

**CITY OF TWO RIVERS  
COUNCIL PROCEEDINGS  
WORK SESSION  
Wednesday, May 27, 2020 – 6:00 PM  
Council Chambers – City Hall  
MINUTES**

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1. Call to Order by President Curt Andrews at 6:00 PM. Remote meeting, via Zoom.
2. Roll Call

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

Staff Members present were: Gregory E. Buckley, City Manager; Jim McDonald, City Engineer; Brian Kohlmeier, Police Chief; Ben Meinnert, Assistant Police Chief; Elizabeth Runge, Economic Development Director/City Planner; David Buss, Finance Director; Jeff Dawson, Library Director; Ross Blaha, Water Utility Director, Steve Denzien, Fire Chief and Dave Dassey, EDP Assistant.

3. Pledge of Allegiance
4. Announcement That This Meeting is Being Held as a Remote Meeting--  
Council President
5. Discuss and Consider Adoption of 2020-21 Goals for the City and City  
Manager--Recommendation from Personnel and Finance Committee

Mr. Buckley reviewed the six Strategic Goals and related Objectives. He noted that the Personnel and Finance Committee met for several sessions where it developed these six goals for the City, City Manager and City Departments. Once adopted, City staff will review these goals and objectives with the various citizen boards and committees of the City. The six goals are as follows:

1. Focus relentlessly on fiscal new revenue streams and operational sustainability
2. Deliver outstanding city services & innovations for both sustainability and to support future growth
3. Drive strategic community development
4. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses

5. 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
  6. Enhance and promote the City identity and brand story throughout the region
- After discussion, Mr. Buckley noted this will be an action item on the June 1, 2020 City Council Agenda.

## 6. Consider Approval of Amended 2020 Capital Projects List for Storm Water Utility

### Recommended Action:

Motion to authorize the City Manager to continue with the contract with Mammoth Construction for the shipping of the rocks, not to exceed \$200,000 out of the Stormwater Fund

Mr. Buckley reviewed the Capital Project Plan for the Stormwater Utility noting the additional \$650,000 cost to the Riverview Pond project. The additional costs are based on finding buried garbage on the site that needs to be removed and landfilled.

Discussion took place with questions to Jim McDonald, City Engineer regarding these findings. Mr. McDonald stated that 10 boring tests throughout the site did not encounter garbage. But when a potential bidder went to the site to dig test pits, his first dig came up with the garbage.

Councilmember Casavant asked about the Eggers pond project as there was wood refuse dumped on that property and will that pose a problem going forward on that pond.

Mr. Buckley stated he will have Nick Vande Hey of McMahon at the City Council meeting on Monday, June 1, 2020 to address this project. Action will be required on Resolutions for loan and grant funding from the Wisconsin Environmental Improvement Fund and Clean Water Fund Program for this project. Mr. Buckley further stated that the City needs to close on such finding by the end of June, in order to make use of the State financing that has been secured for this project.

Mr. Buckley stated he added \$250,000 to the 2020 Capital Project List for Shoreline Protection & Repair. He stated that, in addition to about \$200,000 in shoreline stabilization work done along the lake over the winter, the City has the opportunity to acquire the large rocks surrounding the site of the Kewaunee Nuclear Plant for free but the city would have to pay "shipping and handling" costs to bring the stone to Two Rivers. The city has contacted Mammoth Construction for removal of the rocks from Kewaunee Nuclear Plant to Two Rivers.

City Engineer Jim McDonald stated that he estimates the cost of moving all of these rocks to be \$200,000, which is about half of what it would cost to have stone delivered from the quarry.

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

## 7. Discuss Possible Ordinance Amendment to Allow the Operation of ATV's and UTV's on City Streets

### Recommended Action:

Motion to direct staff to prepare an Ordinance to Allow ATV's and UTV's on City Streets

Mr. Buckley reviewed background information from the meeting when the City Council last discussed this item, on July 23, 2019. At that meeting former Police Chief Joe Collins had offered the opinion that ATV's or UTV's were not safe on city streets. Mr. Buckley stated former Chief Collins reviewed both State law and a publication titled "ATV Route Guideline and Suggestions," produced by the WI DNR Bureau of Law Enforcement and Community Financial Assistance which is included in the City Council packets. He also noted that Two Rivers is no located nearby any ATV trails-many of the communities that allow ATV's on their streets do so to realize economic benefits from nearby trail systems.

Police Chief Brian Kohlmeier addressed the Council and stated that he is in agreement with former Police Chief Collins that these vehicles are not safe for city streets. These vehicles are to be used on trails.

He stated that there are many factors for not allowing ATV's and UTV's on city streets-speed issues, lots of accidents and enforcement issues with the Police Department as there is no driver's license required to drive ATV's or UTV's. The Chief stated that he and Assistant Chief Meinnert had met with a DNR warden who deals with many ATV and UTV enforcement issues -that meeting identified additional matters of concern, including differences in penalties of driving while intoxicated-operating a car or a golf cart while intoxicated can result in loss of your driver's license, while there are lesser penalties under the section of State Statutes that applies to ATV and UTV's.

Kohlmeier state that allowing these on city streets would be a major concern.

Councilmember Remiker asked Chief Kohlmeier about the Police Department having and using an ATV if isn't safe. Chief Kohlmeier responded the ATV is only used at events and for rescues on the beach or mariners trail. He added that if the Police Department had not received it as a donation, it would not have invested in an ATV. He again stated that he doesn't feel these are safe for use by the general public on city streets.

Assistant Chief Ben Meinnert agreed with Chief Kohlmeier stating that these vehicles are not safe on city streets. He added that he is the owner of an ATV and operates it only on trails. But he does not believe these types of vehicles belong on city streets.

**RESULT:**     **FAILED [2 TO 6]**

**AYES:**       Adam Wachowski, Jay Remiker

**NAYS:**       Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, John Casavant,  
Mark Bittner

**ABSENT:**     Jack Powalisz

## 8. Report on Various Utility Budget Cuts--Operating Budget and Capital Projects--to Offset Potential Revenue/Cash Flow Impacts of COVID-19 and Related PSC Order

Mr. Buckley stated that he had not had a chance to prepare slides on these planned spending cuts developed for the utilities like the budget cuts addressed in a recent General Fund budget amendment. He will report back at a future meeting.

9. Discuss Plans for Re-Opening in a Safe Way from COVID-19

Mr. Buckley asked the City Council whether they feel comfortable returning to City Hall for in-person meetings starting with the June 1, 2020 City Council meeting or want to continue using Zoom for meetings. The consensus of the Council was to resume meeting in person but make Zoom access available for any Councilmembers who wish to use that format.

Councilmember Andrews asked whether there should be requirements for "safe distancing" by members of the public who would attend such in person meetings. Mr. Buckley stated that he believed the in-person meetings would need to be open for in-person attendance by the public, even if they continued to be live-streamed. He suggested asking the City Attorney about any limitations on public attendance/spacing. Based on this discussion, there was consensus to delay the resumption of in-person meetings to June 15.

Mr. Buckley stated he and department heads met and discussed the plans for re-opening City Hall and other City Departments what have been closed since COVID-19. He is recommending to re-open City Hall to the public for lobby services at Customer Service on Monday, June 15 with reduced hours; Community House to the public on June 15 for public access and programming; Senior Center to be open only at front window and for services by appt. Per Library Board and Library Director, Lester Public Library to offer curbside and on-line services at least through June 30; other city facilities to remain accessible by appointment only.

City Park Facilities to re-open including park restrooms, May 29-June 5, with advisory signage for social distancing.

Summer Special Events will proceed with all planned City concerts in Central Park and at Beach, encouraging social distancing; consider moving beach concerts and movies to Walsh Field due to space considerations at the beach. July 4 Fireworks will happen, shot from Walsh Field as always, but without the pre-fireworks entertainment. Walsh Field will be closed to public access to encourage viewing with social distancing from other areas of the city.

10. City Council Representation on Board and Committees

President Andrews reviewed the listing of City Council Representation on Boards and Committees for 2020-2021. This listing will also be placed on the city's website for information.

11. Consider Final Approval for Emergency Grant Program for Small Businesses (joint effort with City of Manitowoc and the Chamber of Manitowoc County)

Mr. Buckley reviewed the Manitowoc/Two Rivers Small Business COVID-19 Relief Fund grant program through the funding efforts of the City of Manitowoc, City of Two Rivers, Bank First and Investors Community Bank, and in partnership with The Chamber of Manitowoc County.

To date, City of Two Rivers has committed a \$100,000; City of Manitowoc/MPU is providing \$300,000; Chamber of Commerce is soliciting for private donations from area companies to supplement the municipal funding. To date, the Chamber has received over \$107,000 in such donations including commitments of \$50,000 from each Bank First and Investors Community Bank.

The Chamber of Commerce will begin accepting applications on June 2, 2020 at 9:00 AM, when they become available on the Chamber website. Paper applications will be available as well and can be picked up at the Chamber Offices on Monday, June 2 at 9:00 AM.

Eligible applicants are locally owned and operated restaurants and retail businesses with at least one full-time employees and other types of small, local, for-profit businesses that employ an average of at least one full-time employee and not more than 10 full time employees.

Grants will be for an amount equal to three months of documented rent or mortgage payments for the business plus three months of documented expenses for City utilities and natural gas, with total grant not to exceed \$2,500 for qualifying businesses with fewer than 5 full-time equivalent (FTE) employees and \$5,000 for those with 5 or more FTE employees.

Discussion took place. Councilmember Darla LeClair suggested those businesses who already received assistance from the city in the form of reduced licensing fees (taverns) should have that assistance subtracted from their grant assistance through this program so this program can help as many people as possible. Councilmember Wachowski stated that he was not in favor of this proposal as he stated the assistance received from the city for the reduction of liquor license fees was not using tax money like this program is.

A motion was made by Councilmember Darla LeClair, seconded by Councilmember Bill LeClair, for those businesses who qualify for a grant under this Relief Fund program and who already received assistance should have the amount of that assistance subtracted from any award from this grant program. Upon a roll call vote, Ayes (6) Curt Andrews, Mark Bittner, John Casavant, Darla LeClair, Bill LeClair, Bonnie Shimulunas; Noes (1) Adam Wachowski. Motion carried. Jay Remiker was not online during the vote on this motion.

Next item for discussion was whether the Council wanted to include Home Occupation Businesses in the grant program. Discussion took place with regard to using the percentage of square footage of the home that is used for the business and applying that percentage to the mortgage or rent payments and utility bills as this is a requirement on the application to be considered for grant assistance.

A motion was made by Councilmember LeClair, seconded by Councilmember Casavant, to include Home Occupation Businesses who qualify under the criteria for the grant application, with grant award to be pro-rated relative to square footage of the business versus the total residence, as described.

Upon a roll call vote, Ayes (5) Mark Bittner, John Casavant, Darla LeClair, Bill LeClair, Bonnie Shimulunas; Noes (2) Adam Wachowski, Curt Andrews. Motion carried. Jay Remiker was not online during the vote on this action.

A motion was then made by Councilmember Wachowski stating that any City Councilmember who is a small business owner, must recuse themselves from applying for a grant. There was no second to his motion, therefore, motion failed.

Mr. Buckley stated that the grant program's eligibility criteria currently include a requirement that applicant businesses be current on City utilities and taxes. He recommended that delinquent status on City utilities not be a disqualifier; instead, that any City utilities that are in arrears would be deducted from the grant award and applied directly to those accounts to bring them current.

A motion was made by Councilmember Bittner, seconded by Councilmember Darla LeClair, to allow applicants by businesses that are in arrears on City utilities, to deduct from their grant award any funds necessary to bring their utility accounts current. Upon a roll call vote, Ayes (6) John Casavant, Darla LeClair, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Mark Bittner; Noes (1) Adam Wachowski. Motion carried. Jay Remiker was not online during the vote on this action.

Mr. Buckley requested one final action by the Council; overall approval for joining with the City of Manitowoc and the Chamber of Manitowoc County to offer this Emergency Grant Program for small businesses, with modifications as directed in the previous motions.

A motion was made by Councilmember Bittner, seconded by Councilmember Darla LeClair, to approve the city to join the City of Manitowoc and the Chamber of Manitowoc County and to offer this program to small businesses in the City of Two Rivers, with modifications as directed at this meeting. Upon a roll call vote, Ayes (6) Darla LeClair, Bill LeClair, Bonnie Shimulunas, Curt Andrews, Mark Bittner, John Casavant; Noes (1) Adam Wachowski. Motion carried. Jay Remiker was not online during the vote on this action.

12. Discuss the Possibility of Removing a Parking Lot or Portion of a Parking Lot at Neshotah Beach, to Create More Room for Beach Activities in Light of Record-High Lake Michigan Water Levels

Mr. Buckley started the discussion about removing parking lot number 1 to allow for more sand to be brought in and enhance our beach width. He noted that the City has lost a lot of beach area due to the high Lake Michigan water levels. The Public Works Department would do the work, with an estimated cost of \$32,000 to \$36,000 to remove the parking lot and replace it with sand.

Councilmember Bittner suggested adding sand on top of the parking lot instead of removing the parking lot altogether.

Councilmember Wachowski stated that he was not in favor of removing a parking lot at this time because after the water level goes down, the city will be putting in a parking lot again using taxpayer's money.

Councilmembers questioned the cost of this project and stated they would like to further consider the costs and options before making a decision. Mr. Buckley stated that Mr. McDonald will put together the information and present it to the Council at the June 1, 2020 City Council Meeting.

President Andrews asked if the Closed Session that was listed on the Agenda is necessary and at this time Mr. Buckley stated no. He will present the items listed in Closed Session on Monday, June 1, 2020.

13. Adjournment

At 10:06 PM, a motion to adjourn the meeting.

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

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Kim M. Graves  
City Clerk