



**CITY OF TWO RIVERS  
CITY COUNCIL AGENDA  
Monday, October 19, 2020  
Council Chambers – City Hall – 6:00PM  
Regular Meeting**

NOTE: TO BETTER ACCOMMODATE PUBLIC INPUT DURING THE GOVERNOR'S EMERGENCY MASK ORDER, CITIZENS MAY CALL 920-793-5534 WHEN THE COUNCIL PRESIDENT REQUESTS PUBLIC INPUT (MEETING CAN BE VIEWED ON CITY WEBSITE, [WWW.TWO-RIVERS.ORG](http://WWW.TWO-RIVERS.ORG), ON TWO RIVERS CITY HALL FACE BOOK PAGE OR SPECTRUM TWO RIVERS CABLE CHANNEL 993

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL BY CITY CLERK**
- 4. CONSIDERATION OF ANY COUNCIL MEMBER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**
- 5. PUBLIC HEARING**
- 6. INPUT FROM THE PUBLIC**
- 7. COUNCIL COMMUNICATIONS**  
Letters and other communications from citizens
- 8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES**
- 9. CITY MANAGER'S REPORT**
  - A. Invited Guests
  - B. Status/Update Reports
    1. Sandy Bay Highlands Subdivision--Street Work, Lot Sales
    2. Washington Highlands/TID 8--New Construction Activity
    3. Paving Work on Mariners Trail

4. Proposed Purchase of Former Paragon Property
5. Proposed Redevelopment Project in the Area of Washington and 12th Streets
6. Funding Application for Replacement of Private Side Lead Water Service Laterals
7. Recent Sanitary Survey Inspection by WI DNR at Water Utility
8. Halloween Activities in Two Rivers
9. November 3 General Election
10. Fall Leaf Cleanup
11. Welcome New Downtown Business: Hartman's Bakery
12. Other

C. Legislative/Intergovernmental Update

**10. CONSENT AGENDA**

A. Presentation of Minutes

1. Regular City Council Minutes-October 5, 2020

Recommended Action:

Motion to waive reading and adopt the minutes

B. Reports

1. 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. 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. 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

- B. Update on Floodplain Ordinance Status Report and Information Update

Recommended Action:

Information only

- C. 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

- D. 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

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 is any such purchases are determined to be ineligible for reimbursement from Routes to Recovery

**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 11, 2020

**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, October 26, 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 2, 2020, 6:00 PM

**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 Proposed Sale of Former Paragon Property, 6060 Parkway Boulevard

**14. RECONVENE IN OPEN SESSION**

To consider possible actions in follow-up to closed session discussions

**15. ADJOURNMENT**

Motion to dispense with the reading of the minutes of the meeting and adjourn

Please note, upon reasonable notice, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the Office of the City Manager by calling 793-5532.

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 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.





**CITY OF TWO RIVERS**  
**LEAF PICKUP SCHEDULE**  
**Beginning Monday, October 12, 2020**

Mondays ..... East Side  
Tuesdays, Wednesdays, and Thursdays.....North Side (between rivers)  
Fridays.....South Side

This schedule will be adhered to as closely as possible. Any section not completed during a week will be given priority during the next time scheduled for that area. Leaf pick up continues until around Thanksgiving. It will be discontinued before that if there is snow. Because of the type of equipment used for pickup, all leaves must be deposited in the gutter, **NOT ON THE TERRACE AREA.** Bagged leaves will not be picked up. Grass clippings, branches, sod, and other yard waste will not be collected. These items must be taken to one of the Manitowoc County Yard Waste Sites. If you have questions regarding this schedule or leaf pickup in general, please call the City of Two Rivers Public Works Department at 793-5576. **NOTE:** The City of Two Rivers does not provide any Spring pickup. All waste, including leaves, need to be recycled or hauled to one of the County Yard Waste Sites by the property owner.

Attachment: 2020 Leaf Pick-Up Notice (3053 : Fall Leaf Pickup Starts October 12)

**CITY OF TWO RIVERS  
COUNCIL PROCEEDINGS  
REGULAR MEETING  
Monday, October 5, 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	Present	
Jay Remiker	Councilmember	Present	
John Casavant	Councilmember	Absent	
Mark Bittner	Councilmember	Present	

Also present were Jeff Dawson, Lester Library Director; Jim McDonald, Public Works Director; Steve Denzien, Fire Chief; Ken Kozak, Brian Dellemann, Electric Director; Brian Kohlmeier, Police Chief; Ben Meinnert, Assistant Police Chief; Ross Blaha, Water Director; Dave Buss, Finance Director; Elizabeth Runge, Economic Development Director/City Planner; Terri Vosters, Parks & Recreation Director; 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**
5. **PUBLIC HEARING**
6. **INPUT FROM THE PUBLIC**

None.

Ned Guyette, 2501 Washington Street, addressed the Council supporting the Police Departments recommend amendments to the Beer Garden Ordinance.

John Wallace, 2519 Washington Street, addressed the Council supporting the Police Departments recommendations on the Beer Garden and Noise Ordinance amendments.

## 7. COUNCIL COMMUNICATIONS

### Letters and other communications from citizens

Council Vice-President D. LeClair reported that she received a phone call from Bethany Lee regarding a memorial bench for blues singer, Bryan Lee and is planning a fundraiser music jam event next year in his honor.

Councilmember Wachowski stated the Two Rivers Swim Club is fundraising for their capital campaign.

President Andrews stated he received three emails from citizens in support of the Beer Garden Ordinance and Noise Ordinance amendments, as recommended by the Police Chief.

Councilmember B. LeClair stated he had also received emails from citizens regarding the Beer Garden and Noise Ordinance.

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

Councilmember Bittner, Finance and Personnel Committee Chair stated that the committee is currently working on the 2021 budget, with meetings every Wednesday in October. He encouraged the public to attend the meetings.

Council Vice-President D. LeClair, Main Street Board of Directors stated that Main Street's planned October Wine Walk is canceled due to COVID concerns. She also reported on attending the ribbon cutting ceremonies at Extreme Audio and Cleveland Cyclesworks.

## 9. CITY MANAGER'S REPORT

### A. Invited Guests

1. Ken Kozak and Brian Delleman Electric Utility, Presentation Regarding Public Power Week, October 4-10, 2020

Ken Kozak and Brian Dellemann, Electric Department presented information on Public Power Week October 4-10, noting that Two Rivers is one of 80 community-owned, not-for-profit electric utilities across Wisconsin. They invited community members to participate in the celebration by taking the on-line quiz for a chance to win Chamber Bucks.

### B. Status/Update Reports

1. Appointment of New City Clerk/Human Resources Coordinator

Mr. Buckley reported Jamie Jackson will start work part-time as City Clerk/Human Resources Director on October 19 and full-time on November 4. Ms. Jackson has served since April 2019 as City Clerk for the City of Algoma and was Deputy City Clerk prior to that. She also has served as City Clerk/Treasurer for the City of Kewaunee from April 2014 to November 2016, prior to that she worked as an accountant at Eggers Industries. Ms. Jackson has a bachelor's degree in business administration from UW-Green Bay. City Clerk Kim Graves will retire at the end of January 2021.

2. Follow-Up reports on Actions Taken at the September 28, 2020 Special City Council Meeting
  - a. Contract for Sale of Former Paragon Property, 606 Parkway Boulevard  
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, 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.
  - b. Planned Redevelopment Project Involving Property Along the South-side of the West Twin River, West of Washington Street  
Mr. Buckley reported that a Comfort Resolution on a possible new tax incremental district or an amendment to an existing TID is included on the agenda tonight.
  - c. Award of Bid for Resurfacing a Section of Mariners Trail  
Mr. Buckley reported that the contract to resurface 1.1 mile of the trail was approved on September 28, and prep work for paving should occur later this week.
3. Hamilton Wood Type and Printing Museum News--Mr. Buckley referred these matters to Council President Curt Andrews, who sits on the museum's board of directors, for comment.
  - a. Donation Drive  
Mr. Andrews reported that the Hamilton Wood & Printing Museum is in the midst of a donation drive, in which Windgate Foundation will match every dollar donated, toward purchasing the museum's real estate and collections from the Two Rivers Historical Society.
  - b. 12th Annual Waysgoose International Conference--This Year, "Awayzgoose" On-Line Conference, November 5-8
4. 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.
5. Sandy Bay Highlands Subdivision--Street Work, Lot Sales  
Mr. Buckley reported the curbing was installed last week in Phase 2 and the asphalt paving is scheduled for week of October 12. The 20% off the list price promotion for lots in Phase 2 continues through December 31.
6. Water Utility Lead Testing--Not Required Until 2022  
Mr. Buckley stated that Water Utility Lead testing is not required until 2022. The DNR staff has advised that, because the Two Rivers water utility is engaged in a study to optimize its corrosion control measures, the utility will not be required to do another round of lead and copper testing until after implementation of optimization measures, likely in 2022. He noted that he had previously reported that lead testing would take place this Fall, based on earlier DNR communications

7. New Curbside Drop Box for Making Payments at City Hall

Mr. Buckley thanked the City's energy supplier, WPPI Energy, for its contribution that made the drop box possible.

8. New Signage for Spirit of the Rivers Monument and Wayside

Mr. Buckley reported on the new signage that was fabricated and installed by the City Public Works Department.

9. Voting in the November 3, 2020 General Election

Mr. Buckley stated that residents can register in person at the City Clerk's Office at City Hall, during normal business hours (10:00 AM to 4:00 PM Monday-Friday) or during the extended hours when in-person absentee voting is offered, or they can register on-line at [www.myvote.wi.gov](http://www.myvote.wi.gov). In either case, you will need to provide a valid photo ID, such as a driver's license.

Absentee ballot applications can also be made at the City Clerk's Office or on-line at [www.myvote.wi.gov](http://www.myvote.wi.gov). He urged people to apply for absentee ballots as soon as possible, to assure that they receive such ballots and have adequate time to get them returned to City Hall.

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, for voters who have difficulty coming City Hall.

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.

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

10. Downtown Trick or Treat, Saturday, October 24, 11:00 AM to 2:00 PM

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.

11. City-Wide Trick or Treat, Saturday, October 31; 5:00 PM to 7:00 PM

Mr. Buckley 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](http://www.cdc.gov) for more information.

12. 2021 Budget Process: Significant Dates

Mr. Buckley reported that Personnel and Finance Committee Budget Review

Sessions will be each Wednesday in October at 5:00 PM with the Budget Presentation to City Council on Monday, November 2, at 6:00 PM.

The Joint Meeting of Personnel/Finance Committee and Utilities Committee for Utility Budgets Review is Tuesday, November 3 (time TBD). The Personnel/Finance Committee Final Review of All Budgets 5:00 PM Wednesday, November 11 (if needed) with the City Council Public Hearing on Budget 6:00 PM Monday, November 16 and Budget Adoption 6:00 PM Monday, November 30.

13. Mental Illness Awareness Week of October 4-10

Mr. Buckley announced a Proclamation of October 4-10 as Mental Illness Awareness Week, issued by the City Manager's Office on September 22, at the request of the Manitowoc County Chapter of the National Alliance on Mental Illness (NAMI). A related display is in the J.E. Hamilton Community House in the 2nd floor lobby.

14. Fall Leaf Pickup Starts October 12

Mr. Buckley reported Fall leaf pickup starts 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).

15. Other

Mr. Buckley reminded everyone that complete information on local events and activities, can be found at [www.exploretworivers.com](http://www.exploretworivers.com).

C. Legislative/Intergovernmental Update

Mr. Buckley reported that the City has submitted all necessary documentation, including an audit report, in order to be reimbursed \$250,000 by the WI Economic Development Corporation for the hotel grant.

10. **CONSENT AGENDA**

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

A. Presentation of Minutes

1. **2020-199** Regular City Council Minutes-September 21, 2020; Special Meeting-September 24, 2020 and Work Session Meeting-September 28, 2020

Recommended Action:  
Motion to waive reading and adopt the minutes

B. Applications and Petitions

Attachment: 10.05.20 cc min final (3021 : City Council - Regular Meeting)

## 1. Application for Operator License-Recommended for Denial

Katie Vanden Heuvel, 1820 19th Street, Two Rivers

Recommended Action:

Motion to deny application, as applicant did not respond to City Clerk's letter advising her of the opportunity to schedule a hearing on the Council's stated intent to deny her license

## C. Reports

1. **2020-200** Minutes of Meetings

## a. Branding and Marketing Committee, September 10, 2020

Recommended Action:

Motion to receive and place on file

2. **2020-201** Department Report for August 2020

## a. Fire

Recommended Action:

Motion to receive and file

3. **2020-202** Finance Reports

- a. Debt Service, August 2020
- b. General Fund, August 2020
- c. Lester Library, August 2020

Recommended Action:

Motion to receive and place on file

4. **2020-203** Summary of Verified Bills for the Month of September for \$1,782,806.57Recommended 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. **2020-204** Possible Assistance to Development Project: Consideration of Comfort Resolution, Directing Staff to Proceed with Activities Necessary to Amend Tax Incremental Financing District (TID) 10 to Assist with a Rehabilitation Project

Recommended Action:

Motion to waive reading and adopt the Resolution



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

B. **2020-205** Purchase of Replacement Dump Trucks--Salters (2020 Capital Budget Item)

Recommended Action:

Motion to authorize the purchase of the new trucks and related plowing and salting equipment for the price of \$397,630.00, with the intent to borrow an additional \$97,630 in 2021 to fund this purchase, as recommended by the Public Works Director and Public Works Committee

**RESULT:** TABLED [7 TO 1] WITH REFERRAL BACK TO PUBLIC WORKS COMMITTEE  
**MOVER:** Adam Wachowski, Councilmember  
**SECONDER:** Mark Bittner, Councilmember  
**AYES:** Adam Wachowski, Bill LeClair, Curt Andrews, Darla LeClair, Jack Powalisz, Jay Remiker, Mark Bittner  
**NAYS:** Bonnie Shimulunas  
**ABSENT:** John Casavant

C. **2020-206** Ordinance to Amend Section 9-2-5 of the Municipal Code, Entitled "Loud and Unnecessary Noises Prohibited"

Recommended Action:

Motion to waive reading and adopt the Ordinance

**RESULT:** APPROVED WITH ROLL CALL [7 TO 1]  
**MOVER:** Bill LeClair, Councilmember  
**SECONDER:** Mark Bittner, Councilmember  
**AYES:** Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jack Powalisz, Jay Remiker, Mark Bittner  
**NAYS:** Adam Wachowski  
**ABSENT:** John Casavant

D. **2020-207** Ordinance to Repeal and Recreate Section 6-1-19 of the Municipal Code of the City of Two Rivers, Wisconsin, Entitled "Beer Gardens Regulated"

Recommended Action:

Motion to waive reading and adopt the Ordinance, eliminating the word "permanent" and substituting "substantial" as a description for the manner of construction for a perimeter barrier under Standards and Conditions

Council President Andrews asked Police Chief Kohlmeier to review the proposed changes to the ordinance. He noted that the Council packet included the ordinance in the form proposed for adoption, as well as a mark-up of the ordinance that identified 15 specific changes contained in the ordinance amendment.

Attachment: 10.05.20 cc min final (3021 : City Council - Regular Meeting)



Councilmember Wachowski stated he does not agree with section 12, which keeps the prohibition on amplified sound after 9 PM.

Councilmember Remiker stated smoking should be allowed in beer gardens, after the required beer garden closing time of 11:00 PM. Councilmember Wachowski expressed his agreement, noting that it would be preferable to having patrons gathered to smoke on the sidewalk, near the entrance to an establishment. Chief Kohlmeier noted enforcement concerns about having people in designated beer gardens after closing time; he also noted that nothing prevents taverns from establishing outdoor smoking areas that are separate from their beer gardens.

<b>RESULT:</b>	<b>APPROVED WITH ROLL CALL [5 TO 3]</b>
<b>MOVER:</b>	Mark Bittner, Councilmember
<b>SECONDER:</b>	Bill LeClair, Councilmember
<b>AYES:</b>	Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jack Powalysz, Mark Bittner
<b>NAYS:</b>	Adam Wachowski, Curt Andrews, Jay Remiker
<b>ABSENT:</b>	John Casavant

## 12. FOR INFORMATION ONLY

- A. Breakfast for Lunch Fundraiser, Friday, October 9, 2020, 11:00 AM- 1:00 PM, Senior Center, J. E. Hamilton Community House, 1710 W Park Street
- B. Secure Shred and Recycle Event, Saturday, October 10, 2020, 9:00 AM - 1:00 PM, JE Hamilton Community House Parking Lot, Sponsored by Fox Communities Credit Union and Two Rivers Optimist Club
- C. Senior Health & Information Fair, Thursday, October 15, 2020, 9:00 AM - Noon, Senior Center Pergola
- D. City Council Regular Meeting, Monday, October 19, 2020, 6:00 PM
- E. City Council Work Session Meeting, Monday, October 26, 2020, 6:00 PM

## 13. CLOSED SESSION

At 8:40 PM, a motion 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. Consider action relative to existing right of first refusal held by the City for purchase of Real Property.

And per Wisc. 19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Discuss current small claims litigation matter.

**RESULT:** APPROVED ROLL CALL [7 TO 1]  
**MOVER:** Jack Powalisz, Councilmember  
**SECONDER:** Bonnie Shimulunas, Councilmember  
**AYES:** Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jack Powalisz, Jay Remiker, Mark Bittner  
**NAYS:** Adam Wachowski  
**ABSENT:** John Casavant

Councilmembers Powalisz and Wachowski left the meeting after the roll call to enter into Closed Session.

**14. RECONVENE IN OPEN SESSION**

At 9:10 PM, a motion to reconvene in open session and to consider possible actions in follow-up to closed session discussions.

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

Motion to authorize the City Manager to sign a document terminating the City's Right of First Refusal on property located in the Town of Two Rivers, west of the City's Woodland Industrial, to allow Nationwide to purchase that 4 acre parcel, located adjacent to the company's property.

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

**15. ADJOURNMENT**

At 9:10 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:** Darla LeClair, Vice-President  
**AYES:** Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker, Mark Bittner  
**ABSENT:** Adam Wachowski, Jack Powalisz, John Casavant

\_\_\_\_\_  
 Kim M. Graves  
 City Clerk

Attachment: 10.05.20 cc min final (3021 : City Council - Regular Meeting)

## CITY OF TWO RIVERS CITY COUNCIL

## PUBLIC UTILITIES COMMITTEE

Tuesday, October 6, 2020

10:00 A.M.

City Hall: Third Floor – COUNCIL CHAMBERS

## MINUTES

**Call to Order****Roll Call - Committee members:** Bonnie Shimulunas, Bill LeClair, Adam Wachowski (absent)**Staff Present:** Jim Mc Donald (Public Works Director), Scott Ahl (Civil Engineer II), Dave Casebeer (WWTP), Ross Blaha (Water Utility), Ken Kozak (Electric Utility), Brian Dellman (Electric Utility)**Review and Approval of Minutes** - Motion by Bonnie Shimulunas, seconded by Bill LeClair, to accept the minutes as presented. Motion carried upon unanimous voice vote.**Budget Review for 2021 projects** – funding sources to include DNR Safe Drinking Water Loan and Clean Water Loan for water and sanitary sewer portions of the projects. Other sources include storm water utility for storm sewer, and capital funds for the roadway costs.**2021 CWF and SDWF Utility Project Status****24<sup>th</sup> Street Project****R. Blaha** – indicated Water Utility would prefer to hold off on the 24<sup>th</sup> St project  
- may look at delaying 24<sup>th</sup> St**Electric Utility** – indicated there are utility poles on both sides of 24<sup>th</sup> street, owned by both Electric Utility and Telephone Utility

Committee recommending to Personnel &amp; Finance Committee to proceed with projects as listed

**Wastewater Utility:****Plant** – flows have been decreasing; current flows around 2.3 mgd; BOD loadings continue to be on high side

- Phase 2 plant project completion expected by end of November

- cleaning of tanks &amp; hauling sludge is completed; usually not completed until later Fall

**Washington Highlands** – reviewed memo which was submitted to condo association; in order to be considered for utility to take over the lift station, \$101,000 of improvements, including upgrade of electrical would be required to meet the standards of a City owned lift station. Staff is recommending the association consider installing a dialer to contact a designated condo association member, and maintain as a privately owned lift station.

Consensus of committee to proceed with staff recommendation to keep lift station privately owned and recommend association to find a contractor for their maintenance and emergency services

**Electric and Telecommunications Utilities:** new rates in electricity tariff starting November 1; could save approx. 20% at Riverside Seafoods electricity rates**Budget** – doesn't anticipate major increase; labor expects to return to 2017 staffing levels

- noted: this is Public Power week; public is able to go to website and complete a quiz and enter for prizes

- noted: a car charging port is now available at Woodland Dunes

**Water Utility:** Based on a recent communication from the DNR, water testing from lead service laterals is only required every 3 years since past testing results were good; noted-some samples were obtained but staff does not plan on testing the samples.

**Storm Water Utility:**

**Shore Line Erosion** – shoreline protection work mostly complete at Neshotah Pond and DPW/WWTP area

- some areas with railings along Memorial Dr appear to be leaning; may be signs of erosion

**TMDL** – staff obtained samples at various locations of river; will continue sampling

**Demolition of abandoned 18<sup>th</sup> Street Lift Station** – staff is recommending removal of structure along vacated 18<sup>th</sup> St, east of East River St. The structure contains a lift station which was abandoned in 1980, when a sewer interceptor was installed along East Street. Consensus of committee to proceed with removal of structure

**Other Issues:** Adam Wachowski would like to discuss ways to reduce monthly fees on utility bills; noted-some fees are determined by PSC

**Set Date, Time, Location and Agenda Items for next Committee Meeting.**

Next meeting will be held Tuesday, October 20, 2020, at 10:00 am, for Budget Review

**Adjournment** – Motion by Bonnie Shimulunas, seconded by Bill LeClair, to adjourn at 12:05 pm

**CITY OF TWO RIVERS CITY COUNCIL**  
**PUBLIC WORKS COMMITTEE**  
**Tuesday, October 13, 2020 – 4:00 P.M.**  
**City Hall: Third Floor – COUNCIL CHAMBERS**

## MINUTES

### Call to Order

**Roll Call** – Public Works Committee: Darla LeClair, John Casavant, Jay Remiker (@4:30PM)  
**Staff:** Jim McDonald (City Engineer/Public Works Director), Scott Ahl (Civil Engineer II)

**Public and Invited Guests:** Larry Pruess and Peggy Bolle, 334 23<sup>rd</sup> Street

### Review and Approval of Minutes

Motion by John Casavant, and seconded by Darla LeClair, to approve minutes as presented.  
 Motion carried upon unanimous voice vote.

**Environmental Advisory Board (EAB)** – D. LeClair will email list of goals and desired outcomes for EAB. The email will be issued in advance of next public works committee to allow committee members time to review and be prepared to discuss at the next Committee meeting. LeClair also may request setting up a subcommittee of the EAB to discuss issues with the terrace area plantings, including possible update of the city's tree and shrub plan.

### Review Ordinance and Policies regarding Terrace Areas with consideration and action as needed in follow-up to recent letters and petition – memo prepared by McDonald

indicating concerns about revising the terrace ordinance, including potential future requirement to place leaves on the terrace area for leaf pick-up, and how to make determinations on acceptable plant species, and enforcement/proper identification if particular plants are of the allowed species.

- LeClair concerned that future DNR requirements will also encourage leaf storage on terrace areas. This needs to be further investigated due to the future stormwater requirements, and implications of future stormwater ponds.
- in order to maintain aesthetics of area, more training will likely be required for enforcement

D. LeClair and J. Casavant recommend tabling this item until next September.

**Possible changes to Special Assessment Policy:** tabled

### Budget Considerations and Issues for 2021

Truck equipment – 2020 Dump Trucks Capital Item

McDonald presented a memo which summarized the current recommendation to purchase two dump trucks in 202. As indicated at the previous meeting, the costs were more than the budgetd amount. Further explanations on the cost over-run include:

- DPW is proposing to purchase similar equipment as the last truck purchase, in attempt to standardize equipment with International chasis and Monroe plows. The previous truck is working well, and staff are familiar with the controls, operations, and maintenance, of this vehicle brand. In addition, it will limit the stocking of spare parts.
- budget was originally proposed @ \$330,000 but cut to \$300,000 during budget process
- vehicles of same make use same diagnostic tools

Consensus recommend to City Council the purchasing of two trucks at \$395,344, as described in the memo presented by J. McDonald.

DPW equipment – Proposed 2021 purchases:

- Breaker for back hoe
- tool cat attachments (brush cutter and broom)
- End loader: Volvo L120. Noted ,the L120 is heavier than existing loader. This will be required for future snow blower, which is expected to be heavier due to emission controls.
- future years includes continued replacement of existing equipment

### **Requests for Traffic, Pedestrian, and Parking Controls**

**20<sup>th</sup> Street near Washington** – staff will discuss requested parking controls with the property owner. Concerns that further restrictions may impact available parking for the residential apartments in this area.

#### **Sign modifications at Lincoln Ave. and 22<sup>nd</sup>**

- DPW staff is making a larger 'Right Turn No Stop' sign. This may reduce traffic stopping when turning from southbound Lincoln Avenue to westbound 22<sup>nd</sup> Street.
- put post above westbound 22<sup>nd</sup> St stop sign
- looking at delineators to separate through eastbound traffic (for CTH O) from turns to northbound (STH 42) traffic.

### **2020 Project Status- Shoreline Erosion Status**

**Trail to South Pier (Breakwater)** – delineated along Lake Michigan with barrier stone.

Staff is looking to make a connection to Mariners Trail, near the water plant.

**Mariners Trail Rehabilitation-Phase I** (Parkway Blvd Wayside to water plant) paved today; bidding for south portion on Thurs, Oct. 15

**Demolish Old 18<sup>th</sup> Street LS** – no objections to demolish

### **Storm Water Pond, Storm Water Utility – NOI by October 31.**

**TMDL Updates** – to be discussed at EAB meeting

**Future projects** – 17<sup>th</sup> Street (bridge to Zlatnik); need to submit for DNR funding for sanitary and water utilities

### **Other Items that may come before the Committee:**

- 22<sup>nd</sup> St (Washington St to Forest Ave)- noted no definite lane of travel; traffic can get confused where to be due to 4-lane roadway east of Washington Street. Would like to consider pavement markings to better delineate parking stalls, and location of travel lanes.

### **Date, Time and Agenda Items for next Committee Meeting(s)**

Wednesday, November 4, 2020 at 5:15 pm; possibly another meeting

### **Adjournment**

Motion by John Casavant, seconded by Jay Remiker, to adjourn 6:15 pm

**LESTER PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**Tuesday, August 11, 2020 6:00 PM**  
**Via Zoom Meeting**

---

**Call to Order** –President Ned Guyette called the meeting to order at 6:02 PM.

**Roll Call** – Members Present: Sharon Sleger, Stanley Palmer, Kirsten Sleger, John Casavant, Rick Hendrickson, Ned Guyette, and Larry Thomas. Absent and excused Tom Van Horn and David Pennefeather. Also present: Chris Hamburg, Adult Services Coordinator and Jeff Dawson, Director.

**Public Comment** – None

**Approval of Minutes** – Motion to approve minutes of July 14, 2020 meeting, made by Palmer, second made by Thomas. Voice vote carried unanimously.

**Expenditures & Financial Reports** – Motion to receive and file the July, 2020 financial reports, made by Thomas, second made by Sharon Sleger. Voice vote carried unanimously.

**Board Member Comment** – Sharon Sleger regularly takes advantage of the benches outside the library and our curbside services, she notes staff is always friendly and efficient.

**Director’s Report** – Dawson shared data relating to summer youth programming and reminded the Board of the Library Trail and Bench dedication and renaming to the Patrick Gagnon Trail will take place Sunday, August 16, 2020.

**Communications** - None

**Report from City Council Representative** – Cobblestone Hotel is complete and open for business. The Culver’s project was canceled.

**Report from School District Representative** – Administration is fine tuning the return to school plan that currently is a combination of in-person and online learning and cleaning protocols.

**Report from County Representative** – Not much to report from the County. A World War I Memorial Drive plaque is nearing completion, we are 8 to 12 weeks from a dedication.

**Unfinished Business**

- A. COVID-19 Strategies – there was consensus to keep the building closed through this period of coronavirus resurgence in Wisconsin. There is no need to put library patrons and library staff at risk.
- B. Strategic Plan Review - Dawson shared updates to the strategic plan including funding for the 3 main components of the carpeting project have been secured.

**New Business**

- A. Library Policy Review – Collection Development – this is for review as library staff feel the policy remains strong. We will bring the policy to the September meeting for final review and vote.
- B. Motion to allow part-time staff a one-time benefit to carry over unused vacation hours from 2020 to 2021 due to the pandemic, made by Thomas, second made by Henrickson. Voice vote carried unanimously.
- C. Motion to keep the library fine-free throughout the pandemic, made by Kirsten Sleger, second made by Henrickson. Voice vote carried unanimously.

**Board Education – None****Closed Executive Session – None**

Our next meeting will be held in the Community Room at the Lester Public Library.

Motion to adjourn made by Thomas, second made by Kirsten Sleger. Voice vote carried unanimously. Meeting adjourned at 6:57 pm.

Respectfully submitted, Jeff Dawson, Director



**City of Two Rivers  
Plan Commission**

**Monday, October 12, 2020  
5:30 PM  
City Hall Council Chambers**

**Minutes**

1. Call to Order

Chairman Buckley called the meeting to order at 5:39 PM.

2. Roll Call

Attendee Name	Title	Status	Arrived
Greg Buckley	Chairman	Present	
Rick Inman	Commissioner	Present	
Kay Koach	Commissioner	Present	
Connie Loden	Commissioner	Remote	
Jim McDonald	Commissioner	Present	
Eric Pangburn	Commissioner	Remote	
Adam Wachowski	Commissioner	Remote	

Also Present: Keith Conway, Don DeBruyn, Todd Moolenaar, City Planner Elizabeth Runge and Recording Secretary Vicky Berg. Also Remote: Ryan Marcelle.

3. Action Items

A. Review Site Plan for proposed solar array install at Grace Congregational Church, 2801 Garfield Street, submitted by Grace Church (owner) and Arch Electric, Inc. (agent)

The owner prefers Plan B, which includes one solar array, 120 feet in length, setback approximately 130 feet from the east property line.

Discussion included planting trees (not deciduous) along the east side of the property to provide visual screening from the residential development along Sandy Ridge Drive.

Motion to approve Plan B with the following conditions:

- The City reserves the right to provide notice to the property owner to plant trees along the east side of the property adjacent to residences along Sandy Ridge Drive within six months from the date of said notice.
- Said trees shall not be deciduous trees, shall be at least six feet in height and planted with appropriate spacing for one hundred feet in length.
- The City may issue such notice to plant trees for a three-year period upon completion of the solar array install.
- All costs incurred to plant the trees shall be the property owner's responsibility.

**RESULT:** APPROVED WITH ROLL CALL VOTE [UNANIMOUS]  
**MOVER:** Jim McDonald, Commissioner  
**SECONDER:** Rick Inman, Commissioner  
**AYES:** Buckley, Inman, Koach, Loden, McDonald, Pangburn, Wachowski

- B. Consider request for a 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)

Discussion included questions about the use of the current and future industrial property. However, this request is not inconsistent with neighboring zoning.

The owner confirmed the masonry building will be used for storage/warehouse purposes because it has no plumbing.

Motion to recommend the change in zoning and forward to Council for public hearing. Upon a roll call vote, motion carried.

**RESULT:** RECOMMENDED APPROVAL [UNANIMOUS]      **Next: 10/19/2020 6:00 PM**  
**MOVER:** Connie Loden, Commissioner  
**SECONDER:** Jim McDonald, Commissioner  
**AYES:** Buckley, Inman, Koach, Loden, McDonald, Pangburn, Wachowski

- C. Review Certified Survey Map to create Lots 1 and 2 from the properties known as 2338, 2340 and 2400 Memorial Drive, submitted by Ryan Marcelle d/b/a Tantrum Audio, and Erik Marcelle, Marcelle Properties, LLC (owners)

Motion to approved the Certified Survey Map provided the zoning of the 0.06 tract of land is changed from B-1 Business District to I-2 Industrial District.

**RESULT:** APPROVED WITH ROLL CALL VOTE [UNANIMOUS]  
**MOVER:** Connie Loden, Commissioner  
**SECONDER:** Jim McDonald, Commissioner  
**AYES:** Buckley, Inman, Koach, Loden, McDonald, Pangburn, Wachowski

- D. Review the process and schedule public hearing to amend the Project Plan for Tax Incremental District No. 10

The City has negotiated a purchase agreement with an interested party to operate a manufacturing facility from the premises. A development agreement shall be prepared. The proposed amendment must meet all statutory requirements, including financial feasibility.

Chairman Buckley requested this to be informational only and requested the Commission take no action to schedule the public hearing.

**RESULT: NO VOTE**

- E. Review the process and schedule public hearing to amend the Boundaries and Project Plan for Tax Incremental District No. 12

A developer is proposing a commercial development to include all properties in the 1500 block of 12th Street, except 1200 Washington Street. A development agreement shall be prepared. The proposed amendment must be financial feasible and meet all statutory requirements.

Chairman Buckley requested this be informational only and requested the Commission take no action to schedule the public hearing.

**RESULT: NO VOTE**

- F. Comprehensive Plan Update - Review and discuss draft Community Survey

The survey was reviewed and discussed. Several revisions were suggested. The survey is proposed to be available online for public input from mid-October to through November.

**RESULT: NO VOTE**

4. Adjournment

- A. Motion to adjourn at 7:45 PM.

**RESULT: APPROVED VOICE VOTE [UNANIMOUS]**  
**MOVER:** Rick Inman, Commissioner  
**SECONDER:** Jim McDonald, Commissioner  
**AYES:** Buckley, Inman, Koach, Loden, McDonald, Pangburn, Wachowski

\_\_\_\_\_  
 Vicky Berg, Recording Secretary

CITY OF TWO RIVERS  
COMMUNITY DEVELOPMENT AUTHORITY AND  
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE  
PROCEEDINGS

Wednesday, September 16, 2020

5:15 PM

3<sup>rd</sup> Floor Council Chambers - City Hall

**Call to Order**

The meeting was called to order by Chair Gregory Coenen at 5:15 PM.

**Roll Call**

BIDC/CDA Members present: Curt Andrews, Darla LeClair, Gregory Coenen, Keith Lyons, Dick Klinkner, Don Karman, Tracy Yaggie, Elizabeth Bittner and Tracey Koach. Absent and Excused: Dan Wettstein.

Also present were Gregory Buckley, City Manager, Elizabeth Runge, Community Development Director; and Peter Wills, Executive Director Progress Lakeshore.

**Approve Minutes of August 25, 2020 Meeting**

A motion was made by Dick Klinkner, seconded by Don Karman to approve the minutes. Upon a voice vote, motion carried.

**Discussion and Presentation of Spec Home Build in Sandy Bay Highlands**

Gina and Barry Krahn made a presentation of their proposal for building a home, on speculation, in the Sandy Bay Highlands subdivision.

**Closed Executive Session**

The Business and Industrial Development Committee and Community Development Authority reserve the right to enter into closed session per Wisc. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session;

A motion was made by Dick Klinkner, seconded by Curt Andrews to enter into closed session. Upon a roll call vote, Ayes (9) Curt Andrews, Darla LeClair, Gregory Coenen, Keith Lyons, Dick Klinkner, Don Karman, Tracy Yaggie, Elizabeth Bittner and Tracey Koach. Noes (0) None. Motion carried.

--Consider Proposal for Spec Home(s) to be built in Block 3 Lots 12, 13 and 14

--Consider/Discuss Proposal to Purchase Paragon Building

Discussion about both issues occurred.

**Reconvene in Open Session**

A motion by Keith Lyons, seconded by Don Karman, to reconvene in open session for possible action on matters discussed in closed session. Upon a voice vote, motion carried.

The committee informed Gina and Barry Krahn by a motion made by Elizabeth Bittner and seconded by Darla LeClair, that they (Krahns) would be offered Lots 12 and 1/2 of Lot 13 for \$55,200. They would also be offered Lot 1/2 of Lot 13 and Lot 14 for \$57,000. These prices are predicated on all 3 lots being purchased at once, for building a total of two spec homes. The security arrangement is to be determined as the Krahns arrange their additional financing. This motion carried via a voice vote.

The committee discussed the proposal from a party actively pursuing a purchase agreement for the property. The committee reviewed and discussed the terms but there was no action at this time.

### **Adjournment**

At 7:00 PM, a motion was made by Dick Klinkner, seconded by Curt Andrews, to adjourn. Upon a voice vote, motion carried.



**MINUTES**  
Special Committee on Branding and Marketing  
**Thursday, Oct. 8<sup>th</sup> 2020**  
**5:30 PM-7:00 PM**  
**THIRD FLOOR COUNCIL CHAMBERS, CITY HALL**

Curt Andrews called the meeting to order at 5:31 PM.

**Members present:** Darla Le Clair, Curt Andrews, Jeff Dawson, Michael Ditmer, Greg Buckley, Elizabeth Runge, Stephanie Carpenter, Todd Neilson

Guest: Whitney Frolicch

Zoom Call conducted.

Minutes from Meeting of Sept. 10<sup>th</sup> Approved: Jeff made motion, Darla Seconded.

**Advertising/ Marketing Support / Business meetings (Curt provided an update)**

- Updated Cobble Stone meeting with Elizabeth, Curt sent Rick and Ross TR Licensing Made in Material working to secure placement on packaging and website links. Ross working with his marketing /design team and will provide follow up and timing for adding TR logo and link to their website.
- Meetings being set up with Riverside Food and VT for Made in TR incorporation.
- Carron Net digital logo's and files sent for Made in TR usage and links
- Whitney Reviewed Tool Kit decks for presenting to partners based on what usage they are considering. (SEE ATTACHED)
- Renee's Chocolates signed agreement and was sent Made in Files. Execution TBD.
- Meetings set with Linda Loves Cheesecake & Hartman's week of 10/18 to discuss Made in TR
- Realtors guidelines and support material being developed for upcoming BRAND meeting once Covid settles down.

**Marketing Flow Chart Draft (Postponed til next meeting. (Curt)**

**Lic. Program Update (Four Trademarks Filed by Attorney Jim Boyle)**

- It will take the Trademark Office probably about 4-6 months to examine the applications.
1. Two Rivers Wisconsin w/ separate boat & lighthouse design
    - a. Trademark/Service Mark Application, Principal Register
    - b. Trademark/Service Mark Application, Principal Register (Data Sheet)

Attachment: MINUTES Special Committee on Branding and Marketing 1082020 (1) (3024 : Minutes of Meetings)

- c. Filing Receipt
  - d. Email confirmation assigning serial no. 90226618
2. Two Rivers Wisconsin 1836 combined w/ boat & lighthouse design
    - a. Trademark/Service Mark Application, Principal Register
    - b. Trademark/Service Mark Application, Principal Register (Data Sheet)
    - c. Filing Receipt
    - d. Email confirmation assigning serial no. 90226854
  3. Made in Two Rivers Wisconsin stylized design
    - a. Trademark/Service Mark Application, Principal Register
    - b. Trademark/Service Mark Application, Principal Register (Data Sheet)
    - c. Filing Receipt
    - d. Email confirmation assigning serial no. 90226928
  4. Made in Two Rivers WI w/ circle TR stylized design
    - a. Trademark/Service Mark Application, Principal Register
    - b. Trademark/Service Mark Application, Principal Register (Data Sheet)
    - c. Filing Receipt
    - d. Email confirmation assigning serial no. 90226968

### **True to Two Videos and YouTube link reposted (Whitney)**

#### **Logo Wear Consignment agreement**

- Approved by Council, Schroeder's signed.
  - Request for Long sleeve T's and Sweatshirt -Sourcing
- Submitted check for Sept sales of \$509
- Meeting with Light House Inn 10/15 Consignment agreement for Logo wear at his gift shop -timing and quantities TBD
- Total Investment on Logo Wear & Celebrate TR Giveaways \$6572.00 from Room Tax  
Sales performance as of Oct 1st \$5927.72, (\$1108.53 was in Giveaways)  
Still have Inventory at Schroeder and back stock for future opportunities

#### **Social Media**

- Discussed setting up Google business review to capture testimonials /feedback to share and promote when appropriate (Todd / Whitney) STILL PENDING
- Admin of social. (Whitney)
- updating Explore TR site and revisiting scope of support (Elizabeth/ Whitney)

#### **Branding Project Implementation guidelines**

- Todd to provide first pass at the remainder of 2020 possible activities. Will send out separately

**Follow up:**

- Meeting needed with Chamber (Greg)
- Combined meeting with Room Tax committees (TR & Mani) (Greg)
- Follow up with Visitor Center (Curt / Mark &Greg)

**Other business**

- PENDING :2020 Year in review scorecard discussed to highlight TR achievements and results
- PENDING :2021 Event opportunities with Parks and Rec and Main Street)
- Revisit the make up of the Branding committee (6-8)going forward we make it a permanent committee with terms – Present to Council in November with recommended members.
- Establishing Brand Ambassadors (Select 3-4 ) working directly with civic organizations and businesses.

Curt reaching out to candidates and setting up separate meeting to draft scope.

Darla made motion to adjourn, Michael second 6:37 PM

**Next Meeting will be Tuesday Nov 19<sup>th</sup> 5:30-6:30 Council Chambers & Zoom.**



# Licensing Guidelines

---



**TWO  
RIVERS**  
WISCONSIN

Attachment: TR Logo Licensing Guidelines (3024 : Minutes of Meetings)

# BRAND PRINCIPLES

## **TIMELESS**

When you're in Two Rivers, a sense of timelessness surrounds you. We're a quaint small town that gives off a feeling that transcends generations, and it's reflected in our architecture, in our values, in the way a friendly neighbor greets you on Washington Street. Even new things we do are done in a timeless way.

## **CREATIVE & ENTREPRENEURIAL**

In our early history there were countless entrepreneurs who came up with creative solutions to problems. From fishermen to industry leaders, people weren't afraid to strike out on their own in the pursuit of something better. There's now an opportunity to reclaim this spirit in a way that feels right for a new era of Two Rivers.

## **COMFORTABLE**

There's a comfort to your time here — many of us don't even lock our front doors. Our goal is to make you feel at home. We want Two Rivers to be a place where you can relax, let go and be yourself.

# Brand Story

## TIMELESS & TRUE

---

Our quaint, small town is steeped in a sense of timelessness. Our values and our beliefs — even our buildings and architectural style — are rooted in our history. We favor function over luxury and like things that are simple and of high quality. We are in style but never trendy. Even new things are created in a timeless way. What we do has character but is never flashy. In this sense, we are true to our purpose.

However, the city is changing, just as the lake and our shores change day to day and hour to hour. We embrace this change because our sense of timelessness allows us to remember who we are and where we come from. We look to our past for inspiration and guidance, and while we may change, we will remain true to who we are.

Honoring this truth is what will help us flourish in a new era, where new businesses, industries and innovations will change the world around us. When we speak authentically about our purpose — about who we are at our core, despite change — we will attract like-minded residents, visitors, businesses and entrepreneurs who will help us look back at our past as a way of moving into the future.



# PRIMARY LOGO

---

The Primary Logo is an evolution of the original city logo, and features both a wordmark and an icon. There are two waves for Two Rivers, and the font used for “Two Rivers” is from the Hamilton Wood Type and Printing Museum, as a nod to the city’s rich history. The primary colorway is two colors: Two Rivers Orange and Two Rivers Teal. No matter the color, the Primary Logo should not be printed any smaller than 3/4” tall to maintain design integrity.



**TWO  
RIVERS**  
WISCONSIN

# Other Acceptable Uses

### LOGO IN BLACK

The Primary Logo should be shown in its two color version whenever possible, but can be used in all black. The black logo should be used on light colored backgrounds.



**TWO  
RIVERS**  
WISCONSIN

### LOGO IN WHITE

The Primary Logo should be shown in its two color version whenever possible, but can be used in all white. The white logo should be used on dark colored backgrounds.



**TWO  
RIVERS**  
WISCONSIN

# Legibility & Spacing



To ensure legibility, always make sure the logo has “room to breathe.” This space isolates the mark from other competing elements (such as other logos or copy) that might conflict with, overcrowd or lessen the impact of the logo. The logo should never touch another design element or be so close to an edge that it may be cut off. Maximize clear space whenever possible.



**Minimum Print Size**  
The smallest the logo should be printed is 3/4” tall.



**Special Case Logo**  
If the logo is to be screenprinted or embroidered smaller than 4.5” wide, use this special case logo, which rearranges the wordmark and icon and features a larger “Wisconsin” for legibility.



**Wordmark Logo**  
If the logo is to be screenprinted or embroidered smaller than 2.25” wide, use this special case logo. This version is ideal for pens and other small imprint areas.

# Unacceptable Uses



Do not squish or stretch the logo.



Do not modify or remove parts of the logo.



Do not apply effects or shadows to the logo.



Do not change the colors of the logo.



Do not place the red logo on a photo background; always use the white version over a dark background.



# Usage Examples



Attachment: TR Logo Licensing Guidelines (3024 : Minutes of Meetings)





# Licensing Terms

The Two Rivers logo can be used on apparel, homegoods and other branded merchandise upon approval of a consignment agreement. In order to keep our branding efforts consistent, any proposed usage of the city logo must be approved by the Branding Committee. Pre-approved designs are available for download, and custom design requests will be considered upon request.

Please visit [truetotwo.com/licensing-program](https://truetotwo.com/licensing-program) to fill out the Licensing Program application (or print and mail the form on the following page) to be granted access to our digital asset portal.

## *Questions, comments or requests?*

Email [communications@two-rivers.org](mailto:communications@two-rivers.org)



**TWO  
RIVERS**  
WISCONSIN

Last updated Sept. 30, 2020

# Licensing Program



Businesses within the City of Two Rivers may be allowed to use the city logo(s) for saleable merchandise and/or souvenir production based on a consignment agreement to be determined by the Branding Committee. Refer to the Licensing Guidelines packet for proper logo usage.

Please visit [truetotwo.com/branding-guidelines](http://truetotwo.com/branding-guidelines) to get a feel for our brand style.

**To request access to the Brand Guideline and Brand Assets please complete the form and mail to the address below.**

**Full Name**

---

**Email Address**

---

**Company Name**

---

**Title**

---

**City**

---

**Website**

---

**Please tell us how you plan to use the graphics...**

---

---

---

---

---

**Mail to:**

Two Rivers City Hall  
ATTN: Communications  
1717 E. Park Street  
Two Rivers, WI 54241



**TWO  
RIVERS**  
WISCONSIN

# Licensing Guidelines

---



# BRAND PRINCIPLES

## **TIMELESS**

When you're in Two Rivers, a sense of timelessness surrounds you. We're a quaint small town that gives off a feeling that transcends generations, and it's reflected in our architecture, in our values, in the way a friendly neighbor greets you on Washington Street. Even new things we do are done in a timeless way.

## **CREATIVE & ENTREPRENEURIAL**

In our early history there were countless entrepreneurs who came up with creative solutions to problems. From fishermen to industry leaders, people weren't afraid to strike out on their own in the pursuit of something better. There's now an opportunity to reclaim this spirit in a way that feels right for a new era of Two Rivers.

## **COMFORTABLE**

There's a comfort to your time here — and our goal is to make you feel at home. We want Two Rivers to be a place where you can relax, let go and be yourself.



# Brand Story

## TIMELESS & TRUE

---

Our quaint, small town is steeped in a sense of timelessness. Our values and our beliefs — even our buildings and architectural style — are rooted in our history. We favor function over luxury and like things that are simple and of high quality. We are in style but never trendy. Even new things are created in a timeless way. What we do has character but is never flashy. In this sense, we are true to our purpose.

However, the city is changing, just as the lake and our shores change day to day and hour to hour. We embrace this change because our sense of timelessness allows us to remember who we are and where we come from. We look to our past for inspiration and guidance, and while we may change, we will remain true to who we are.

Honoring this truth is what will help us flourish in a new era, where new businesses, industries and innovations will change the world around us. When we speak authentically about our purpose — about who we are at our core, despite change — we will attract like-minded residents, visitors, businesses and entrepreneurs who will help us look back at our past as a way of moving into the future.



# MADE IN LOGO

---

The Made In Logo is for city, resident and local business use. Residents can use it as an emblem of city pride, and businesses can apply to put the logo on their marketing materials, product packaging or other collateral. Its primary colorway is solid Two Rivers Orange, while alternate colors are shown on the next page.





# Other Acceptable Uses

## MADE IN LOGO IN BLACK

The Made In Logo should be shown in Two Rivers Orange whenever possible, but can be used in a one color black format when necessary. The black logo should be used on light colored backgrounds.



## MADE IN LOGO IN WHITE

The Made In Logo should be shown in Two Rivers Orange whenever possible, but can be used in a one color white format when necessary. This version should only be used over a solid, dark background that provides high contrast — the logo details need to be easily read.



# Legibility & Spacing



To ensure legibility, always make sure the logo has “room to breathe.” This space isolates the mark from other competing elements (such as other logos or copy) that might conflict with, overcrowd or lessen the impact of the logo. The logo should never touch another design element or be so close to an edge that it may be cut off. Maximize clear space whenever possible.



**Minimum Print Size**  
The smallest the logo should be printed is 2” wide.



**Special Case Logo**  
If the logo is to be printed or embroidered smaller than 2” wide, use this special case logo, which features a rearrangement and larger text for legibility.

# Unacceptable Uses



Do not squish or stretch the logo.



Do not modify or remove parts of the logo.



Do not apply affects or shadows to the logo.



Do not change the colors of the logo.



Do not modify the wording in the logo.



Do not place the red logo on a photo background; always use the white version over a dark background.



# Usage Examples



Q Search ...



Attachment: MITR Licensing Guidelines (3024 : Minutes of Meetings)





# Licensing Terms

We invite and encourage all Two Rivers area businesses to begin using the Made In Two Rivers assets on their products, packaging, promotional materials and websites at their earliest convenience. There is no cost associated with using the Made In Two Rivers brand assets for promotional purposes at this time, and while we do not currently provide physical materials such as stickers, posters and window clings, customized design files and resources can be made available.

The Made In Two Rivers logo can be used on apparel, homegoods and other *saleable* branded merchandise upon approval of a consignment agreement. In order to keep our branding efforts consistent, any proposed usage of the MITR logo must be approved by the Branding Committee.

Please visit [truetotwo.com/licensing-program](https://truetotwo.com/licensing-program) to fill out the Licensing Program application (or print and mail the form on the following page) to be granted access to our digital asset portal.

**Questions, comments or requests?**

Email [communications@two-rivers.org](mailto:communications@two-rivers.org)



# Licensing Program



Businesses within the City of Two Rivers are encouraged to download and utilize the brand assets. If your product is made in Two Rivers, you may include the Made In logo on your products or packaging. Additionally, your company can use Two Rivers branding in your marketing, advertising or recruiting materials. Please refer to the Licensing Guidelines packet for proper logo usage.

Please visit [truetotwo.com/branding-guidelines](http://truetotwo.com/branding-guidelines) to get a feel for our brand style.

**To request access to the Brand Guideline and Brand Assets please complete the form and mail to the address below.**

Full Name

---

Email Address

---

Company Name

---

Title

---

City

---

Website

---

**Please tell us how you plan to use the graphics...**

---

---

---

---

---

**Mail to:**

Two Rivers City Hall  
ATTN: Communications  
1717 E. Park Street  
Two Rivers, WI 54241



Made in Two Rivers™ is a branding initiative sponsored by the City of Two Rivers, Wisconsin. Our goal is to showcase local businesses with pride and provide a growing network of supportive services.

Including our Made in Two Rivers logo on your products, packaging, marketing materials and websites shows consumers that your business is rooted in timelessness, creativity and comfort- our brand principles. It is a symbol of quality, pride and passion.

Any Two Rivers-based business is eligible and encouraged to participate in the Made in Two Rivers program, and we can't wait to work with you! Thank you for supporting entrepreneurship in your home town.



**TWO  
RIVERS**  
WISCONSIN





**TWO  
RIVERS**  
WISCONSIN

# Branding Uses

## Acceptable Uses of the Two Rivers Branding

- Full color, unaltered
- 1 color - black or white
- On images, provided there is enough contrast to be legible
- On product packaging and promotional materials, including brochures, websites, flyers, point-of-purchase items, catalogs and advertisements
- On wayfinding and signage
- On for sale apparel and other branded merchandise so long as you have explicit approval or a separate licensing agreement

**Consistency makes the brand stronger.**

**To see full brand guidelines, visit:**  
<http://truetotwo.com/branding-guidelines>

## Unacceptable Uses of the Two Rivers Branding

- Altered colors or proportions
- Adding effects, such as drop shadows or glows
- On busy images where the branding would not be legible
- Using the icon by itself without special permission
- On product packaging and promotional materials for items made outside of Two Rivers
- Using the branding on product packaging/labels or advertising that is inflammatory, offensive, negative, racist, sexist, or harmful or detrimental to Two Rivers
- Using the branding on product packaging that includes the name of another state or country, e.g., "Product of Mexico," "Georgia Peaches," "Vidalia Onions"
- On for sale apparel and other branded merchandise without explicit approval or licensing agreement

**MEMO***from City Clerk's Office*

**DATE:** October 12, 2020

**TO:** Gregory Buckley, City Manager  
City Council

**FROM:** Kim Graves, City Clerk

**SUBJECT:** Beverage Operator Applications

On May 4, 2020 the City Council approved the City Clerk to issue Beverage Operator Licenses.

Below is the list of licenses issued since the Council meeting on September 19, 2020:

NAME	ADDRESS	1 YEAR/2 YEAR
Autumn R. Engle	1805 22 <sup>nd</sup> Street	1 year
Broderick D. VanderBloomen	2508 36 <sup>th</sup> Street	1 year
Andrew J. Willis	3607 Monroe Street	2 year
Carri Gomez-Martinez	1406 17 <sup>th</sup> Street	1 year
Meadow VanVoltenberg	1122 Hawthorne Avenue	2 year
Garrett F. Willman	2403 45 <sup>th</sup> Street	2 year
Tara A. Minarik	2622 9 <sup>th</sup> Street	2 year
Shannon M. Passmore	2714 11 <sup>th</sup> Street	1 year

Attachment: Approved Beverage Operator Applications (3044 : Department Reports for September)

## COMMUNITY DEVELOPMENT

Elizabeth Runge, Director 10/19/2020



### I. Focus relentlessly on fiscal new revenue streams and operational sustainability.

- Working on TID 10 Amendment#2 and Idle Sites grant application for Paragon project.
- Working on TID 12 Amendment#1 for project at Washington and 12th Streets.

### II. Deliver outstanding city services & innovations for both sustainability and to support future growth.

### III. Drive strategic community development.

- Plan Commission and staff worked together to modify the public participation survey for the comprehensive plan. The survey, when finalized, will be made available for residents to gather input (Later October through end of November).
- Identifying locations for specific redevelopment upon request from third parties and for planning purposes.

### IV. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses.

### V. Encourage employees' personal and professional development, invest in employees to deliver the highest quality services for our community today and tomorrow while being a preferred city for career opportunities.

### VI. Enhance and promote the City identity and brand story throughout the region.

- Sharing responsibilities and creating social media posts.

Two Rivers Electric Department  
 Monthly Report For  
 October 2019

**Electric Consumption in KWH:**

**This Month:**

Sept. Energy Data

2015	2016	2017	2018	2019	2020	%Change from 2015-2020	%Change from 2019-2020
6,807,722	7,015,985	6,858,478	6,809,251	6,612,734	6,735,982	-1.05%	1.86%

**Year-to-Date:**

2015	2016	2017	2018	2019	2020	%Change from 2015-2020	%Change from 2019-2020
63,274,167	64,088,452	62,329,996	63,893,031	62,816,844	64,223,302	1.50%	2.24%

**Cost of Electricity Purchased in Dollars:**

**This Month:**

2015	2016	2017	2018	2019	2020
\$ 521,400.74	\$ 589,690.73	\$ 582,525.74	\$ 551,586.20	\$ 512,813.10	\$ 578,125.88

\$/kWh						%Change from 2015-2020	%Change from 2019-2020
\$ 0.07659	\$ 0.08405	\$ 0.08494	\$ 0.08101	\$ 0.07755	\$ 0.08583	12.06%	10.67%

Attachment: Electric Report (3044 : Department Reports for September)

## Two Rivers Electric Department Monthly Report For October 2020

**Large Work Orders Worked on during the current month:**

Location	Description of work performed
LED Light Replacement	Street lights
Southside	Rebuild primary poles, cross arms and wires
Southside	Replace primary disconnect switch
Eastside	Cutout / Arrester replacements
Northend Residential	Remove backyard three phase wires & cross arms
Northend Residential	Various locations, new poles, wires and polymer cutouts

Call-Out Dates	Location	Duration	Cause if known
9/5/20	18th & Washington St.	NA	Car Accident / Traffic signal
9/5/20	2523 11th St.	N/A	Customer Issue
9/6/19	Neshotah Beach	NA	Remove canvas from pavillion
9/11/20	21st & Monroe St.	NA	St Light Pole accident
9/12/19	Riverside Foods	NA	Scheduled work

**Number of Services Upgraded or Changed:**   
**Number of Electric Meters Installed:**   
**Total Number of Electric Meters Tested:**   
**Service Disconnects & Reconnects:**

Attachment: Electric Report (3044 : Department Reports for September)

## Fire Department Monthly Report September 2020

10.B.2.d

		Monthly			Year to Date 2020			Year to Year 2019			
<b>Total Incident Responses</b>			167			1369			1527		
<b>EMS Response</b>	<b>Total EMS Incidents</b>		150			1099			1383		
	Total Patients		150			980			1341		
	On Scene		104			946			1171		
	Interfacility Transports		46			383			453		
	Intercepts		2			10			12		
	Other		0			0			7		
<b>EMS Revenue</b>	<b>Date of Service Report</b>		Monthly			Year to Date 2020			Year to Year 2019		
<b>EMS Operations Billing Information</b>	SDC and TRIP Revenue		\$2,286.74			\$35,354.07			\$69,476.35		
	Charges		\$115,894.77			\$1,132,907.18			\$1,340,292.38		
	Payments		\$53,515.01			\$516,505.30			\$690,700.29		
	Adjustments		\$64,919.30			\$524,766.55			\$590,813.32		
	Change + or - in Accounts Receivable		-\$2,539.54			\$91,635.33			\$58,778.77		
	Monthly Collection Percentage		46.18%			45.59%			49.60%		
<b>Fire Incidents</b>	<b>Total Fire Incidents</b>		17			130			138		
	Structural		0			6			4		
	Fire Other		2			14			5		
	Unauthorized		4			14			13		
	Hazardous Condition		5			38			44		
	False / Cancelled		3			37			33		
	Service Calls		3			20			28		
<b>Overlapping Calls</b>						189			249		
<b>Occup/ Inspect</b>	<b>Total Inspections</b>		38			183			241		
	General		0			183			225		
	Special/Other/Consults		0			0			16		
	Violations		7			49			15		
	Corrections		0			21			42		
<b>Training</b>	<b>Total Hours</b>		417.5			3979.4			3572		
	Fire Training		227.5			2709.4			1592		
	EMS Training		110			770			1440		
	Community Based Outreach		80			500			708		
See attached training summary											
<b>Public Education</b>			Monthly			Year to Date 2020			Year to Year 2019		
<b>Totals / Events</b>	<b>Staff Hours</b>	<b>Participants</b>	<b>6</b>	<b>18.5</b>	<b>12</b>	<b>51</b>	<b>91.25</b>	<b>325</b>	<b>39</b>	<b>117.3</b>	<b>347</b>
CPR Classes	Staff Hours	Participants	6	10	12	16	40.25	75	22	65.75	112
Station Tours	Staff Hours	Participants	0	0	0	1	1	30	2	2.5	32
Presentations	Staff Hours	Participants	0	8.5	0	34	50	220	15	47	203
<b>Maintenance</b>			Monthly			Year to Date 2020			Year to Year 2019		
	<b>Total Hours</b>		207.1			1957.75			1947.5		
	Building Care, Cleaning, Maintenance		61.05			620.45			724.6		
	Grounds Care		4			103.5			141		
	Vehicle Checks		128.75			1028.75			884.1		
	Vehicle Cleaning		7.3			115.05			113.75		
	Vehicle Maintenance		6			90			84.05		
<b>Current Events</b>											
Chad Kakes 1 year Anniversary as Assistant Chief of Fire											
Prepreations for Fire Prevention Week											
Lots of community outreach for distressed individuals											
Planning with community partners and Manitowoc County for increasing service usage											
<b>Anniversaries</b>											
FF/CCP Zachary Peterson (9/21) 21 years, FF/CCP Mark Guehlstorf (9/21) 21 years.											

Attachment: Fire (3044 : Department Reports for September)



## Monthly EMS Training Report for September 2020

*I would like to encourage all City of Two Rivers City Council members to contact me to set up a time that I can give you a personal view of TRFD operations and training. (920)-901-3810*

*Follow The City of Two Rivers Fire Department on Facebook to see pictures/videos of Training, Operational Events and Community Outreach.*

### Notable Events

#### **ALL EMERGENCY ORDERS FOLLOWED**

#### **Daily COVID-19 Updates**

- COVID-19 Protocols, Policies, and Education Continues (CDC and Best Practice)
- B-Shift had a PNB save
- Two TRFD Paramedics tested positive for COVID-19
- Daily Documentation of all PPE use and Self-Monitoring Continues
- All TRFD staff required to wear masks while on duty (in station and operationally)
- A/C Murack completed a one week train the trainer class (FBINAA Resiliency)
- A/C Murack attended a 1-day Cadaver Lab in Green Bay
- IFT meetings with TRFD staff and AMCMC (MTM)
- Continued “Best Practice” TRFD Ambulance/Station Disinfection
- All TRFD Paramedics continued Paramedic/CCP Training (Guidelines Followed)
- All TRFD shifts completed QI/QA Training/Education (Daily)
- Daily collaboration with relevant community partners
- Daily communication with Medical Director
- Daily QI/QA shift EMS Education
- 3 LTC Paramedic students continue their internship (Louis Kumbalek and Braedyn Ahl and Josh Kracaw)
- FF/P Taddy and FF/P Miller continue Critical Care Paramedic Licensure class at NWTC

## Monthly Training Report

**EMS: 110 hrs**

The TRFD EMS training program encompasses paramedic, critical care paramedic, and tactical paramedic training. EMS training or tasks connected to EMS training. The TRFD paramedics strive to offer empathic, competent and professional care that exceeds the expectations of those we serve. There are countless hours of EMS training each day at the TRFD. This training is formal and informal. TRFD paramedics have three formats of formal education: Target Solutions on-line assignments, Formal Lecture, and Practical Exercises. Dr. Painter, the TRFD Medical Director provides oversight to all TRFD EMS training, as well as QI/QA. The TRFD is committed to offer "best practice" care now and in the future.

**Training for TRFD Firefighter/Paramedic mental resilience**

**Teaching TRFD Firefighter/Paramedics to overcome the stresses of the job is just as important as operational task competency drills.**

Link: <https://www.firerescue1.com/firefighter-training/articles/training-for-firefighter-mental-resilience-cDfwMUGJUQZGVq>

**Teleflex EMS Cadaver Lab 2020**

Link: <https://www.teleflex.com/en/procedural-lab-registration/usca.html>

**Training hours above are conservative.**

- **Continuing Paramedic/Critical Care paramedic education (Target Solutions)**
- **Protocol Review/Collaboration/Update**
- **EMS Remediation based on QI/QA**
- **EMS Competencies/Evaluations/Education**
- **Medical Director collaborative QI/QA (Dr. Painter s`hifft ride-a-long)**
- **Pod/Web Casts (EMS1/EMS World)**
- **Shift case studies Lecture/Target Solutions (company level EMS training)**
- **Paramedic QI/QA (all reports) Krajnik/Menges/Murack/Painter**



## Monthly Training Report

- EMS ( All shifts)
- TEMS training
- Shift Officers EMS/AMCMC Update Meetings
- EMS Related Meetings/Training/Updates (COVID-19)

**Community Based Paramedic Outreach: 80 hours**

**COVID-19 PREVENTION and INFORMATION**

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

This is a very important program that requires continuous training updates with the TRFD staff. This program is rapidly developing throughout the United States. State legislation has recently been passed to allow ambulance providers to bill for preventive care. There is daily communication between TRFD employees as providers of preventative medicine and other community resources. Being proactive in community outreach mitigates many unnecessary ambulance responses and decreases operating cost to the city. More importantly community paramedicine objectively improves the quality of life and decreases mortality rates of those who have health related disparities in our community. This program operates 24/7 365. It is very difficult to give a accurate number to this training. The above hours noted are very conservative.

Important to note is, the hospital equipment program at TRFD is a Community Outreach program (the time from that program is averaged in with the above number).

- Community Outreach visits/calls/visits
- Collaboration with PAAW
- Unnecessary 911 call mitigation
- Public health meetings (COVID-19)
- Health Department Meeting updates (COVID-19)
- Operational collaboration with various agencies
- Phone calls to citizen's at risk
- Collaboration with Public Health, Hospice and other area agencies
- Community Education

# TRFD Critical Care Ambulance 6 and Engine 10 (2020)



Attachment: Fire (3044 : Department Reports for September)

## Monthly Training Report



## Be Well

For more detailed information feel free to contact me.

-Respectfully Submitted

**David R. Murack**

**Assistant Chief**

**Emergency Operations/Community Outreach**

City of Two Rivers Fire Department

2122 Monroe Street, Two Rivers WI, 54241

Station: 920-793-5521

Cell: 920-901-3810

*"Let no public safety service member's ghost ever come back and say their training failed them."*

Web Page: <http://www.two-rivers.org/fire/fire-department.php>

Attachment: Fire (3044 : Department Reports for September)

## Monthly Fire Operations Report for September 2020

### News

- September's training focused on fire ground operations. The objectives that were met for this trainer were: PPE / SCBA usage, pumping apparatus positioning and operation, hose load deployment / advancement into a two-story residential structure, search and rescue / victim removal, managing single and multiple fire companies, and communications.



- Three of the four fire officers have completed the online Blue Card Command and Control course.
- Planning for our upcoming fire prevention week started. This year's theme is "Serve up fire safety in the kitchen". Public education staff is working on creating a video base education series that will be uploaded to YouTube.
- Information gathering continues for the future replacement of our 1992 ladder truck. We have been working with DePere and Howard Fire Departments to create a generic spec. The ladder truck committee will review the spec, so it is ready to be summited in 2021.

### Fire Operations

<u>Fire Operations training:</u>	<b>227.5 hours</b>
<u>Fire Inspections:</u>	<b>38 Inspections, 7 Violations, 0 Correction 43 hours</b>
<u>Public Education:</u>	- 2 BLS CPR class, 4 CPR practical check off, <b>10 hours</b> - Fire prevention week planning. <b>8.5 hours</b>

These number reflect total training hours per member, not hours per training segment. For example: If there is a 2-hour training segment and there were 4 members that participated, the recorded time for the training would be 8 hours not 2 hours.

## INSPECTIONS DEPARTMENT

MONTHLY SUMMARY  
SEPTEMBER 2020

	Permits Issued		Permit Revenue		Project Value	
	Month	YTD	Month	YTD	Month	YTD
Building (residential)	26	230	4,010	24,436	373,461	2,382,462
Building (commercial)	2	21	100	4,880	2,384	1,809,894
Electrical	36	155	2,075	9,490	47,336	513,218
Heating	21	151	1,550	10,136	112,946	1,143,679
Home Occupation	-	-	-	-	-	-
Moving	3	5	250	350	10,780	21,288
Plumbing	9	81	1,065	10,545	48,654	750,477
Sign	1	16	50	800	4,277	48,189
Tank	-	-	-	-	-	-
Wrecking	-	3	-	174	-	54,900
Totals	98	662	9,100	60,811	599,838	6,724,107

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2020	2019	2020	2019	2020	2019
Building	251	235	29,316	29,714	4,192,356	4,429,086
Electrical	155	177	9,490	9,535	513,218	2,219,670
Heating	151	139	10,136	9,671	1,143,679	1,087,908
Home Occupation	-	-	-	-	-	-
Moving	5	2	350	100	21,288	8,780
Plumbing	81	151	10,545	19,610	750,477	780,016
Sign	16	23	800	1,150	48,189	22,497
Tank	-	1	-	-	-	-
Wrecking	3	6	174	294	54,900	11,735
Totals	662	734	60,811	70,074	6,724,107	8,559,692

Other Activities

Received and responded to requests for information from the general public and staff  
 Prepared notices, ordinances & related documents for public hearings  
 Prepared agenda packets and minutes for Plan Commission

**Lester Public Library  
Director's Report  
September 2020**

**News**

- Starting October 15, curbside service pick-up will be delivered at the door by the book drops. This is in the back of the building; staff will park in the lot for the public and the back area will be dedicated to curbside delivery. This will greatly reduce potential slip and falls by staff.
- During September, youth services staff created a walking tour featuring the life cycle of the monarch butterfly. Eleven stations that encourage families to read and learn together with fun activities and colorful brochures. We partnered with Woodland Dunes Nature Center and Preserve with this educational butterfly tour.
- Youth staff restarted the popular 'Story Time to Go' packs on September 21.
- The library applied for and received registered status as an official "Monarch Way Station." The butterfly gardens were given 'official' recognition as a Monarch Way Station.
- The library is offering a 'Read Woke' book list via our Beanstack app (the same app that powered our Summer Reading Program) – we are looking for a better descriptive – more along the lines of 'Read for Social Justice' or 'Read for Equality.' Chris will identify and feature books found in the Lester Public Library collections.
- Terry Ehle – Youth Services Coordinator, with Manitowoc Public Library staffer Susie Menk, will be presenting – 'Fostering Community Partnerships' at the Colorado Libraries for Early Literacy Conference, October 8 and 9, 2020. This will be a virtual presentation.
- The shelving on wheels was ordered and the new shelves will arrive in 6 to 8 weeks – the shelving comes in under budget at \$15,268; price includes shipping and assembly on site.
- The library will enter a lease option on two new copy machines with Marco. The lease, a five year option, will save the library \$3913 over five years.
- Chris Hamburg, Adult Services Coordinator, is rearranging the reference collection for ease of use. It includes breaking the government section into local, state and federal; a Wisconsin specific section broken into nature, maritime, and biographies; adding definition to genealogy resources; and creating a new section reflecting our Czech history and relationship with our sister city, Domažlice, Czech Republic.
- The Lester Public Library Battle of the Books Team took second place in the annual Battle of the Books Summer Reading Competition (for teen readers) within the Manitowoc Calumet Library System. Manitowoc Public Library took first place.
- Youth services staff will begin a story time (via Zoom) partnership with Lakeshore Cap, providing story times live for families in need.



## Library Foundation

- As of September 15, 2020, the Lester Public Library Foundation was notified by the Lakeshore Community Foundation that the LPL Foundation fund reached \$1,021,573.46. This million dollar milestone is welcome news.

## Library Legislation – No Report Activities

- 9/01/20 – Library Management Team Meeting
- 9/02/20 – City Department Heads Meeting
- 9/03/20 – Two Rivers Business Association Virtual Meeting
- 9/03/20 – Two Rivers Teen Night Meeting with Terry Ehle and representatives from the Two Rivers School District, Woodland Dunes Nature Center and Preserve, Hamilton Wood Type and Printing Museum, and Two Rivers Parks and Recreation
- 9/08/20 – Lester Public Library Board Meeting, no quorum, toured those in attendance the rearranged library spaces
- 9/09/20 – Lester Public Library All Staff Meeting
- 9/10/20 – Library Management Team Meeting
- 9/10/20 – Two Rivers Branding Committee Meeting
- 9/14/20 – Met with Joe Fiatoa, Technology Advisor, Marco (our photocopy representative) with Chris Hamburg and Terry Ehle
- 9/15/20 – Library Management Team Meeting
- 9/16/20 – City Department Heads Meeting
- 9/18/20 – Virtual Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting, with Chris Hamburg
- 9/18/20 – Virtual Manitowoc Calumet Library System Directors Meeting
- 9/21/20 – City Council Meeting
- 9/23/20 – Library staff met with representatives from the carpet company, movers, and Thread to discuss logistics of the carpet project. We are looking at possible installation to occur mid-December or as originally planned, January 2021.
- 9/24/20 – Library Management Team Meeting
- 9/29/20 – Library Management Team Meeting
- 9/29/20 – Presented the 2021 Library Budget to the City Council Personnel and Finance Committee

Jeff Dawson, Director, Lester Public Library 10/01/2020



## Parks and Recreation Department

Hamilton Community House  
 1520 17<sup>th</sup> Street  
 Two Rivers WI 54241-0087  
 Office (920) 793-5592  
 Senior Center (920) 793-5596  
 Fax (920) 793-5529

Date: October 7, 2020  
 To: Greg Buckley  
 CC: City Council, Recreation Staff, Advisory Recreation Board  
 From: Terri Vosters  
 Subject: Recreation Department August Report

The usage of the J. E. Hamilton Community House for the month is as follows:

➤ Senior Center Programs	3668
➤ Building Rentals	157
➤ Recreation Program	240
➤ <b>Total building usage</b>	<b>4065</b>

The J. E. Hamilton Community House was open **30 days** in the month of **September** for an average daily usage of **135 people per day**.

### September Program & Facility Reservation Cancellations / Refunds Due to COVID-19 Facility Closure

Recreation Programs	3 programs	128 participants ( <i>approx.</i> )
CH Facility Reservations	15 rentals	157 participants ( <i>approx.</i> )
Fitness Center	Daily Drop-In	240 participants ( <i>approx.</i> )
Senior Center Programs	9 programs	207 participants ( <i>approx.</i> )
Senior Center TRUST Car	Daily Rides	95 participants ( <i>approx.</i> )
CH Reservation Rescheduled	1	100 participants ( <i>approx.</i> )



### Senior Center

- September Birthday calls, mailed birthday cards & anniversary cards
- September newsletter - mailed, emailed, dropped off at local businesses, available at Community House, website [tworiversseniors.org](http://tworiversseniors.org) & Facebook
- Fall Picnic in the Park - Approx 85 attendees. Profit \$200
- Drive thru Spaghetti Dinner - 108 dinners sold. Profit \$670
- Fundraiser membership mailing - Promoting upcoming fundraising events
- Trust Car service three days a week with shortened hours, Time slots longer to allow for cleaning between each ride. (95 rides given).
- Attended Wisconsin Association of Senior Centers Annual Membership Zoom Meeting - Covid updates and review of Annual Report.

### September Cancellations

- 16 different programs totaling 84 sessions, 1349 participants
- TRUST car service not fully scheduled to pre-covid status (provided 95 vs 350 rides per month)

### Special Events & Recreation

- Finalized T-ball and Ponytail season and collected all equipment.
- Attended Teen Night meeting on 9/3/20
- Attended meeting at Woodland Dunes to talk about collaborating on programs in late 2020 and beginning of 2021 through Woodland Dunes and TR Park and Recreation Department
- Helped monitor attendant staff and trained Cory on Supervisor role of attendants.
- Helped create and train Lindsey on attendant schedule for October.
- Meeting with Dave Schmaling on Soccer and flag football needs as coordinator on 9/10/20
- Ran Outdoor movie Jumanji the Next Level – set up, ran (ended because of inclement weather), and take down with Cory Johnson on 9/11/20
- Organized, ordered uniforms and equipment and started program for U3 and U4 Soccer on 9/12/20 through 11/7/20
- Set up organized with football coordinator and field maintenance crew the Mariner Football and WI Raven games for 9/12/20 and 9/19/20
- Organized, ordered uniforms, set up equipment, and started youth NFL Flag Football on 9/15/20
- Configured program expenses for several 2020 programs
- Worked on creating new programs for TR Park and Recreation Brochure for November 2020 through January 2021
- Meeting with Scott Seal on potential coordination of adult and youth sport leagues on 9/14/20
- Meeting with Julie Schroeder on 9/30/20 to discuss her involvement in programs through the Rec for 2020/2021
- Zoom meeting on 9/17/20 to discuss Newpro Oshkosh- discussed current events and plans
- Set goals and approximate budgets for 2021
- Invoicing all tournaments and events brought to fields and following up on all unpaid invoices
- Created TR event calendar for 2021

## Parks

- Drain out fountains and prep for new system
- Went through and fixed and painted 80 picnic tables
- Completed concrete work ramp on Island senior center parking lot
- Cemetery planted 6 new trees
- Branch removal of property where tree was hitting house east side of Jackson
- Hung cameras at Washington Park and Zander park
- Fixed broken water line at Neshotah Park
- Tore out Riverside Playground and started prepping for new equipment
- Fixed number of split rails on Mariners trail
- Pressure Washed and cleaned SOTR
- Tree donation planted and plaque placed on tree down at beach
- Filters changed and everything greased on units in building
- Deep clean of floors in gym
- Set-up and break down of ethnic fest
- On-going mowing and trimming at all parks, Wayside and Paragon

## Administration

- Facilitated Budget meeting 9/2, 9/4, 9/4 (Met with each Supervisor)
- Attended Department Head meeting 9/2, 9/16
- Attended Committee on Aging Meeting 9/14
- Attended City Council Meeting
- Attended Teen Night meeting 9/3
- Meals on Wheels 9/4
- Met with new Food Truck vendor 9/4
- Facilitated staff meeting 9/8, 9/15, 9/29
- Met with Woodland Dunes on dual programming opportunity 9/9
- Attended Safety meeting 9/10
- Assisted with Senior Center Fall Picnic 9/11
- Assisted with setting up Movie at Walsh 9/11
- Conducted seasonal interviews 9/14-9-18 (Total of 8)
- Attended (zoom) NEWPRO meeting 9/17
- Attended City Council meeting 9/8, 9/21
- Assisted Senior Center with Spaghetti Dinner 9/22
- Facilitated meeting with PW Director and Parks Supervisor 9/22
- Met with Game time 9/23 on Riverside Park Equipment
- Met with Fred about Tennis Courts 9/24
- Facilitated 2021 goal meeting with each Supervisor 9/24
- Met with Dalton Carpet & Kaeden Carpet 9/24
- Met with SOTR 9/28
- Webinar regarding outdoor recreation 9/29
- Met with Greg on budget 9/30
- Met with Recreation Coordinator 9/30
- Met with Adam Wachowski regarding Splash Pad 9/30
- Met with City Staff regarding Visitor Guide 2021

2020 Public Works/WWTP Tracking		2020		2019	
		September	Year-to-Date	September	Year-to-Date
<b>ENGINEERING 2020</b>					
	Landfill Leachate Pumpage (gallons)	514,483	7,051,549	693,783	8,280,87
	Precipitation	2.22	28.29	4.88	31.3
	Number of Encumbrance property checks	24	219	30	25
<b>STREET DIVISION 2020 (Manhours)</b>					
	Work for Engineering			20	59
	Shop/Vehicle Maintenance	368	3,790	513	1,99
	Street Maintenance	157	1,052	214	1,53
	Street Cleaning	101	823	125	63
	Street Signs/Painting	36	657	78	54
	Snow & Ice		777		1,46
	PT Snowplowers		292		61
	Bridge - maintenance	18	86		1
	Old Dump/Landfill/River Sediment				2
	17th Street Bridge opening	43			
	Storm Sewers				
	Refuse/Garbage		36		
	Recycling/Leaf Collection		53		15
	Weed Cutting	50	290	38	20
	Work for Others	381	4,053	671	2,72
	Special Events				
	PBS Sewers	2	52	4	2
	Salted Streets				3
	Plowed all city streets				
	Open 17th Street Bridge	68	1226	20	83
<b>WASTEWATER UTILITY 2020</b>					
	Wastewater Treated, Gallons	70,524,000	850,846,000	8,351,000	649,206,00
	MONTHLY AVERAGE: Daily Flow, Gallons	2,351,000	2,819,833	2,786,000	2,607,66
	MONTHLY AVERAGE: Daily BOD, Lbs.	4,671	4,483	4,260	4,14
<b>Plant Discharges (MONTHLY AVERAGE)</b>					
	Biological Oxygen Demand (BOD), mg/l	9.50	8.97	7.50	8.8
	Suspended Solids, mg/l	10.30	6.79	6.70	6.1
	Ammonia, mg/l	0.55	0.48	0.20	0.5
	Phosphorus, mg/l	0.45	0.30	0.38	0.2
	Fecal Coliform, per 100ml	72.00	36.78	27.00	19.5
	pH, Min (6.0)	6.90	6.94	7.10	6.9
	pH, Max (9.0)	7.10	7.16	7.30	7.1
<b>Chemicals</b>					
	Polymer, Gallons	88	792	88	79
	Ferric Chloride, Gallons	2,242	19,911	2,173	19,78
	Chemical Costs for the month	\$ -	\$ 30,892.02	\$ 10,185.82	\$ 41,786.3
	Mishicot Payment	\$ 5,242.55	\$ 76,261.94	\$ 10,067.66	\$ 76,895.7
	Emergency call-ins	7	39	2	2

Attachment: Public Works Report (3044 : Department Reports for September)

**September 2020 Public Works Narrative Tasks****ENGINEERING 2020****2019 Lateral Replacement**

- Final disbursement request submitted for private lead service line replacements
- Contract actually replaced over 74 lead service lines
- DPW Staff continue Pavement Restoration at areas where work was performed,
- Pavement restoration expected to be complete by end of September, with sealing of pavement expected by the end of October.

**Mariners Trail Repaving**

- Asphalt trail repaving contract to have bids opened September 18, 2020
- Work to include repaving of Mariners Trail, from the Water Plant, to east of Columbus St
- Paving is scheduled for early October

**Sandy Bay Highlands**

- Proposed work include installation of curb and gutter, and roadway paving
- Project was bid June 23, with Vinton Construction as low bidder
- Expect contract work to be performed in October, and completion by November 15.

**Shoreline Protection**

- Staff and consultant are preparing the final permit for shoreline protection placed at DPW/WWTP area, Eggers Pond Site, Lot F, and Neshotah Pond area, as required by DNR.

**Sidewalk Repair**

- Work completed on the 2019 sidewalk replacement contract. Future contract(s) to be bid for additional sidewalk complaint areas.
- Staff is responding to additional complaints, for which notices have been sent to affected residents.

**Sanitary and Storm Repairs**

- Sanitary sewer repairs performed on 16th Street, Columbus Street, East River Street, and 28th Street.
- DPW is scheduling pavement repairs in these areas,

**2021 Projects**

- City staff and consultants submitted funding application for water main and lateral work on proposed 2021 projects. Funding application for sanitary sewer main and laterals was submitted in September:
- 24th Street (Forest Ave to Jefferson);
- 25th Street (West River St to Forest Ave)
- Madison Street (19th St to 22nd St)

City staff and consultants continue to work on design and project coordination of Eggers Pond, at 20th St & East River St., and Pine Tree Lift Station

- Storm Lateral, and mini storm sewer work continues to be considered to help provide location for sump pump discharge and reduce inflow into sanitary sewer

**STREET DIVISION 2020**

- Finish Installing Storm Sewer Drain @ Senior Center
- Pour and Finish Mountable Curb @ Senior Center
- 17th St. Bridge Openings (68)
- 17th St. DOT Bridge Inspection
- Confined Space Training (5) Employees
- Street Openings - Completed Service Lateral Repairs
- Install Payment Drop Box @ City Hall
- Hydrovac For Other Depts.
- Street Sweeping
- Haul Street Sweepings to Landfill
- Tree Trimming - Brush Chipping
- Weed Cutting - Dredge Site / Sandy Bay Highlands /City Lots
- Fill Potholes / Cold Mix
- Biweekly - Monthly Sewers
- Flush Leachate Lines at Landfill
- PBS Sewers (2)
- Open Outfalls
- Repair Barricades
- Set Up Detour / Put Up Ethnic Fest Flags
- Make Specialty Signs
- Paint Parking Stalls @ Senior Center
- Stormwater Pond Inspections
- Repair Replace Traffic Signal 18th & Washington

**WASTEWATER UTILITY 2020**



Municipal Electric Utilities of Wisconsin  
Service. Advocacy. Safety.  
725 Lois Drive  
Sun Prairie, WI 53590  
T: 608-837-2263  
F: 608-837-0206  
[www.meuw.org](http://www.meuw.org)

Two Rivers  
Sep 2020

Prepared By: Ken Kozak/Mike C – MEUW Regional Safety Coordinator

---

## SAFETY REPORT

---

### ACCOMPLISHMENTS

- 1. **Training**
  - a. Confined Space refresher
  - b. Monthly City Safety meetings continue.
- 2. **Audits/Inspections**
  - a. No Inspections
- 3. **Compliance/Risk Management**
  - a. COVID calls and spreadsheet is available, resources on MEUW website
  - b. Some topics may be available on line on request

### GOALS AND OBJECTIVES

- 1. **Training**
  - a. Trainings scheduled CPR/AED/BBP for Oct
  - b. Planning to offer others in November or early December.
- 2. **Audits/Inspections**
  - a. Field Inspection (Electric Only)
  - b. No Facility Inspections
  - c. Site and facility inspections planned by interim MEUW staff

3. **Compliance/Risk Management**  
 Candidate search is still underway for a new Regional Safety Coordinator. Until a replacement has been hired, if there are any questions, concerns, or safety related needs, please reach out to MEUW Safety Manager, Mike Czuprynko at (608) 393-7702. Monthly City Safety meetings continue.

Attachment: Safety Report (3044 : Department Reports for September)

ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT

**ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION**

TOTAL PRODUCTION	27,430,420	GAL/MONTH
LESS BACKWASH WATER	4,088,600	GAL/MONTH
WATER TO CITY	23,341,820	GAL/MONTH
MAX. DAILY WATER PRODUCTION	999,600	GAL/DAY
MIN. DAILY WATER PRODUCTION	833,600	GAL/DAY
AVERAGE DAILY WATER PRODUCTION	914,350	GAL/DAY
TOTAL PRODUCTION	27430420	GAL/MONTH
WATER TO CITY	23341820	GAL/MONTH

**PUMP OPERATION**

**LOWLIFT PUMPS**

1	2	3	
240	240	240	HR/MO
8	8	8	HR/DAY

**HIGHLIFT PUMPS**

1	2	3	4	
52	0	668	0	HR/MO
1.73	0	22.27	0	HR/DAY

**USED FOR PRODUCTION ONLY**

**CHEMICAL USAGE**

INTAKE SODIUM HYPOCHLORITE  
 PRE MEMBRANE HYPOCHLORITE  
 POST SODIUM HYPOCHLORITE  
 RESERVOIR HYPOCHLORITE  
 50% SODIUM HYDROXIDE  
 FLUORIDE  
 50% CITRIC ACID  
 CLEARITAS

POUNDS USED	PMG	PPM
0.0	0.00	0.00
3624.5	0.16	0.00
3797.3	0.14	0.00
307.6	0.01	0.00
2031.0	0.00	0.00
680.1	0.02	0.00
31 gals	----	----

**RESERVOIR OPERATIONS**

**HOURS OF OPERATION**

PUMP HOURS PER MONTH

HR/MONTH			
PUMP 7	PUMP 8	PUMP 9	TOTAL
360	0	360	720

TOTAL GALLONS PUMPED PER MONTH

MAXIMUM GALLONS PER DAY

MINIMUM GALLONS PER DAY

AVERAGE GALLONS PER DAY

6,986,000	GAL/MONTH
267,000	GAL/DAY
211,000	GAL/DAY
232,867	GAL/DAY

REPORT PREPARED BY

DATE

*Garret Wachowski / AW*

10/2/2020

Attachment: Water Report (3044 : Department Reports for September)





Department of Public Works  
1717 East Park Street  
Post Office Box 87  
Two Rivers, WI 54241-0087  
Director/Engineer.....920-793-5539  
Public Works Shop.....920-793-5576  
Wastewater Superintendent.....920-793-5574  
pubwks@two-rivers.org

Council Manager Government Since 1924

MEMO

Date: October 15, 2020  
To: Greg Buckley, City Manager  
From: James J. Mc Donald, PE, City Manager / Public Works Director *JJM*  
Re: Contract Award Recommendation – Mariner’s Trail Paving 2

One Bid for the Second Mariners Trail Paving Project was received and opened on October 15, 2020 at 10:00 AM. That Bid, the only one received, was from Northeast Asphalt, Inc. of Green Bay, Wisconsin.

Project aspects such as Surface Milling, Traffic Control, Cold Weather Paving (if needed), Tack Coat and Asphalt Pavement are included in the project price total of \$38,922.50. A Bid Tabulation is attached to this Memo. This amount is less than the project amount of \$137,000.00. When this Bid of \$38,922.50 is combined with the first Bid of \$74,005.00, the total of \$112,927.50 is still less than the project budget amount.

Revenue sources for the project include the following:

Wisconsin Department of Natural Resources:	\$ 67,000
Friends of Mariners Trail:	\$ 10,000
City of Two Rivers:	\$ 60,000
<b>Total:</b>	<b>\$137,000</b>

The first Contract Award for \$74,005, provided for resurfacing of Mariners Trail for approximately 5,500 feet, from the Water Ultrafiltration Plant to a point near the intersection of Parkway Blvd. and Memorial Drive. This second Contract Award for \$38,922.50 will result in resurfacing specific sections of the Trail between the Woodland Wayside and Memorial Drive Intersection with Eleanor Street. Additional expenses for the entire project, include Engineering, (approximately \$12,000, down from \$15,000.00) and Public Works Staff performing remedial landscaping (estimated at \$13,000, down from \$15,000.00). The reductions result from refined contingencies. This will bring the completion costs to a total of \$137,927.50, or \$927.50 over the project budget.

We recommend that an award be made to Northeast Asphalt, Inc. for the second project phase as bid, in the amount of \$38,922.50. Further reductions in quantities and contingencies will be sought after.

Attachment: Award Memo - Second Contract (3040 : Award of Bid Resurfacing of Mariners Trail)



**Mariners Trail Repaving 2  
City of Two Rivers - Public Works Construction Contract 4-2020**

**Bid Tabulation - Schedule of Prices**

Bid Deadline Date: 10/15/2020      Time: 10:00 AM

Item Number	Item Description	Quantity	Units	Contractor			Total Price	Unit Price	Total Price	Unit Price	Total Price
				Unit Price	Total Price	Unit Price					
204.0120	Removing Asphaltic Surface Milling	600	SY	\$ 16.80	\$ 10,080.00						
643.5000	Traffic Control	1	Each	\$ 1,900.00	\$ 1,900.00						
450.4000	HMA Cold Weather Paving	200	Ton	\$ 6.20	\$ 1,240.00						
455.0605	Tack Coat	150	Gal	\$ 3.75	\$ 562.50						
460.5225	HMA Pavement LT 58-28 S	200	Ton	\$ 125.70	\$ 25,140.00						

**Total Bid Amount**

<b>\$ 38,922.50</b>	
---------------------	--

Addendum Received:

Bid Bond

Signature

Affidavit of Organization:

n/a	
X	
X	
X	



**TWO  
RIVERS**  
WISCONSIN

**COMMUNITY DEVELOPMENT**

1717 E. Park Street  
P.O. BOX 87  
Two Rivers, WI 54241-0087



To: City Council  
From: Elizabeth Runge, Community Development Director  
Re: Updated Floodplain Ordinance Status Report and Information Update

Staff is recommending that the consideration to adopt the updated floodplain ordinance be delayed. FEMA is in the process of conducting public outreach meetings to present preliminary flood insurance rate maps (FIRMs) via virtual meetings which will provide an opportunity for residents to review the preliminary flood insurance rate maps (FIRMs) and ask questions about them. On September 24, 2020 FEMA held a meeting specifically for community leaders.

FEMA has scheduled **two** virtual open house events for Manitowoc County residents. These public meetings will provide an opportunity for residents review the updated preliminary FIRMs, hear information about flood risk, flood insurance, floodplain development regulations, and the process used to map floodplains. Once these maps become effective, they will be used as the basis for flood insurance rates and for floodplain management ordinances adopted under the National Flood Insurance Program

Specific information about the meetings in November is below. Staff will be posting this information frequently and, in many locations, to encourage participation in this meeting.

WHEN: **November 16 from 4 p.m. – 7 pm**  
Meeting ID: 925 6795 6814, Password: FEMA16

**November 17 from 4 p.m. – 7 pm**  
Meeting ID: 942 6754 5737, Password: FEMA17

WHERE: <https://zoom.us/join>

Attachment: Floodplain - FEMA 10-14-20 (3041 : Update on Floodplain Ordinance Status Report and Information Update)





## CITY OF TWO RIVERS

### **RESOLUTION AUTHORIZING THE CITY OF TWO RIVERS TO SUBMIT A GRANT REQUEST TO WISCONSIN ECONOMIC DEVELOPMENT CORPORATION (WEDC) FOR UP TO \$500,000 IN GRANT FUNDING THROUGH THEIR IDLE SITE REDEVELOPMENT PROGRAM AND ENTER INTO A DEVELOPMENT AGREEMENT WITH ENLIGHT GROUP II, LLC, TO ESTABLISH THE CITY OF TWO RIVERS AS A PASS THROUGH ENTITY WITH SITE ACCESS DURING THE PROJECT PERIOD**

**WHEREAS**, the Wisconsin Economic Development Corporation (hereinafter “WEDC”) has created and funded the Idle Industrial Sites Redevelopment Program (hereinafter “Grant Program”) that offers Wisconsin communities up to \$500,000 for the implementation of redevelopment plans for large industrial sites that have been idle, abandoned, or underutilized for a period of time; and

**WHEREAS**, for approved projects, these funds can be used for demolition, environmental remediation, or site-specific improvements to market the proposed site’s attractiveness; and

**WHEREAS**, the goal of the Grant Program is to stimulate investment and job creation for idle and underutilized sites that due to their scale and complexity cannot be redeveloped solely by the private sector; and

**WHEREAS**, the Grant Program intends to assist projects that demonstrate significant, measurable benefits in job opportunities, property values and private investment; and

**WHEREAS**, the former Paragon Electric site is a significant property that occupies twenty- seven acres and, when in operation, contributed significantly to the City of Two Rivers manufacturing economy; and

**WHEREAS**, the former Paragon Electric has been underutilized since it shut down operations in 2000, meeting the standard for eligibility under the WEDC’s criteria for an idle site; and

**WHEREAS**, Enlight Group II, LLC, is making a significant private investment into the facility, starting with jobs and expanding with additional growth and creation of jobs; and

**WHEREAS**, the City supports the improvement of the former Paragon Electric building, and the Ammo Inc. development, private investment and job creation; and

**WHEREAS**, the private investment by Enlight Group II, LLC, to revitalize the former Paragon Electric building is anticipated to exceed \$3,000,000 dollars of private investment; and

**WHEREAS**, Enlight Group II, LLC's, private investment commitment exceeds the Grant Program’s match requirement; and

**WHEREAS**, WEDC requires a development agreement between the municipality and the site owner which establishes the municipality as a pass-through entity with site access during the project period; and

**WHEREAS**, Enlight Group II, LLC, has agreed that should grant funds be awarded to the City and passed through to Enlight Group II, LLC, the use of the grant funds would be restricted to those as allowed by the Grant Agreement with WEDC; and

**WHEREAS**, Enlight Group II, LLC has also agreed to provide WEDC and the City annual and semiannual reports as well as a schedule of expenditures related to the administration of the grant; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Common Council of the City of Two Rivers that:

- 1. All above introductions and recitals are incorporated herein by reference as if fully set forth verbatim; and
- 2. The City Manager or his designee(s), is authorized on behalf of the City of Two Rivers to prepare and submit applications for, and request funds and assistance available from the Wisconsin Economic Development Corporation (WEDC); and
- 3. The City Manager is authorized on behalf of the City of Two Rivers to negotiate and enter into a development agreement in the best interests of the public and establishing the City of Two Rivers as a pass-through entity with site access during the project period; and
- 4. The City Manager shall take all necessary actions to undertake, direct, and complete approved grant activities, and comply with State and Federal rules for the program(s); and

**BE IT FURTHER RESOLVED**, that the City Manager and his designee(s), on behalf of the City of Two Rivers, is/are hereby jointly and severally authorized and empowered to negotiate, draft, review, revise, modify, amend, execute, enter into, file and/or record additional applications, agreements, amendments, documents, reports, and letters of understanding concerning this matter, and to take whatever additional other actions that the City Manager may determine in his sole discretion, from time to time and at any time, necessary and/or desirable in the public interest to effectuate the intent of this Resolution and/or the public good.

Dated this 19<sup>th</sup> day of October, 2020.

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Gregory E. Buckley  
City Manager

Attachment: Resolution for Idle Grant (3042 : Wisconsin Economic Development Corporation for an Idle Sites Grant)

--MEMORANDUM--

Date: October 16, 2020

To: City Council

From: Greg Buckley  
City Manager 

Subject: Routes to Recovery Funding for COVID-Related Expenses

As I have reported to you in the past, the City of Two Rivers—like other “general purpose” local governments—cities, towns, villages, counties—has been allocated funding from the Routes to Recovery program, administered by the WI Department of Administration.

The State has allocated \$200 million in Federal CARES Act funding for local units, available to be drawn down to reimburse those units for certain unbudgeted, COVID-related outlays. Those expenditures must have been made (i.e. checks cut) between March 1 and November 6, 2020. Pre-payment can be made for goods/services that are to be delivered by December 31, 2020, as long as the local unit is comfortable that deadline will be met.

The funds were allocated on a per capita basis; the amount available to Two Rivers is \$186,084.

Local units are allowed to submit draw requests to be reimbursed for such outlays during four specified reporting periods. Three of those periods have now passed; final draw requests (which can be for expenses incurred any time during the March 1 – November 6 timeframe) need to be submitted to DOA between November 7 and 18.

As indicated on the attached table, the City has submitted two draw requests for this funding thus far, totaling \$65,871 (copies attached). We have \$52,566 in documented expenses pretty much ready for the final draw request (an approximate number, as final calculations on recent COVID-related sick leave/overtime expenses in Police and Fire are pending).

In addition, at a recent staff meeting, the department heads and I identified other possible outlays to better meet the City’s needs for PPE gear, supplies, and other measures to curtail the spread of COVID, including investments to facilitate on-line meetings (public meetings and staff meetings) and to offer public services with a reduced risk of transmission.

Those proposed additional outlays, totaling \$21,500, are identified on the attached table, as well. That would bring total outlays for COVID-related activities, which we consider eligible for reimbursement through Routes to Recovery, up to \$139,937.

**REQUESTED ACTION BY CITY COUNCIL:** 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.

Attachment: Memo Routes to Recovery (3045 : Routes to Recovery Funding to Assist with Local Response to COVID-19)

Just this week, we also learned, from a press report about the Village of Howard and the Howard-Suamico School District—shared by TR District Administrator Lisa Quistorf—that cities (or other general purpose units of government) can acquire and donate COVID-related materials to their local public school districts—and be reimbursed for such purchases. (See attached print article from WBAY TV website).

Since it does not look like the City will be utilizing ALL of its Routes to Recovery allocation, I recommend that we work with the School District to purchase up to \$35,000 in eligible materials and supplies for the District's use. This would be done with the intent to obtain Routes to Recovery reimbursement for such costs. The district is agreeable to a letter of agreement providing that it would be responsible for reimbursing the City if any such expenses are found to be ineligible for Routes to Recovery funding.

Devoting this amount to School District materials and supplies would still leave the City just over \$11,000 in “head room” under its \$186,084 RTR allocation, should more expenses be incurred between now and November 6. (Thus the request that Council authorize up to \$10,000 in additional spending, as presented on the agenda.)

**REQUESTED ACTION BY CITY COUNCIL:** 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.

		<b>16-Oct-20</b>
<b>ROUTES TO RECOVERY REQUESTS FOR REIMBURSEMENT</b>		
<b>Allocated for City of Two Rivers</b>	<b>\$</b>	<b>186,084</b>
<b>Claimed to Date--Draw Requests 1 and 2</b>	<b>\$</b>	<b>65,871</b>
<b>Ready for 3rd (Final) Draw Request in November</b>		
Fire Sick/OT pending--estimate	\$	10,000
Police Sick/OT pending--estimate	\$	10,000
Granicus Software, pending, OK'd by Council	\$	21,064
IT WIFI extensions, City Hall and Community House	\$	2,640
Projector--Chambers, purchased earlier this year	\$	2,614
FD Ionization Units--Indoor Air Quality	\$	1,200
FD Camera--for remote training and public ed.	\$	600
Chromebooks, 8 @ \$556 each for use by Council to facilitate remote part.	\$	4,448
<b>Subtotal for All Items Ready for 3rd Draw</b>	<b>\$</b>	<b>52,566</b>
<b>Proposed for Purchase by Nov. 6, Delivery by Dec. 31 (est. cost)</b>		
Portable flat screen and related hardware, software for use at City Hall for use at City Hall	\$	5,500
Library Drive-Thru Window to facilitate customer serv.	\$	9,000
Misc Flat Screens--CH Committee Rm, Water, DPW, Electric Utility, Finance Conf. Room	\$	4,000
Additional PPE & Cleaning Supplies, Various Depts.	\$	2,500
Higher Grade HVAC Filters, City Hall/Police Dept.	\$	500
<b>Subtotal for Proposed Additional Purchases</b>	<b>\$</b>	<b>21,500</b>
<b>Total City Expenses, YTD and Proposed</b>	<b>\$</b>	<b>139,937</b>
<b>Propose to Make Available for School District Needs</b>	<b>\$</b>	<b>35,000</b>
(Supplies & Items to be Purchased by City, Donated to School District, reimbursed to City through Routes to Recovery)		
<b>Balance</b>	<b>\$</b>	<b>11,147</b>

Attachment: Memo Routes to Recovery (3045 : Routes to Recovery Funding to Assist with Local Response to COVID-19)



Entity Name: C Two Rivers

County: Manitowoc

Initial Allocation Amount: \$186,084.00\*

Adjusted Allocation Amount: \$186,084.00\*\* [Show](#)

Estimated Available Balance: \$137,886.00\*\*\*

\* Initial allocation amount is the amount initially allocated across all 3 reporting periods

[/ Hide Allocation History](#)

\*\* Adjusted allocation amount is your initial allocation plus any funds that have been shared with you, minus any funds you have shared

\*\*\* Estimated remaining balance is your adjusted allocated amount minus the sum of all non-rejected claims

Reporting Period: 2

Filing Start Date: 9/1/2020

Filing End Date: 9/15/2020

Reporting Period Status: Closed

Submission Status: Accepted\*

\* Claims can not be submitted at this time.

Reporting Period: 2

Export to Excel

Paying Agency	Date Paid	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Status	Amount Paid	Estimated Reimbursement
City of Two Rivers	09/14/2020	CDW-G	9 - TELEWRK	Laptop Computers to provide "work at home" capabilities for City Staff	Accepted	\$2,725.59	\$2,725.59
City of Two Rivers	09/11/2020	N/A	6 - LEAVE	Admin Leave/COVID related sick & FMLA time to Police Staff from 3/1/2020 through 9/5/2020	Accepted	\$42,466.10	\$42,466.10
City of Two Rivers	07/28/2020	Bound Tree	2 - PPE	Police PPE to protect staff from virus	Accepted	\$37.77	\$37.77
City of Two Rivers	07/23/2020	Superior Chemical	3 - SUPP & SVC	Hand Sanitizer	Accepted	\$117.52	\$117.52
City of Two Rivers	07/23/2020	Superior Chemical	3 - SUPP & SVC	Hand Sanitizer	Accepted	\$318.42	\$318.42
City of Two Rivers	06/25/2020	Superior Chemical	3 - SUPP & SVC	Disinfecting Spray Cleaner	Accepted	\$76.69	\$76.69
City of Two Rivers	06/18/2020	Superior Chemical	3 - SUPP & SVC	Hand Sanitizer	Accepted	\$687.80	\$687.80
City of Two Rivers	06/09/2020	Amazon.com	2 - PPE	Police PPE to protect staff from virus	Accepted	\$49.12	\$49.12
City of Two Rivers	06/05/2020	N/A	1 - EMG OPS	Postage for Municipal Court communicating postponement of cases due to closing of City Hall (including Court Area) due to COVID virus.	Accepted	\$70.95	\$70.95
City of Two Rivers	06/04/2020	Superior Chemical	3 - SUPP & SVC	Sanitizer & Dispensers	Accepted	\$240.00	\$240.00
City of Two Rivers	06/04/2020	Walgreens	2 - PPE	Police PPE to protect staff from virus	Accepted	\$8.98	\$8.98
City of Two Rivers	06/03/2020	Piggly Wiggly	3 - SUPP & SVC	Disinfecting Wipes of Police Staff	Accepted	\$21.48	\$21.48
City of Two Rivers	05/26/2020	Menards	3 - SUPP & SVC	Plexiglass sheets as virus protection between staff and customers/citizens	Accepted	\$235.98	\$235.98
City of Two Rivers	05/14/2020	Superior Chemical	3 - SUPP & SVC	Handwash Sanitizing Wipes	Accepted	\$226.35	\$226.35
City of Two Rivers	04/09/2020	Bound Tree	2 - PPE	Police PPE to protect staff from virus	Accepted	\$243.99	\$243.99
City of Two Rivers	04/01/2020	Menards	2 - PPE	PPE Safety Equipment	Accepted	\$190.15	\$190.15
City of Two Rivers	03/26/2020	Superior Chemical	3 - SUPP & SVC	Hand Sanitizer and Dispensers	Accepted	\$259.56	\$259.56
City of Two Rivers	03/14/2020	Bound Tree	2 - PPE	Police PPE to protect staff from virus	Accepted	\$221.55	\$221.55
						<b>Total Paid:</b>	<b>Estimated Reimbursement:</b>
						<b>\$48,198.00</b>	<b>\$48,198.00</b>

Attachment: Memo Routes to Recovery (3045 : Routes to Recovery Funding to Assist with Local Response to COVID-19)

Entity Name: C Two Rivers

County: Manitowoc

Initial Allocation Amount: \$186,084.00\*

Adjusted Allocation Amount: \$186,084.00\*\* Show

Estimated Available Balance: \$120,212.71\*\*\*

\* Initial allocation amount is the amount initially allocated across all 3 reporting periods

/ Hide Allocation History  
 \*\* Adjusted allocation amount is your initial allocation plus any funds that have been shared with you, minus any funds you have shared

\*\*\* Estimated remaining balance is your adjusted allocated amount minus the sum of all non-rejected claims

Reporting Period: 3

Filing Start Date: 10/5/2020

Filing End Date: 10/11/2020

Reporting Period Status: Closed

Submission Status: Accepted\*

\* Claims can not be submitted at this time.

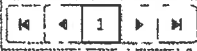
Reporting Period: 3

Export to Excel

Created On	Date Paid	Paying Agency	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Status	Amount Paid	Estimated Reimb
Oct 9 2020 4:52PM	09/02/2020	City of Two Rivers	Office Depot	2 - PPE	PPE, Sanitizer and Supplies	Accepted	\$53.74	\$53.74
Oct 9 2020 4:55PM	08/03/2020	City of Two Rivers	Menards	2 - PPE	Plexiglass and related supplies to protect staff and allow City buildings to open on a limited basis with properly protected staff,	Accepted	\$1,028.57	\$1,028.57
Oct 9 2020 4:57PM	06/08/2020	City of Two Rivers	Ellerman Glass	3 - SUPP & SVC	Supplies for constructing barriers to protect staff and allow limited opening of City buildings.	Accepted	\$45.82	\$45.82
Oct 9 2020 4:59PM	03/17/2020	City of Two Rivers	Menards	2 - PPE	Door bells to allow limited and controlled customer access to City buildings.	Accepted	\$119.95	\$119.95
Oct 9 2020 5:02PM	07/16/2020	City of Two Rivers	Reinders	2 - PPE	Disinfectant sprayer	Accepted	\$381.36	\$381.36
Oct 9 2020 5:03PM	06/25/2020	City of Two Rivers	Superior Chemical	2 - PPE	Disinfectant Cleaning Supplies	Accepted	\$76.69	\$76.69
Oct 9 2020 5:04PM	06/16/2020	City of Two Rivers	Aldi	2 - PPE	PPE Masks	Accepted	\$3.78	\$3.78
Oct 9 2020 5:07PM	08/07/2020	City of Two Rivers	Amazon.com	2 - PPE	Gloves, masks, hand sanitizer for Water Utility employees	Accepted	\$587.35	\$587.35
Oct 9 2020 5:08PM	03/24/2020	City of Two Rivers	Piggly Wiggly	2 - PPE	Sanitizer, masks, and related COVID supplies	Accepted	\$25.75	\$25.75
Oct 9 2020 5:09PM	03/31/2020	City of Two Rivers	Fastenal	2 - PPE	Gloves and masks	Accepted	\$2.70	\$2.70
Oct 9 2020 5:10PM	05/21/2020	City of Two Rivers	Morton Salt	2 - PPE	Hand Sanitizer	Accepted	\$128.00	\$128.00
Oct 9 2020 5:12PM	08/07/2020	City of Two Rivers	Fleet Farm	2 - PPE	Gloves, sanitizer, antibacterials, wipes	Accepted	\$352.08	\$352.08
Oct 9 2020 5:14PM	05/11/2020	City of Two Rivers	Amaril Uniform	2 - PPE	Face Masks	Accepted	\$120.85	\$120.85
Oct 9 2020 5:16PM	08/31/2020	City of Two Rivers	N/A	6 - LEAVE	Admin Leave, Covid related Sick and FMLA time to Fire Department staff from June through August	Accepted	\$14,124.61	\$14,124.61
Oct 9 2020 5:19PM	08/17/2020	City of Two Rivers	Amazon.com	2 - PPE	Hand Sanitizer, masks, and supplies	Accepted	\$226.53	\$226.53
Oct 9 2020 5:20PM	04/30/2020	City of Two Rivers	Lowe's	3 - SUPP & SVC	Cleaning Supplies	Accepted	\$145.20	\$145.20
Oct 9 2020 5:21PM	05/26/2020	City of Two Rivers	Fastenal	2 - PPE	PPE for Electric Utility employees	Accepted	\$83.96	\$83.96
Oct 9 2020 5:23PM	05/26/2020	City of Two Rivers	Menards	3 - SUPP & SVC	Supplies for constructing barriers to protect employees and allow partial reopening of City buildings	Accepted	\$114.42	\$114.42
Oct 9 2020 5:26PM	07/21/2020	City of Two Rivers	Office Depot	3 - SUPP & SVC	Disinfecting Wipes	Accepted	\$23.97	\$23.97

Total Paid: \$17,673.29  
 Estimated Reimbursement: \$17,673.29

Created On	Date Paid	Paying Agency	Vendor Name	Cost Category	Nature of COVID-19-Related Goods/Services Provided	Status	Amount Paid	Estimated Reim
Oct 9 2020 5:27PM	09/06/2020	City of Two Rivers	Sam's Club	3 - SUPP & SVC	Disinfectant	Accepted	\$16.98	\$16.98
Oct 9 2020 5:28PM	03/18/2020	City of Two Rivers	Piggly Wiggly	3 - SUPP & SVC	Wipes and gloves	Accepted	\$10.98	\$10.98
							<b>Total Paid:</b> \$17,673.29	<b>Estimated Reimbursement</b> \$17,673.29



1 - 21 of 21 items

Claims Last Updated: 10/12/2020 3:31:57 PM

© 2020 - Expense Reporter for the Routes to Recovery Grant Program

Attachment: Memo Routes to Recovery (3045 : Routes to Recovery Funding to Assist with Local Response to COVID-19)

Closings And Delays

x

ADVERTISEMENT

# Municipalities donate unused CARES Act funding to local school district

Published: Oct. 7, 2020 at 6:26 PM CDT



BROWN COUNTY, Wis. (WBAY) - Earlier this year, the State of Wisconsin received more than \$2 billion in CARES Act funding from the federal government to address the COVID-19 pandemic.

Governor Evers directed some of that money to municipalities based on population size.

The Village of Howard received an allocation of nearly \$320,000 while the Village of Suamico received just over \$207,000 for COVID-19 related expenses.

"So far, we've purchased items like plexiglass barriers for Village Hall, we've paid for deep cleanings in Village Hall after election day, we purchased a bigger dropbox outside of Village Hall," said Alex Kaker, Suamico Village Administrator. "We purchased laptops for staff that needed to work from home, and of course, PPE for staff, hand sanitizers, masks, those sorts of things."

ADVERTISEMENT

Attachment: Memo Routes to Recovery (3045 : Routes to Recovery Funding to Assist with Local Response to COVID-19)

ⓧ

The Village of Howard used the funding to upgrade the sound system, buy laptops for employees to use when working from home, purchase dividers for election workers, and update air filtration systems.

The spending deadline for state reimbursement is December 1, 2020. After that date, Senator Robert Cowles (R-Green Bay) says unused funds will be returned to the federal government.

"At a meeting with our legislators and the school board and some of our trustees, I mentioned, "We may have trouble spending our whole allocation. I wish we could help the school district out," said Paul Evert, Howard Village Administrator.

"We explored it and made sure to verify," said Sen. Cowles. "I would say facilitated this to happen, making sure it was legal to shift the money."

ADVERTISEMENT

"We cannot just give dollars to the school district," said Kaker. "We need to actually make a purchase of equipment, and then we can donate that material."

"We've been able to look at some outdoor wifi projects to expand some outdoor access from both the school and even into a community park that way," said Michael Juech, Asst. Superintendent of Operations in the Howard Suamico School District. "We've looked at cafeteria tables to increase our social distancing."

Juech tells Action 2 News electrostatic sprayers for cleaning, new air filters, and personal protective equipment like masks and plexiglass shields are also needs within the district.

The Howard Village Board approved more than \$73,000 in donations for the school district to be reimbursed by the state.

ADVERTISEMENT

Kaker expects the Suamico Village Board to approve around \$75,000 in donations within the next few weeks barring any other unforeseen expenses.

"We pride ourselves on our school district. It's one of the major reasons, the single major reason why people move into Howard is because they're very comfortable with the Howard-Suamico School District," said Evert. "It's a high achieving school district, and so any chance we can have to support them especially with this money is really kind of a win-win."

Evert says other school districts have reached out to him about creating a similar partnership with local municipalities. Sen. Cowles tells Action 2 News several of the 17 school districts he represents will also receive donations through surplus CARES Act funds.

Attachment: Memo Routes to Recovery (3045 : Routes to Recovery Funding to Assist with Local Response to COVID-19)



# LAND DEVELOPMENT APPLICATION

APPLICANT Ryan Marcelle TELEPHONE \_\_\_\_\_

MAILING ADDRESS 3711 Tannery Road Two Rivers WI 54241  
(Street) (City) (State) (Zip)

PROPERTY OWNER Same as above TELEPHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip)

REQUEST FOR:

- Comprehensive Plan Amendment
- Site/Architectural Plan Approval
- Subdivision Plat or CSM Review
- Zoning District Change
- Conditional Use Zoning
- Annexation Request
- Variance/Board of Appeals
- Other

STATUS OF APPLICANT:  Owner  Agent  Buyer  Other

PROJECT LOCATION Part of 2340 & 2400 Memorial Dr TYPE OF STRUCTURE Commercial

PRESENT ZONING B-1 Business District REQUESTED ZONING I-2 Industrial District

PROPOSED LAND USE Part of 2340 & 2400 to be added to 2338 Memorial Dr, currently zoned I-2 (warehouse)

PARCEL # Part of 154-000-143-2 & 154-000-145-0 ACREAGE 0.32

LEGAL DESCRIPTION See attached

NOTE: Attach a one-page written description of your proposal or request.

The undersigned certifies that he/she has familiarized himself/herself with the state and local codes and procedures pertaining to this application. The undersigned further hereby certifies that the information contained in this application is true and correct.

Signed [Signature] Date 9-8-20  
(Property Owner)

Fee Required

- \$ 350 Comprehensive Plan Amendment
- \$ t/b/d Site/Architectural Plan Approval - See Sec 11-1-10(c)(10)
- \$ t/b/d CSM Review (\$10 lot/\$30 min)
- Subdivision Plat (fee to be determined)
- \$ 350 Zoning District Change
- \$ 350 Conditional Use Zoning
- \$ t/b/d Annexation Request - State Processing Fees Apply
- \$ 350 Variance/Board of Appeals
- \$ t/b/d Other

Schedule

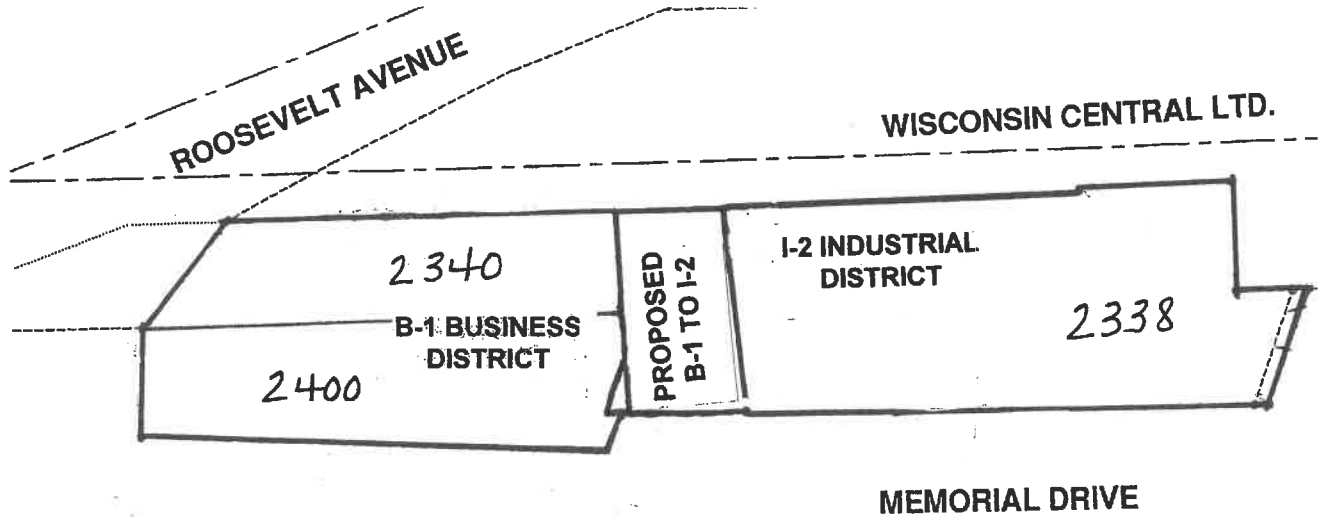
- Application Submittal Date 09-08-20
- Date Fee(s) Paid 09-08-20
- Plan(s) Submittal Date na
- Plan Comm Appearance 10-11-20

\$ 350.00 TOTAL FEE PAID

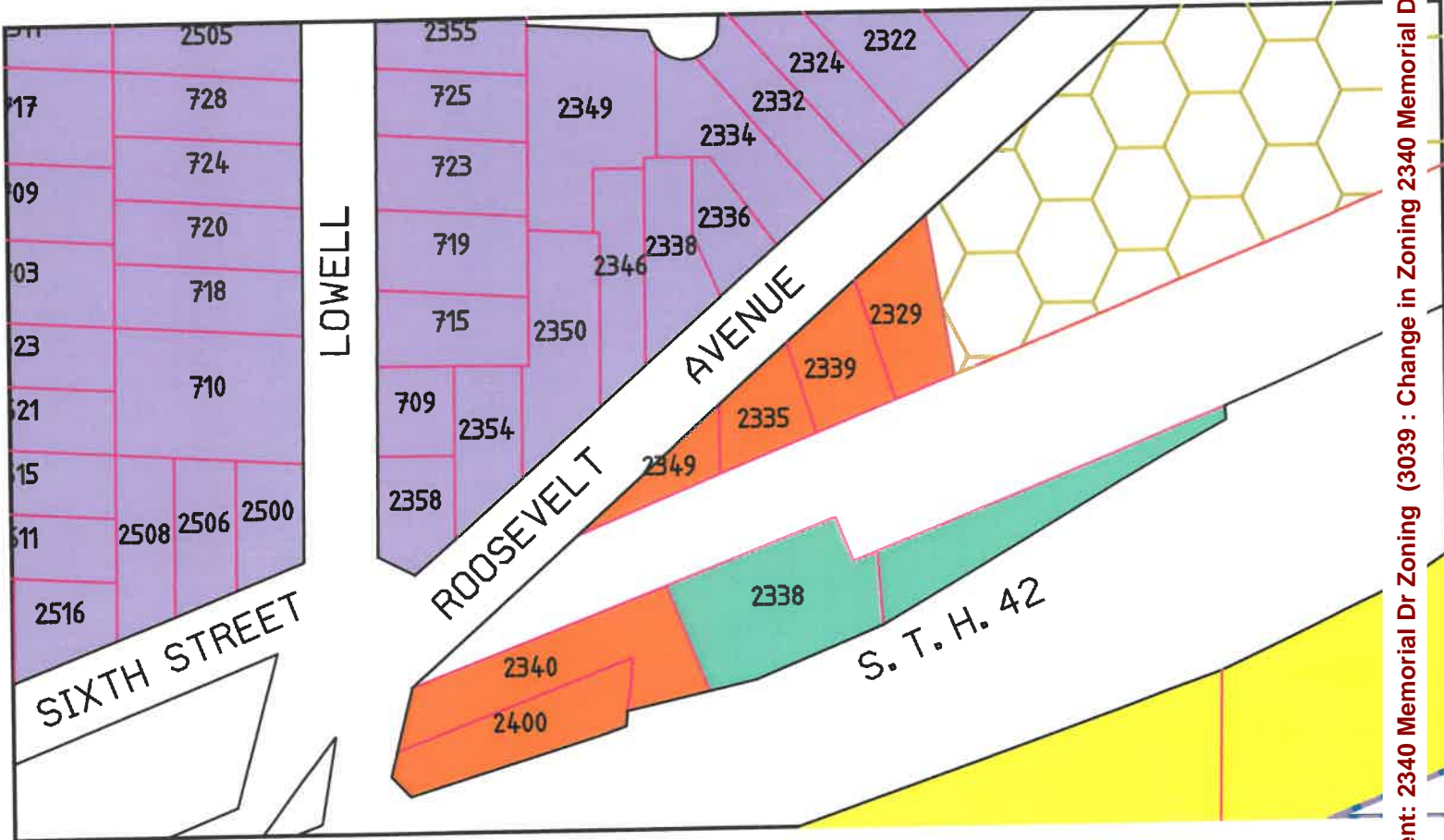
APPLICATION, PLANS & FEE RECEIVED BY VM

Attachment: 2340 Memorial Dr Zoning (3039 : Change in Zoning 2340 Memorial Drive)



















Attachment: 2340 Memorial Dr Zoning (3039 : Change in Zoning 2340 Memorial Drive)



Attachment: 2340 Memorial Dr Zoning (3039 : Change in Zoning 2340 Memorial Drive)

LEGEND

District Zoning Map 2020  
Zoning as of January 1, 2020

- |  |  |   |  |
|--|--|---|--|
| <u>Conservancy Districts</u>   |  | <u>Business Districts</u>   |  |
|  | C-1 Conservancy                          |  | B-1 Business District                        |
|  | C-2 Conservancy                          |  | B-2 Business District                        |
| <u>Residential Districts</u>   |  |  | B-3 Business District                        |
|  | R-1 1-Family Residential                 |  | IPF Institutional/Public Facilities District |
|  | R-2 1-2 Family Residential               |  | OSB Office Service Business District         |
|  | R-3 1-2 Family Residential               |  | WFB Waterfront Business District             |
|  | R-4 Multi-Family Residential             | <u>Industrial Districts</u>   |  |
|  | CSD Conservation Subdivision District    |  | I-1 Industrial District                      |
|  | PUD Planned Unit Development             |  | I-2 Industrial District                      |
|  | PDD Planned Development District         |  | I-3 Industrial District                      |
|  | TND Traditional Neighborhood Development |   |  |

# ORDINANCE

**AN ORDINANCE** to amend the District Map of the City of Two Rivers, Wisconsin, made part of Section 10-1-3(a)(1) of the Municipal Code:

The Council of the City of Two Rivers ordains as follows:

**SECTION 1.** That the District Map of the City of Two Rivers, Wisconsin, made a part of Section 10-1-3(a)(1) of the Municipal Code be and the same is hereby amended in the following respects:

A tract of land in Lot 13 of the Subdivision of the East 1/2 of the Southeast 1/4 of Section 2, T.19N, R.24E, City of Two Rivers, Manitowoc County, Wisconsin, including part of Tract 2 of a Certified Survey recorded in Volume 11, Page 251, described as follows:

Commencing at the East 1/4 corner of said Section 2, thence S01°05'13"E (recorded as S00°12'00"E) along the section line 2,294.29 feet to the northerly right of way of Memorial Drive, thence S68°17'17"W along said right of way 337.46 feet (recorded as S38°26'30"W, 332.10 feet), thence S00°21'13"E (recorded as S00°12'00"E) along said right of way 40.70 feet, thence S69°27'17"W (recorded as S69°36'30"E) along said right of way 168.40 feet to the point of real beginning, thence continue S69°27'17"W (recorded as S69°36'30"E) along said right of way 36.33 feet, thence N26°20'14"W 68.46 feet to the southerly right of way of the Wisconsin Central Railroad, thence N68°17'17"E (recorded as N68°26'30"E) along said right of way 36.09 feet, thence S26°28'43"E (recorded as S26°19'30"E), 69.22 feet to the point of real beginning

is hereby zoned I-2 Industrial District.

The above described property contains 0.06 acres of land, more or less.

**SECTION 2.** This ordinance shall take effect and be in force from and after its date of passage and publication.

Dated this 2nd day of November, 2020.

\_\_\_\_\_  
Curt Andrews, President, City Council

\_\_\_\_\_  
Gregory E. Buckley, City Manager

Attest:

\_\_\_\_\_  
Kim M. Graves, City Clerk

Approved as to form and legality:

\_\_\_\_\_  
John M. Bruce, City Attorney

Attachment: 2340 Memorial Dr Zoning (3039 : Change in Zoning 2340 Memorial Drive)