

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

- 1) **CALL TO ORDER** by Council President Wachowski at 6:00 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

Also present were: Dave Buss, Finance Director; Jeff Dawson, Library Director; Brian Dellemann, Electric Utility Director; Steve Denzien, Fire Chief; Brian Kohlmeier, Police Chief; Jim McDonald, Public Works Director; Rick Powell, IS Supervisor; Elizabeth Runge, Community Development Director/City Planner; 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**

Motion to allow Councilmember D. LeClair to participate in the meeting from a remote location.

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

- 5) **PUBLIC HEARING**

- A. Ordinance to Amend Municipal Code 2-1-2, entitled "Division of City Into Wards" to Designate Ward Boundaries and Polling Locations

City Clerk Jamie Jackson provided overview of the reason for the recreation of ward boundaries to align within Manitowoc County's newly recreated supervisory districts following the recent census and the decrease from four to two polling locations.

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

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

6) INPUT FROM THE PUBLIC

None.

7) COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Bittner reported that a citizen contacted him concerned about bicyclists ignoring pedestrians on sidewalks. Police Chief Brian Kohlmeier was invited to speak and indicated that the City has regulations regarding operating bicycles on sidewalks and the public was recently reminded of these regulations via a social media posting by the Police Department. Chief Kohlmeier also indicated that e-bikes are becoming more popular and he plans to be ready for a discussion on e-bikes at the November 15th Council meeting.

Councilmember Dahlke reported that he received a citizen complaint stating that comments are missing from the City's Facebook page—that is, the number of comments indicated does not correspond to the actual number of comments available to read. The City Manager responded that the only time comments are deleted by the parties with administrative access is when the comment contains profanity. IS Supervisor Rick Powell noted that the number of comments indicated may not change when a comment is deleted by the person who posted the comment.

Council President Wachowski reported that he also received a complaint about bicyclists on sidewalks. Additionally, he congratulated Parks & Recreation Director Terri Vosters for being named the WPRA Aquatics Section Region 2 Representative for 2022. The City of Two Rivers will also be hosting WPRA's Region 2 meeting in December 2021.

8) COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bittner reported that the Room Tax Commission meets on Thursday, October 21st at 10:00 am at City Hall and the Personnel & Finance Committee meets on Wednesday, October 20th at 6:00 pm at City Hall for a budget review session. The meetings are open to the public.

9) CITY MANAGER'S REPORT

A. INVITED GUESTS

None.

B. STATUS UPDATE/REPORTS

1. October 9th Marine Sanctuary Event at Wisconsin Maritime Museum
Mr. Buckley reported that he attended an event at the Wisconsin Maritime Museum on October 9th to celebrate Wisconsin's Shipwreck Coast National Marine Sanctuary. The event included a boat trip by federal, state and local officials to the site of the wreck of the Francis Hinton, a wooden, steam powered barge that went down off Manitowoc in 1909. Marine archeologist Tamara Thomsen of the Wisconsin Historical Society narrated the tour.

The City of Two Rivers has actively supported creation of the sanctuary, from the initial application by the State of Wisconsin in 2014 through final approval in Summer 2021.

Some of Lake Michigan's most famous shipwrecks lie beneath the waters off Two Rivers and Rawley Point. More information can be found at <https://sanctuaries.noaa.gov/wisconsin/>.

2. Lot Sales by Community Development Authority at Sandy Bay Highlands Conservation Subdivision
Mr. Buckley reported that there have been three lots sales at Sandy Bay Highlands Conservation Subdivision so far in 2021 and an offer was received recently for two lots to be combined as a single home site.
3. City Proposal to Purchase County-Owned, Tax Acquired Parcel on 20th Street –Action by County Finance Committee on October 11th
Mr. Buckley reported that the Manitowoc County Finance Committee accepted a bid from the City of Two Rivers to purchase the County's tax acquired parcel on 20th Street with the condition that a purchase agreement be prepared that is acceptable to both parties.
4. 25th and Madison Streets Reconstruction Projects
Mr. Buckley reported that paving on Madison Street was performed this week. Intersections, driveways, and approaches are expected to be poured during the week of October 25th. The 2021 projects to reconstruct portions of 24th Street, 25th Street, and Madison Street represent an infrastructure investment of approximately \$4.2 million, all nearing completion.
5. Recent Events: Lions Club Applefest; Breakfast in the Park K-9 Fundraiser
Mr. Buckley reported that Lions Club Applefest and a Breakfast in the Park K-9 Fundraiser were recently held. Chief Kohlmeier reported that the K-9

fundraiser was the biggest fundraiser to date and thanked the Two Rivers Optimist Club and Leigh Stegemann for their efforts with the event. An upcoming K-9 fundraiser will be hosted by Scare USA. T-Shirts are also available for purchase at the Police Department, Lucky Paws Pet Grooming, and the Two Rivers Clothing Company.

6. Upcoming Events

Mr. Buckley reported on upcoming events including:

- a. Senior Center Health & Information Fair, Thursday, October 21st, 8:00 – 11:45 am
- b. Main Street Fall Wine and Beer Walk, Friday, October 29th, 5:00 – 8:30 pm
- c. Main Street Downtown Trick-or-Treat, Saturday, October 30th, 11:00 am – 2:00 pm
- d. Recommended Neighborhood Trick-or-Treating, Sunday, October 31st, 4:30 pm – 7:00 pm

7. Other

Mr. Buckley reported on details of the City's current leaf collection schedule and shared top site visits for the City's online municipal code and www.exploretworivers.com.

C. LEGISLATIVE/INTERGOVERNMENTAL

Mr. Buckley reported on a new set of bills encouraging the development of workforce housing in communities.

Council Vice President D. LeClair reported on the passing of General Colin Powell and extended thoughts and prayers to his family.

10) CONSENT AGENDA

A. Presentation of Minutes

1. Closed Session City Council – September 27, 2021
2. Regular City Council – October 4, 2021
3. Joint City Council with Central Park West 365 Planning Committee – October 7, 2021

Recommended Action:

Motion to waive reading and adopt the minutes

B. Reports

1. Minutes of Meetings:
 - a. Public Utilities Committee, October 5, 2021
 - b. Public Works Committee, October 6, 2021
 - c. Plan Commission, October 11, 2021
 - d. Personnel & Finance Committee, October 13, 2021
 - e. Lester Public Library, September 14, 2021
2. Department Reports, September 2021:
 - a. City Clerk
 - b. Community Development

- c. Electric
 - d. Fire, August and September
 - e. Inspections
 - f. Library
 - g. Parks & Recreation
 - h. Police
 - i. Public Works
 - j. Safety
 - k. Water
3. Summary of Verified Bills for the Month of September 2021 for \$2,497,467.92

Recommended Action:

Motion to receive and file

C. Applications and Petitions

1. Applications for Temporary Class “B” Licenses
 - a. Friends of Two Rivers Snowfest, Halloween Bash, Saturday, October 30, 2021, 7:00 pm – 12:00 am, 2022 Washington Street-Cleveland Cycleworks/Arcade
 - b. Two Rivers Main Street Inc., Fall Wine and Beer Walk, Friday, October 29, 2021, 5:00 pm – 8:30 pm, various locations on Washington Street and 16th Street

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

D. Recommendations From Plan Commission Meeting of October 11, 2021

1. Conditional Use Permit for Ross Auto & Transmission Service, LLC at 2005 Hawthorne Avenue, submitted by Jake Ross (tenant) and Ryan Ross, T.R. Storage, LLC (property owner)
2. Conditional Use Permit for Green Acres Landscaping, Inc. at 2005 Hawthorne Avenue, submitted by Ryan Ross, T.R. Storage, LLC (business and property owner)
3. Conditional Use Permit to construct a self-storage building at 2005 Hawthorne Avenue, submitted by Ryan Ross, T.R. Storage, LLC (business and property owner)

Recommended Action:

Motion to set Public Hearings on each of these applications for Monday, November 1, 2021 at 6:00 pm

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: Bonnie Shimulunas
AYES: Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Tracey Koach, Mark Bittner
EXCUSED: Jay Remiker

11) CITY COUNCIL - FORMAL ITEMS

- A. TID 15 Development Agreement with Sleger Holdings, LLC, Providing for a Direct Grant of up to \$250,000 to Assist with Development of New Facility at Woodland Industrial Park

Recommended Action:

Motion to authorize the City Manager and City Clerk to sign agreement

Motion to authorize the City Manager and City Clerk to sign the agreement as presented with a correction as noted by the City Manager, changing the minimum private investment that must be documented by the company to \$1,000,000.

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

- B. City Manager's Recommended Appointments to Fund-Raising Committee for the Central Park West 365 Project

Mr. Buckley recommended the following appointments to the Central Park West 365 Fund-Raising Committee:

- Wendy Kozlowski, Central Park West 365 Design Committee Chair
- Cathy Peterson, Central Park West 365 Design Committee Member, Advisory Recreation Board Member
- Darla LeClair, City Council Member, Main Street Board Member
- Gina Krahn, Sepia Chapel Owner, Main Street Board Member
- Brad Bosar, NAPA Auto Parts Owner, Main Street Board Member

Recommended Action:

Motion to approve the appointments as recommended by the City Manager.

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

- C. Resolution Authorizing Purchase of New Property Tax Software and Declaring Official Intent to Reimburse from Proceeds of 2022 Capital Projects Borrowing

Finance Director Dave Buss detailed benefits of the new property tax software and reasons for the upgrade.

Recommended Action:

Motion to waive reading and adopt the resolution, as recommended by the Finance Committee

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
EXCUSED: Jay Remiker

- D. Recommendation from Public Works Committee Meeting of October 6, 2021: Pursue Street Reconstruction Project for 2022 – 17th Street from East Park Street to Jefferson Street and from East Street to Pierce Street.

Recommended Action:

Motion to affirm the City's intent to pursue reconstruction of this street, including utilities, during the 2022 construction season, maintaining two-way traffic and parking on one side of the street, with no bike lanes; direct staff to proceed with project design and to do preliminary outreach to abutting property owners regarding the planned project; as recommended by the Public Works Committee

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

- E. Review of Applications for Councilmember Vacancy-Return Completed Rating Matrixes to City Clerk at Meeting for Tabulation

Motion to have City Clerk tabulate candidates ratings using rating matrixes scored by Councilmembers.

RESULT: NO VOTE – MOTION AMENDED
MOVER: Bill LeClair
SECONDER: Tracey Koach

Motion to have City Clerk tabulate candidates ratings using rating matrixes scored by Councilmembers and remove the diversity question from the scoring matrix.

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

Recess to Allow City Clerk to Tabulate Candidate Rating

The candidate ratings were tabulated by the City Clerk and distributed to the Council. The four candidates with the highest ratings were identified as Larry Thomas, Heather Ross, Gregory Coenen, and Scott Stechmesser.

The four other candidates were Jay Orvis, Mike McDaniel, Richard Schultz, and David Vogel.

Recommended Action:

Motion to identify the four top scoring candidates to move onto the interview phase at the October 25th Work Session meeting.

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

12) FOR INFORMATION ONLY

- A. Personnel & Finance Committee Meeting-Budget Review, Wednesday, October 20, 2021, 6:00 pm
- B. City Council Work Session, Monday, October 25, 2021, 6:00 pm
- C. City Council Regular Meeting, Monday, November 1, 2021, 6:00 pm

13) CLOSED SESSION

Motion to enter into closed session at 7:47 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 Economic Development Projects
- Discuss Redevelopment of City-Owned Paragon Property

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

15) ADJOURNMENT

Motion to dispense with the reading of the minutes and adjourn at 8:23 pm.

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

Jamie Jackson
City Clerk