL CALL [8 TO 0]  
**MOVER:** Darla LeClair, Vice-President  
**SECONDER:** John Casavant, Councilmember  
**AYES:** Kay Koach, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner  
**ABSTAIN:** Adam Wachowski

## 12. FOR INFORMATION ONLY

- A. Snowman Building Contest, Saturday, January 23, 2021, 10:00-11:30 AM, Walsh Field  
 B. City Council Work Session, Monday, February 22, 2021, 6:00 PM  
 C. City Council Regular Meeting, Monday, February 15, 2021, 6:00 PM  
 D. The Chamber of Manitowoc County Awards of Distinction Annual Dinner, Tuesday, February 11, 2021, 5:00 PM, Capital Civic Centre. RSVP to City Managers Office.

## 13. CLOSED SESSION

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 1985(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 Economic Development Projects
- Discuss Status of Negotiations Regarding Former Hamilton Property
- Discuss Contractual Relationship with Progress Lakeshore
- Discuss Possible Property Sale

At 8:10 p.m., a motion 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 economic development projects, status of negotiations regarding former Hamilton

property, contractual relationship with Progress Lakeshore, and possible property sale.

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

#### 14. RECONVENE IN OPEN SESSION

At 9:02 p.m., a motion to reconvene into open session and to consider possible actions in follow-up to closed session discussions.

There was no action taken as a result of closed session.

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

#### 15. ADJOURNMENT

At 9:02 p.m., a motion to dispense with the reading of the minutes of the meeting and adjourn.

**RESULT:** APPROVED ROLL CALL [UNANIMOUS]  
**MOVER:** Jay Remiker, Councilmember  
**SECONDER:** Darla LeClair, Vice-President  
**AYES:** Kay Koach, Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, John Casavant, Mark Bittner

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Jamie Jackson  
City Clerk