

Two Rivers City Hall
1717 East Park Street
Council Chambers
Two Rivers, WI 54241
(920) 793-5532
www.two-rivers.org



**CITY OF TWO RIVERS
CITY COUNCIL AGENDA
Monday, September 21, 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, 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. CARES Act "Routes to Recovery" Funding: City's First Draw Request
 2. Year-to-Date Room Tax Revenues
 3. Sandy Bay Highlands Residential Lot Sales
 4. Sandy Bay Highlands Paving Work

5. Washington Highlands/TID 8 Development
 6. 2021 City Budget: Preliminary Information
 7. Comprehensive Plan Update
 8. New State of WI Funding Program for Lead Water Service Lateral Replacement
 9. Removal of Sand from the Beach--Follow-up to Discussion on September 8
 10. Latest Public Service Commission Ruling on Utility Shutoffs for Non-payment
 11. Follow-up on Citizen Concern About Impact on Property Values and Tax Assessments Resulting from Conversion of Former Emerald Hills Golf Course to Van DerBrohe Arboretum
 12. Two Rivers has been Designated a "Monarch City USA"
 13. Library Programming and Service Initiatives During COVID-19
 14. Recent Events--Ethnic Fest, September 19
 15. Upcoming Events
 16. Other
- C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

- A. Presentation of Minutes
1. Regular City Council Minutes-September 8, 2020; and Work Session Meeting-July 27, 2020 and August 31, 2020
Recommended Action:
Motion to waive reading and adopt the minutes
- B. Applications and Petitions
1. Application for Taxi Cab Driver License-Recommended for Denial
Daniel W. Duane, 2402 16th Street, Two Rivers
Recommended Action:
Motion to deny license
- C. Reports
1. Minutes of Meetings
 - a. Public Utilities, September 1, 2020
 - b. Public Works, September 2, 2020
 - c. Committee on Aging, August 3, 2020
 - d. Plan Commission, September 14, 2020
 - e. Business Industrial Development/Community Development Authority, August 25, 2020
 - f. Branding & Marketing, August 10, 2020

Recommended Action:

Motion to receive and place on file

2. Department Reports for August 2020

- a. City Clerk
- b. Community Development
- c. Electric
- d. Inspections
- f. Library
- g. Parks & Recreation
- h. Public Works
- i. Safety Program
- 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. Consideration of City Manager's Appointments to the Environmental Advisory Board

Recommended Action:

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

B. Discussion of Proposed Ordinance Amending Noise Ordinance

Recommended Action:

Discussion only; to be presented for Council action on October 5

C. Award of Bid for Resurfacing of a Portion of Mariners Trail--2020 Capital Budget Item

Recommended Action:

Motion to award the contract to the low bidder--bids scheduled for opening on Friday, September 18 (Project budgeted at \$137,000; \$67,000 from WDNR grant, \$60,000 City borrowing and \$10,000 from Friends of Mariners Trail)

D. Consideration of Consignment Agreement to Allow for Sale of City-Branded Merchandise by Local Retail Outlets

Recommended Action:

Motion to approve the proposed consignment agreement with Schroeder's Department Store and to authorize the City Manager to enter into such agreements with other local businesses and organizations wishing to sell clothing items featuring the new City logo, funded from the City's Tourism Fund, with proceeds from the sale of such items to be deposited to that fund (Fund 258)

E. Authorization to Purchase Granicus Live Solutions--to be Funded Through WI Routes to Recovery Program

Recommended Action:

Motion to authorize the City Manager and City Clerk to sign the agreement on behalf of the City, for a total investment of \$25,564

- F. Request from Two Rivers Rotary for Use of Parking Lots 3 and 4 at Neshotah Beach (Lots on either side of Rotary Pavilion) as the Assembly Area for a First-Ever Joint Two Rivers and Manitowoc Rotary Road Rally on Sunday, October 11, 10:00 AM to Noon

Recommended Action:

Motion to approve the request, with no charge for use of the parking areas

12. UNFINISHED BUSINESS

- A. Proposed Amendments to City Ordinance on Beer Gardens--Action on these amendments deferred to October 5, 2020 City Council Meeting, to allow time to circulate information to Tavern League and for staff to finalize ordinance amendment and related mapping

Recommended Action:

Discussion only

- B. Beverage Operator License Application by Katie VandenHeuvel--Applicant Has Been Notified of the Opportunity for a Hearing Before the City Council, Consistent with Council Direction at September 8 Meeting

Recommended Action:

None; Information only

13. FOR INFORMATION ONLY

- A. Absentee Ballots for November 3, 2020 General Election can be requested on-line at myvote.wi.gov, City Clerk's Office or by mail with an acceptable photo ID through October 27, 2020
- B. Spaghetti Dinner Fundraiser, Tuesday, September 22, 2020 from 4-6 PM, Senior Center-Drive Thru
- C. City Council Work Session Meeting, Monday, September 28, 2020, 6:00 PM
- D. City Council Regular Meeting, Monday, October 2, 2020, 6:00 PM
- E. 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
- F. Main Street Downtown Trick or Treating, Saturday, October 24, 2020, 11:00 AM-2:00 PM
- G. 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
- H. Community Trick or Treat Hours, Saturday, October 31, 2020, 5:00 – 7:00 PM

14. 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: Culver's, Others
- Discuss Status of Negotiations Regarding Purchase of Former Hamilton Property
- Discuss Possible Property Sale: Former Paragon Property and City-Owned Property

15. RECONVENE IN OPEN SESSION

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

16. 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
CITY COUNCIL PROCEEDINGS
WORK SESSION
Monday, July 27, 2020
Council Chambers - City Hall
MINUTES**

Call to Order

The City Council meeting was called to order by President Curt Andrews at 6:00 PM.

Roll Call

Members present: John Casavant, Darla LeClair, William LeClair, Jay Remiker, Bonnie Shimulunas, Adam Wachowski, Curt Andrews, Mark Bittner. Absent and Excused: Jack Powalisz.

Staff Members present were: Gregory E. Buckley, City Manager; Jim McDonald, City Engineer; Brian Kohlmeier, Police Chief; Elizabeth Runge, Economic Development Director/City Planner; David Buss, Finance Director.

Staff Report on Compensatory Time Off (Comp Time)

Mr. Buckley reviewed a memo that he had prepared, regarding how comp time is earned and tracked. He noted it was in response to a request from Councilmember Wachowski. The City Manager stated that compensatory time is allowed under the City's Personnel Policy and the Police union contract. Comp time is earned for overtime hours worked and can be banked by employees for later use. General employees can accrue a maximum of 160 hours of overtime work as comp time, which equates to 240 hours off. For the Police Department, comp time is earned by Lieutenants, Police Union and Clerical staff. Fire Department contract does not provide for comp time accrual by Fire Union Personnel. The current total for all City employees' accrued comp time is \$169,407.

No action was taken on this item.

Discussion Regarding Park Shelter Fees and Consistency of Charges

Mr. Buckley stated that Councilmember Wachowski requested this item be included on this agenda regarding park shelter rental fees.

Mr. Buckley stated that the Park Picnic Shelters rental fee is \$50.00 resident/\$60.00 non-resident.

Rotary Pavilion at Neshotah Beach is \$250.00 per day for anyone who rents it. This fee was established by action of the Advisory Recreation Board.

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The City Manager also reported that he, in consultation with Parks and Rec staff, had recently set a charge of \$200 per day for rental of the Vietnam Vets Concession Stand, along with kitchen and connected shelter, at \$200.00 per day. There had not been a rental fee for this facility previously, as the City had a concession operator at this location. He stated that this fee was set in response to a request from the Wisconsin Heat group, which is holding several softball tournaments at Vietnam Vets Park this Summer.

Discussion took place with regard to the fee structure and will be referred to the Advisory Recreation Board if there is an interest in changing these fees. A complete fee list will then be presented to City Council.

Mr. Buckley stated that the City also recently received a request from Sepia Chapel to use Lot F Shelter and adjacent green space, off East River Street, for an outdoor wedding ceremony. There are no rest rooms at this facility, but port a potties are available. The parking area is used primarily for fisherman. The city to date has never rented this shelter before this request. The Council discussed the fee for renting the shelter for this year at \$100.00.

A motion was made by Councilmember William LeClair, seconded by Councilmember Bittner, to charge \$100.00 for this year with no reserved parking. After further discussion, a motion was made by Councilmember William LeClair, seconded by Councilmember Remiker, to table until the next regular City Council meeting. Upon a voice vote, motion carried.

Staff Report on Recent Electric Work at Vietnam Veterans Park

Mr. Buckley reported that electrical work was done at Vietnam Veterans Park by Hubbart Electric for installing a new transformer and for trenching-in control panel wires for the new scoreboard on the purple diamond. The quote from Hubbart was in the amount of \$8,700 with the funding source coming from Park and Recreation capital budget.

Council member Wachowski had requested a report on this project.

No action was taken on this item.

Update on Board and Commission Vacancies Requiring Appointments

Mr. Buckley gave an update on which committees have vacancies. He noted that most of the vacancies are on committees that have not met for several years. He stated he would bring his recommended appointments to the next City Council meeting for approval.

Discussion of Concerns About Intersection Safety-Traffic Markings at 22nd and Washington and Other Locations

Mr. Buckley discussed citizen concerns expressed on Facebook and shared by Councilmember Wachowski, regarding traffic markings on 22nd & Lincoln Street, 22nd & Washington Street

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where the lane markings are faded. He noted that street painting work has been curtailed in 2020, due to budget cuts, but priority intersections and areas near schools need to be addressed. The Public Works Department is identifying other streets where lane markings need to be re-painted.

A motion was made by Councilmember Bittner, seconded by Councilmember William LeClair, to paint the lane markings on Washington and 22nd Street first and then prioritize the list of other intersections throughout the city. Upon a voice vote, motion carried.

Consider Improvements to East River Street/Lower Jefferson Street Corridor-2020 Capital Budget Item

Mr. Buckley presented a cost estimate for the Trail and Corridor Improvements at the East River/Jefferson Street site. The total cost estimate is approximately \$159,176.39 when adding engineering costs onto the project.

Discussion took place with no action on this item.

Closed Executive Session

At 8:40PM, a motion was made by Councilmember Bittner, seconded by Councilmember William LeClair, 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 reason require a closed session

--Discuss Matters Pertaining to Assistance to Economic Development Projects:
Redevelopment of Proposed Culver's Site, Former Paragon Property

And Wisc. Stats. Sec. 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 likely to become involved

--Regarding Proposal by Prime Shares to Purchase City's Claim in Bankruptcy
Proceeding Filed by Frontier Communications

Upon a roll call vote, Ayes (8) William LeClair, Jay Remiker, Bonnie Shimulunas, Adam Wachowski, Curt Andrews, Mark Bittner, John Casavant, Darla LeClair, William LeClair; Noes (0) None. Motion carried. Councilmember Wachowski excused himself from this portion of the meeting.

Reconvene in Open Session

At 9:06 PM, a motion was made by Councilmember Darla LeClair, seconded by Councilmember Casavant, to reconvene in Open Session. Upon a voice vote, motion carried.

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Adjournment

At 9:06 PM, a motion was made by Councilmember Remiker, seconded by Councilmember Darla LeClair, to adjourn the meeting.

Kim M. Graves
City Clerk

**CITY OF TWO RIVERS
CITY COUNCIL PROCEEDINGS
WORK SESSION
Monday, August 31, 2020
Council Chambers - City Hall
MINUTES**

Call to Order

The City Council meeting was called to order by President Curt Andrews at 6:00 PM.

Roll Call

Members present: Bonnie Shimulunas, Curt Andrews, Mark Bittner, John Casavant, Darla LeClair, William LeClair, Jack Powalisz, Jay Remiker. Adam Wachowski joined the meeting by telephone.

Staff Members present were: Gregory E. Buckley, City Manager; Brian Kohlmeier, Police Chief; Elizabeth Runge, Economic Development Director/City Planner; David Buss, Finance Director, James McDonald, City Engineer.

Discuss Potential Amendments to City Ordinances

Beer Gardens:

Police Chief Kohlmeier discussed the changes that are being considered for the City's Beer Garden Ordinance. The Police Department mailed letters to owners of properties located within two hundred fifty feet of the boundaries of all premises having a Class B Liquor License for their input on possible changes. City Clerk Kim Graves is still receiving responses from the residents. This information will be presented at the Tuesday, September 8, City Council meeting along with the proposed changes to this Ordinance.

Noise Limits:

Police Chief Kohlmeier stated that the Police Department has purchased a decibel meter with a C-Weighted scale to better measure noise levels from music. One proposed modification to this ordinance addresses ongoing issues specifically relating to noise complaints with amplified music as the source. Chief Kohlmeier stated he is performing tests and will bring back the results to the City Council at its meeting on September 8, 2020.

Discuss Proposed New Ordinance on Sidewalk Cafés

Elizabeth Runge, Community Development Director, discussed the proposed Sidewalk Café Ordinance with the Council. This Ordinance was drafted to help enliven City downtown and other areas of the city and provide opportunities for social and economic activities.

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August 31, 2020
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The Ordinance will be on the September 8, City Council agenda for approval.

At 8:15PM, Councilmember Powalisz excused himself from the meeting.

Discuss Possible Future Activities to be Funded Through Existing Tax Incremental Districts

Mr. Buckley distributed maps of TID Numbers 7 and 8 for review. He stated TID #7 could possibly be amended to include the parking improvements and enhancements at the beach along Zlatnik Drive as have been discussed by Council. He reported that TID 7 should be able to finance about \$1 million in investment beyond what is currently addressed in the Project Plan, but the City would need to amend that plan. He further reported that TID #8 has already been amended to provide for investment in neighborhood infrastructure within one-half mile of its boundaries; it could assist with street projects that are in the budget for 2021. More information will be forthcoming as the 2021 budget process proceeds.

Discuss CARES Act Funding Available to City to Help Address Costs Related to COVID-19

Mr. Buckley stated the City's share from the Routes to Recovery Grant allocation is \$186,084.00. The City can use these funds to reimburse costs incurred for FMLA and sick leave for public health and safety employees to take COVID-19 precautions. Outlays for emergency operation activities, purchases of personal protective equipment, cleaning/sanitizing supplies and services are also eligible for reimbursement. The City has been keeping track of the sick leave and overtime costs that has incurred since COVID-19.

Ms Runge addressed the Council with a possible expenditure for a new Granicus program to assist in online participation in public meetings. "eComment" is an online tool that makes participation easy and convenient for residents and city staff. Anyone can review an agenda item details and indicate their position on that item from any device. The City can track those comments in a timelier manner than through Facebook. When someone comments on City Facebook, the council is not sure what item of the agenda they are commenting on. This program will log all that information and will save time with consolidation of public comments. This software will also streamline the meetings more advantageously than our current system.

No action was taken on this item. It will be presented for possible Council approval at another City Council meeting.

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Discuss Possible Accessibility Improvements at North Pier (U.S. Army Corps of Engineers Property)

Mr. Buckley and Mr. McDonald presented a cost estimate for trail and stormwater improvements. This project would entail installing an 8 foot wide concrete trail from the parking area to existing north pier; installing a rain garden, approximately 70' x 85' and install an 1-3 ton barrier stone between trail and rain garden.

After discussion, it was the consensus to bring this back to the Council after further staff review.

Update on Paragon Property

Mr. Buckley stated that both the City and the prospective purchaser have signed the Purchase Agreement, and the buyer's due diligence period commenced on August 28, 2020. Earnest money should be placed in escrow this week. **Consideration of Request for City Consent to Property Assessed Clean Energy (PACE) Special Charges Associated with PACE Loan for Two Rivers Cobblestone Hotel Project**

Mr. Buckley stated he is giving the Council a heads up regarding this request. He noted that the City holds a first mortgage on the hotel property to assure payment of adequate property taxes to cover the City's annual debt service obligations related to the TIF assistance provided for the hotel. He has asked the attorney who drafted the TIF Development Agreement to review this requested consent, to address how it might impact the City's rights under that agreement.

Mr. Buckley stated this item will be placed on a future City Council meeting agenda.

Councilmember Darla LeClair requested the Environmental Advisory Board be reactivated to look at water quality issues with regard to the duckweed in the river. She would like this addressed at the next City Council meeting on September 8, 2020.

Adjournment

At 9:15 PM, a motion was made by Councilmember Remiker, seconded by Councilmember Wachowski, to adjourn the meeting. Upon a voice vote, motion carried.

Kim M. Graves
City Clerk

**CITY OF TWO RIVERS
COUNCIL PROCEEDINGS
REGULAR MEETING
Tuesday, September 8, 2020 – 6:00 PM
Council Chambers – City Hall
MINUTES**

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, ON TWO RIVERS CITY HALL FACE BOOK PAGE OR SPECTRUM TWO RIVERS CABLE CHANNEL 993)

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	6:20 PM
Curt Andrews	President	Present	
Darla LeClair	Vice-President	Present	
Jack Powalisz	Councilmember	Present	
Jay Remiker	Councilmember	Present	
John Casavant	Councilmember	Present	
Mark Bittner	Councilmember	Present	

Also present were Jim McDonald, Public Works Director; Steve Denzien, Fire Chief; Brian Delleman, Asst. Electric Director; Brian Kohlmeier, Police Chief; Ross Blaha, Water Director; Elizabeth Runge, Economic Development Director/City Planner; Dave Dassey, City Information Technology; Jack Bruce, City Attorney and Greg Buckley, City Manager.

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

Motion to allow Councilmember Wachowski to participate remotely by phone.

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

5. **PUBLIC HEARINGS**

Attachment: 09.08.20 cc min final (2949 : City Council - Regular Meeting)

- A. **2020-176** Conditional Use Permit for Development of 0.18 Acres of Land Adjacent to Lot 16, Block 2, in Sandy Bay Highlands Subdivision No. 2 as a Conservation Subdivision in the R-1 Single Family Zoning District

Recommended Action:

Motion to waive reading and approve the Resolution authorizing Conditional Use Permit

President Andrews opened the first call, no one addressed the Council.

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

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

- B. **2020-177** Ordinance to Amend Municipal Code Section 10-1-28(a)(1), Entitled Principal Permit Uses, to Change "Restaurant with No Outdoor Seating" to "Restaurant" and to Repeal Section 10-1-28(a)(2), Entitled Conditional Uses, to Eliminate Restaurants with Outdoor Seating in the Waterfront Business District (WFB) in the City

Recommended Action:

Motion to waive reading and adopt the Ordinance

President Andrews opened the first call, no one addressed the Council.

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

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

- C. Zoning Code Text Amendment to Repeal and Recreate the City's Floodplain Ordinance

Recommended Action:

Motion to table ordinance and schedule a public hearing to the October 19 meeting

RESULT: **TABLED [UNANIMOUS]** **Next: 10/19/2020 6:00 PM**
MOVER: Jay Remiker, Councilmember
SECONDER: Mark Bittner, Councilmember
AYES: Adam Wachowski, Bill LeClair, Curt Andrews, Darla LeClair, Jack Powalisz, Jay Remiker, John Casavant, Mark Bittner
ABSENT: Bonnie Shimulunas

6. INPUT FROM THE PUBLIC

In light of the large number of people in attendance, Council President Andrews asked that each speaker limit his/her comments to no more than three minutes. He added that Council Vice President LeClair would be assisting him as timekeeper, and would advise when speakers were approaching three minutes.

Neal Jacquart, 1409 25th Street, addressed the Council stating he does not see huge issues with proposed changes to the Beer Garden Ordinance. The distance change to 20' might affect businesses and the amplified music to 9 PM is fine. He also stated that allowing individuals to use beer garden as a smoking area after 11 PM is being over thought.

Gordon Wilker, 1717 14th Street, addressed the Council regarding the beer garden ordinance. He recommended keeping the ordinance as is; he is not in favor of any of the changes.

Katherine Dahlke, 3727 Adams Street, asked about the Branding & Marketing meetings and the launch of new logo with a budget exceeding \$70,000. She stated the City is losing residents and businesses and she has tracked Face book 664 individual comments where 662 were Two Rivers residents with 98.5% were against the new logo. She asked if such feedback matters, and requested a town hall meeting on the matter of the logo and branding.

Jeff Dahlke, 3727 Adams Street, addressed the Council, stating that it is ok to be wrong with the logo but also stating that Council members are too arrogant to listen to 98.5% of the people. He asked Mr. Buckley for his resignation.

Emily Rysticken, 1405 Terrace Court, stated Face book always has complainers and the new logo did have likes. She asked citizens to voice positive viewpoint and not negative.

Gina Krahn, 3121 Adams Street stated that she had participated in the Branding and Marketing meetings and the surveys for over a year with a lot of opportunities for participation in branding. She also spoke of her family's recent decision to move to Two Rivers and stated that Two Rivers is a great place to live. She added that she appreciates the effort of all what was done with the branding project.

Jeff Dahlke, 3727 Adams Street, addressed a concern from a property owner at Mahogany Run condos who lives near the former gold course and has to deal with long grass now growing in the area that is being converted to an arboretum. He questioned whether nearby properties need to be reassessed, in light of the negative impact on property values that conversion of the golf course to a nature preserve/arboretum might have.

Kate Gadd, 2401 Jefferson Street, addressed the branding efforts, she noted that she did attend meetings and the public was invited to the meetings.

Don Schweiger, 1612 Deerbrook Drive addressed the Council by phone stating he is the caretaker for the arboretum, mows the grass and is very conscientious of the neighbors. He stated the arboretum is a very nice project and is willing to meet with anyone that has concerns.

Mark Grams, 1908 Garfield Street expressed both logos are nice and would like

communication as to where the new logo is going to be used.

Randy Ammerman, 2005 25th Street, former Two Rivers Police Chief, addressed his involvement with the existing logo, when he introduced it as a new logo for use on police shoulder patches and on patrol cars, back in 1995. He noted that the current logo was designed by an area artist for the Two Rivers Business Association, and that he, at the time a Police Captain, got permission from the TRBA to make use of the logo. He added that, prior to 1995, the logo for the Police Department was a keystone, designed by Richard Allie. He added that each of those logos was in use for over 20 years, but sometimes change is in order.

7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens

Councilmember Wachowski stated that the Council President allowed Randy Ammerman to speak more than three minutes during the Input from the Public.

Mr. Wachowski stated he received a call regarding the public removing sand from the beach. He suggested removing a "frequently asked question" taking sand off of the beach from the City's website under Parks and Recreation. Mr. Buckley stated that he would follow up on this matter.

Council Vice-President D. LeClair stated a concern with the change in a polling location that will be addressed later in the agenda. She also received a concern on when will the Lester Public Library open again?

Councilmember Powalisz stated that he received a call regarding parking on both sides of the street on Zlatnik Drive in the area of the new beach and that the Public Works Committee should look at limiting parking to one side of street in this area.

Councilmember Remiker stated he received concerns on the new logo and on various locations where garbage and household items have been left on the curb for a while.

Councilmember Bittner stated the need for additional parking near the beach and concerns with the changes regarding beer gardens. He also addressed the comments on Facebook regarding the logo changes.

Council President Andrews stated he has received eight negative emails regarding the beer garden changes and the branding effort.

8. COUNCIL REPORTS FROM BOARDS/COMMISSIONS/COMMITTEES

Councilmember Bitter, member on Personnel and Finance Committee stated that the committee has discussed creation of an ad hoc committee on race and diversity issues.

Council President Andrews read a statement regarding the Branding and Marketing Committee initiatives.

9. CITY MANAGER'S REPORT

A. Invited Guests

B. Status/Update Reports

1. City Branding Project Roll-Out--Celebrate Two Rivers

Mr. Buckley reported on the City Branding Project Roll-Out/Celebrate Two Rivers. He noted that the Branding Project has been ongoing for over two years. The Branding and Marketing Committee was appointed June-July 2018. Branding Consultant-Civic Brand of Richardson, Texas--was selected from among several firms considered, based on their work in other cities, including Waupaca and Jefferson, WI. --Civic Brand contract was approved by City Council in May 2019, to be funded from program income (principal and interest repayments) from the City's Economic Development Revolving Loan Fund.

The City Manager also addressed the various opportunities for public input that were included in the branding process, including on-line surveys, a public branding workshop and a website on Branding Two Rivers.

2. Recent Events--Kites Over Lake Michigan, September 5-6

Mr. Buckley thanked Chow Chong, kites, volunteers, sponsors and the Two Rivers Public Schools for providing the venue for the 15th annual Kites over Lake Michigan, held at the high school campus on Labor Day weekend due to the lack of beach at Neshotah Park.

3. Paragon Property--Prospective Sale

Mr. Buckley reported the prospective sale of the property is subject to discussion in tonight's closed session.

4. Sandy Bay Highlands--Lot Sales, Planned Street Work

Mr. Buckley reported there was one lot sale, in Phase 1, in March and one closing on a Phase 2 lot in August and two closing are scheduled for September. Installation of concrete curbing and a base course of asphalt pavement in Phase 2 is scheduled for late September. A 20% percent off lot sale promotion is underway.

5. 2020 Capital Projects: Resurfacing of Community House Parking Lot, Recently Completed

Mr. Buckley reported the resurfacing of the Community House parking lot was completed the week of August 31.

6. 2020 Capital Projects: Resurfacing of Mariners Trail, Currently Out for Bids

Mr. Buckley reported the resurfacing of Mariners Trail is currently out for bids, due by September 18.

7. Duckweed on Rivers

Mr. Buckley reported that, while a nuisance, the duckweed is not toxic, like blue algae. He commented on a recent erroneous media report on blue algae in the East Twin River.

8. Upcoming Event: Movie on the Beach, Jumanji--the Next Level; Friday, September 11, 2020, 8:00 PM, Neshotah Beach

9. Upcoming Event: Main Street's Ethnic Festival, Saturday, September 19, 2020, Downtown

10. Other

C. Legislative/Intergovernmental Update

10. CONSENT AGENDA

Motion to remove consent agenda item; beverage operator license for denial

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

A. Presentation of Minutes

1. **2020-178** Regular City Council Minutes-August 17, 2020; and Special Meeting-August 19, 2020

Recommended Action:

Motion to waive reading and adopt the minutes

B. Applications and Petitions

1. Application for Temporary Class B License

- a. Manitowoc County Mariners, Football Game at Walsh Field, September 12, 19 and October 3, 12:00 PM - 11:00 PM

Recommended Action:

Motion to approve the application and authorize the City Clerk to issue the license

2. Application for Taxi Driver License

- a. Terrence B. Alston, 920 N 16th Street, Apt A, Manitowoc
- b. Becky J. Kriescher, 7054 Tannery Road, Two Rivers
- c. Earl James Smith, 7054 Tannery Road, Two Rivers

Recommended Action:

Motion to approve the application and authorize the City Clerk to issue the license

C. Reports

1. **2020-179** Minutes of Meetings

- a. Personnel & Finance, May 6, 2020
- b. Personnel & Finance, June 24, 2020
- c. Personnel & Finance, July 15, 2020
- d. Personnel & Finance, August 19, 2020
- e. Joint City Council & Business & Industrial Development/Community Development Authority, August 17, 2020
- f. Business & Industrial Development/Community Development Authority, August 25, 2020

- g. Board of Review, August 26, 2020
- h. Branding & Marketing, April 16, 2020
- i. Branding & Marketing, June 11, 2020
- j. Branding & Marketing, June 25, 2020
- k. Branding & Marketing, August 5, 2020

Recommended Action:

Motion to receive and place on file

2. **2020-180** Finance Reports

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

Recommended Action:

Motion to receive and place on file

3. **2020-181** Summary of Verified Bills for the Month of August for \$1,938,582.26

Recommended Action:

Motion to receive and place on file

RECOMMENDED ACTION FOR CONSENT AGENDA

Motion to approve the Consent Agenda with the various actions recommended

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

Application for Operator License-Recommended for Denial

Katie M. Vanden Heuvel, 1820 18th Street, Two Rivers

Recommended Action:

Motion to approve operator license

RESULT: FAILED ROLL CALL [2 TO 7]
MOVER: Bill LeClair, Councilmember
SECONDER: Jack Powalisz, Councilmember
AYES: Adam Wachowski, Jay Remiker
NAYS: Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jack Powalisz, John Casavant, Mark Bittner

Motion for the City Clerk to notify applicant of the City Council's intent to deny her license, based on the recommendation of the Chief of Police, and to advise applicant of her right to a hearing before the City Council

RESULT: APPROVED ROLL CALL [TO 2]
MOVER: Bill LeClair, Councilmember
SECONDER: Jack Powalisz, Councilmember
AYES: Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jack Powalisz, John Casavant, Mark Bittner
NAYS: Adam Wachowski, Jay Remiker

11. CITY COUNCIL - FORMAL ITEMS

- A. **2020-182** Ordinance to Amend Section 2-1-2 of the Municipal Code, Changing the Location from Koenig Elementary to the J.E. Hamilton Community House, Behringer Room for Wards Seven and Eight in the 25th Supervisory District, Effective with the November 3, 2020 General Election

Recommended Action:

Motion to waive reading and adopt the Ordinance

RESULT: APPROVED WITH ROLL CALL [8 TO 1]
MOVER: Darla LeClair, Vice-President
SECONDER: Jack Powalisz, Councilmember
AYES: Adam Wachowski, Bill LeClair, Curt Andrews, Darla LeClair, Jack Powalisz, Jay Remiker, John Casavant, Mark Bittner
NAYS: Bonnie Shimulunas

- B. **2020-183** Ordinance to Create Section 6-10-5 of the Municipal Code Regarding Sidewalk Cafes

Recommended Action:

Motion to waive reading and adopt the Ordinance

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

- C. Review of Residents' Feedback on Possible Changes to Beer Gardens Ordinance--From Mailing to Over 400 Property Owners Located Within 250 Feet of Existing Taverns

Recommended Action:

Discussion only

Police Chief Kohlmeier discussed the changes that are being considered for the City's Beer Garden Ordinance.

Mr. Buckley stated that the proposed changes to the Beer Gardens Ordinance would next be forwarded to the local Tavern League to distribute for comments, and then brought back to City Council for action. Council members also requested a map of the City, showing residential properties that could be impacted by a change in the

separation requirement between beer gardens and properties used for residential purposes.

D. Discussion of Possible Amendments to Noise Ordinance

Recommended Action:

Discussion only

Police Chief Kohlmeier stated that the Police Department has purchased a decibel meter with a C-Weighted scale to better measure noise levels from music. The modification to this ordinance addresses ongoing issues specifically relating to noise complaints with amplified music as the source.

E. **2020-184** City Manager's Appointments to the Commission for Equal Opportunities in Housing

Recommend Action:

Motion to authorize the appointments, as recommended by the City Manager and Council President

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

F. Consideration of Re-Activating Environmental Advisory Board to Assist the City Council and City Manager in Addressing Issues Related to Water Quality in Our Rivers and Lake Michigan

Recommended Action:

Motion to Re-Activating Environmental Advisory Board

Councilmember Darla LeClair requested the Environmental Advisory Board be reactivated to look at water quality issues the river and Lake Michigan. Mr. Buckley stated that he would solicit volunteers to serve on this citizen board, if the Council chose to re-activate it.

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

G. **2020-185** Request for City Consent to Property Assessed Clean Energy (Pace) Special Charges Associated with Pace Loan for Two Rivers Cobblestone Hotel Project

Recommended Action:

Motion to authorize the City Manager to sign the acknowledgement and consent on behalf of the City

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

12. FOR INFORMATION ONLY

- A. Movie on the Beach: Jumanji--The Next Level, Friday, September 11, 2020, 8:00 PM, Rotary Pavilion, Neshotah Beach
- B. Senior Center Fall Picnic in the Park, Friday, September 11, 2020, Central Park, 12:30-2:30 PM
- C. Shoto Conservation Club FREE Youth Fishing Event, Saturday, September 12, 2020, 8-10:30 AM, Shoto Conservation Club
- D. 29th Annual Two Rivers Ethnic Fest, Saturday, September 19, 2020, 9:30 AM to 5:00 PM, Downtown Two Rivers. More information: tworiversmainstreet.com
- E. City Council Regular Meeting, Monday, October 2, 2020, 6:00 PM
- F. City Council Work Session Meeting, Monday, September 28, 2020, 6:00 PM

13. CLOSED SESSION

At 9:10 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: Culver's, others. Discuss status of negotiations regarding former Hamilton Property.

Per Wisc. Stats. 19.85(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss matters pertaining to the sale of the former Paragon property, 606 Parkway Boulevard.

RESULT: APPROVED ROLL CALL [8 TO 1]
MOVER: Bill LeClair, Councilmember
SECONDER: Jack Powalisz, Councilmember
AYES: Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jack Powalisz, Jay Remiker, John Casavant, Mark Bittner
NAYS: Adam Wachowski

Councilmembers Wachowski and Powalisz left the meeting.

14. RECONVENE IN OPEN SESSION

At 10:12 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: Darla LeClair, Vice-President
SECONDER: John Casavant, Councilmember
AYES: Bill LeClair, Bonnie Shimulunas, Curt Andrews, Darla LeClair, Jay Remiker,
John Casavant, Mark Bittner
ABSENT: Adam Wachowski, Jack Powalisz

15. ADJOURNMENT

At 10:12 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,
John Casavant, Mark Bittner
ABSENT: Adam Wachowski, Jack Powalisz

Kim M. Graves
City Clerk

CITY OF TWO RIVERS CITY COUNCIL
PUBLIC WORKS COMMITTEE
Wednesday, September 2, 2020 – 5:15 P.M.
City Hall: Third Floor – COUNCIL CHAMBERS

MINUTES

Call to Order

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

Public and Invited Guests: Larry Pruess, 334 23rd St; Tracey Koach, 3411 Parkway Blvd; Jayne Rulseh, 1409 24th St; Stanley & Elizabeth Palmer, 331 23rd St; Karen Loritz, Park Road

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.

Public Input: Jayne Rulseh – concerned about interest charge of special assessments; noted most streets in area need repair; city should look at different financing options; neighbors on street are concerned about typical overall charges of \$10,000 - \$15,000

23rd Street (300 Block property owners) petition for vegetation in terrace area – current ordinance states terrace area to be maintained as mowed lawn (<8" height); previous issues include placement of steel posts, and other objects (by residents) to prevent parking and growth of trees into terrace areas; Petition received request changing policy to similar to Madison, which allows for 2; adjacent to curb maintained as grass/plants (< 8"); beyond 2; to sidewalk can be various plantings; Mr. Palmer would like to see change

Ordinance and Policies regarding Terrace Areas – difficult to enforce standards if need to determine if area is "neat" or "well-managed"; staff will scan and provide a sample of what Madison is doing, which was provided by owners, and consider at future meetings; ordinance change would be considered by Public Works Committee

Special Assessment Policy and possible revision: current policy allows for adjustment of differed assessments with CPI; committee would like to see provision for depreciation but not to go below original cost; staff will prepare proposed revisions

Interest rate on Special Assessments for street projects – currently interest rate is 2 points higher than City's cost; street and storm lateral are special assessments and have option to pay over 10 years with interest; private sewer and water laterals are treated differently and have been required to pay within a year

Committee consensus to keep interest rate at 2 points over City cost

Equipment Issues

Dump Truck – currently budgeted \$300,000 to replace 2 plow/salting trucks; current quote was \$396,574 received from Packer City International (Monroe Truck Equip); staff proposes to order both trucks and allow for additional cost in 2021 budget

Recommendation to City Manager to authorize ordering of 2 trucks and budget remaining amount in 2021 budget

Requests for Traffic, Pedestrian, and Parking Controls

Signal upgrades – Staff is proposing to apply for a Wis DOT Signal ITS Standalone Program (SISP) grant, which would cover 90% of the project costs to upgrade traffic signals along Washington Street, at 16th Street, 17th Street, 18th Street, and 22nd Street. The modifications would upgrade the programming to be actuated by vehicles, which would allow for better traffic flow along Washington Street. In addition, work would also replace the signal controllers, which are no longer supported by the manufacturer. Consensus by Committee to apply for 90% grant from SISP (Signals and ITS Standalone Program)

Sign modifications at Lincoln Avenue and 22nd – staff reported costs of overhead sign/support is \$60,000; committee inquired if there is an accident issue; consider flashing stop sign for west bound 22nd St; consider flashing street sign for east bound 22nd St

15-20 Minute Parking (for deliveries) on 20th Street east of Washington – it was noted tenant parking area is currently being used by outdoor seating area; tall will talk with Fatzo's to determine if other options can be considered

Storm Water Pond, Storm Water Utility

TMDL – Tracey Koach would like to see about sampling outfalls during rain events, keep her informed about this work. She may be able to assist with obtaining samples.

Other Items:

Current Projects

Zlatnik Drive - Restoration– Restoration needs to be completed over a storm sewer trench, located on the south side of Zlatnik Drive, between 16th and 17th Street. Staff is proposing to widen the pavement in this area, which would help accommodate bicycles via a sharrow

Mariners Trail Paving – Staff informed the Committee a contract is being let to repave a portion of Mariners Trail request was received to consider widening the trail to accommodate e-bikes; due to constraints along the lakeshore, staff advises to maintain the existing trail width. If additional capacity is desired, consideration should be given to conversion of railroad ROW to trail which could be wider.

2021 Projects:

North Pier Improvements – cost estimates and plan to provide parking near Coast Guard, install rain garden, and extend ped/bike trail to north pier; staff is working with USCOE real estate for this and improvements to north pier; considering extending trail from parking area to 16th St and Zlatnik Dr

Date, Time and Agenda Items for next Public Works Committee Meeting

Wednesday, October 7, 2020 at 5:15 pm

Adjournment:

Motion by John Casavant, seconded by Darla LeClair, to adjourn 8:11 pm

CITY OF TWO RIVERS CITY COUNCIL

PUBLIC UTILITIES COMMITTEE

Tuesday, September 1, 2020

6:00P.M.

City Hall: Third Floor – COUNCIL CHAMBERS

MINUTES

Call to Order**Roll Call - Committee members present:** Bonnie Shimulunas, Bill LeClair, absent – Adam Wachowski**Staff Present:** James Mc Donald (City Engineer/ Public Works Director), Scott Ahl (Civil Engineer II), Dave Casebeer (WWTP), Ross Blaha (Water Utility), Brian Dellman (Electric Utility)**Review and Approval of Minutes** – Motion by Bonnie Shimulunas, seconded by Bill LeClair, to accept the remaining minutes as presented. Motion carried upon unanimous voice**2021 CWF and SDWF Street Utility Project Status**

- 24th St, 25th St, and Madison Street and service lateral replacements projects in queue
- 20th Street (Eggers) Pond
- Considering replacement of Pine Tree lift station; storm water application will include application for Riverview Pond
- applications for 2020 projects being considered are due by Oct. 31st; staff is recommending 17th St and Roosevelt Ave
- Other sanitary sewer includes lining of sanitary sewer mains and manholes

Wastewater Utility:

- Phase 2 – completion expected in next 2 weeks
- Clear Water Reduction – DNR suggests televising 10% of system/year; currently, city televises 2-3% per year; televising helps identify system defects, including sources of unclear water
- Washington Highlands lift station/ejector pump – city consultant prepared a memo and estimate of what it would take to bring to city standards. Approx. cost is \$101,000. Staff does not recommend city acquisition of this lift station for other reasons. Staff will have the memo rewritten to reflect these other concerns, and to include other items, such as the agreement would be exclusive to lift station, and would not include collection system

Consensus to include wording on the city's desire to not take over responsibility of this pump station.

- Hauling sludge this week; previous years this was performed in fall which can make for weather challenges

Electric and Telecommunications Utilities:

- PSC update: unable to disconnect utilities until October 1st; this will push against the November 15th winter moratorium; It was noted more services are in arrears than normal. These rulings may impact budgeted revenues. PSC is doing a survey of utilities to see how issues are being handled
- Power outages: 2 lightning strikes, bird, and a lawnmower which hit a guide wire that caused recent power outages throughout a major portion of the city
- WPPI – celebrating 40th anniversary of which city received training, joint services, and pricing
- PCAC – warm weather reflected a charge on PCAC; 1st month this year it was a charge; other months, this was a credit

Water Utility: State inspection on September 22nd at plant; also, state laboratory inspection on Sept. 16th; inspections are performed every 3 years**Storm Water Utility:**

- Zlatnik Dr – installed storm pipe from 16th St – 17th St; paving will cost \$25,000 +/- which will include widening to allow for sager bicycle access
- Eggers Pond – placed large stone at NE corner of lot
- Shore Line Erosion – added addition shoreline erosion protection at 22nd St and Zlatnik Dr
- Mini Storm Sewer – staff will continue to work with residences with sump pump discharges; cost share of \$1,500/ sump pump connection with city storm utility paying extra
- Duck Weed – recently noticed in the East Twin River. Duck weed is a natural occurring, and can help clean water, and minimize algal growth.

Set Date, Time, and Agenda Items for next Committee MeetingNext meeting will be held **Tuesday, October 5, 2020 at 10:00 AM****Adjournment**

Motion by Bonnie Shimulunas, and seconded by Bill LeClair, to adjourn at 7:30 pm

Attachment: Utilities Comm minutes 09-01-2020 (2950 : Minutes of Meetings)

COMMITTEE ON AGING
Monday, August 3, 2020 - 8:30 AM
Behringer Room - JE Hamilton Community House, 1520 17th Street

MINUTES

I. Call to Order

II. Roll Call

Attendee Name	Title	Status	Arrived
RuthAnn Hearley	Board Member	Present	
Richard Langman	Board Member	Present	
Gerald Lyons	Board Member	Present	
Donna Reilly	Board Member	Present	
Bette Roidt	Board Member	Absent	
Lenore McDonough	Board Member	Present	
Bill LeClair	Councilmember	Present	
Jerome Schubring	Board Member	Present	
David Schmaling	Board Member	Present	

Cathy Ley, ADRC of the Lakeshore Director - Present
 Terri Vosters, Parks and Recreation Director - Excused
 Tammy Desten, Senior Center Supervisor - Present

III. Minutes

Committee on Aging July 6, 2020 meeting minutes were presented. Motion to approve by Jerry Schubring. Second by Rich Langman. Approved and accepted.

IV. Input from Public

N/A

V. Correspondence & Press

N/A

VI. Committee Reports

a. County Aging Unit - Cathy Ley

Cathy discussed the safety procedures that have been put in place at the ADRC of the Lakeshore office. Phone and video conferences are encouraged. No dining sites are operating with congregate meals. Cold curbside meals are currently being offered. CARES state program is offering help with nutrition and care giving as there is a lack of day center programs.

b. City Council - Bill LeClair

Culvers project is discontinued due to Covid-19. There is interest in the Paragon property. No news on the Hamilton property. Discussion with the committee on downtown updates, Bill shared information pertaining to the Two Rivers Main Street facade grant program that business owners may apply for to improve their store fronts. Cobblestone Hotel opened for business. On August 16 everyone is welcome to attend the Lakeshore Park Trail and bench dedication in memory of Patrick Gagnon. The new city branding unveiling with Celebrate Two Rivers will be held at Walsh Field on August 29. Plans for the Arboretum is moving forward, location will on Hwy 42 across from Machuts. Committee questions and discussion about dogs in the parks and on the beach.

c. Recreation Department Programs - Terri Vosters

No Report

d. Senior Center - Tammy Desten

Mask mandate in place, staff may remove masks while in their work area. August newsletter out for distribution. Offering TRUST car rides on a limited basis. Volunteers are limited; staff taking on more of the tasks that volunteers would normally help with. New Parks & Recreation Director, Terri Vosters started July 13, she will be at the September 14th meeting. The City is still planning to have Sundae Thursday on August 13 with modifications due to Covid-19. August 15, the Senior Center will be holding the Pancake Breakfast fundraiser during the Two Rivers Main Street Car Show.

e. TRIAD - Dave Schmaling

Resumed in person meetings. No brat stand fundraiser's are scheduled at this time. Looking for more involvement, possibly combining TRIAD with the Crime Prevention program. Garbage throughout the city needs to be addressed, no city wide clean up at this time.

VII. New Business

VIII. Continuing Business

The committee accepted that proposed bylaw changes. Motion to approve by Bill LeClair. Second by Dave Schmaling. Bylaws will be forwarded to Mr. Buckley and City Council for official approval.

IX. Adjournment

Next Meeting September 14, 2020

**City of Two Rivers
Plan Commission**

**Monday, September 14, 2020
5:30 PM
City Hall Council Chambers**

Minutes

1. Call to Order

Chairman Buckley called the meeting to order at 5:35 PM.

2. Roll Call

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

Also Present: Brandon Robinson and Jeff Witte, Bay Lakes Regional Planning Commission; City Planner Elizabeth Runge and Recording Secretary Vicky Berg.

3. Action Items

A. Presentation by Bay Lakes Regional Planning related to updating the City's 20-Year Comprehensive Plan

Information was distributed related to preparing for the comprehensive plan update, project timeline, procedures for public participation and draft pages of the Two Rivers Snapshot and Demographics and Housing Summary.

Discussion included the nine required elements of the plan, vision statement, incorporating the amendments and plans created since 2010, public participation, and objectives and strategies.

Public participation shall start with a digital survey which will be available from mid-October to mid-November. Details regarding how to obtain and submit a paper survey were not finalized.

RESULT: NO VOTE

4. For Discussion

A. Discuss possible vacation of alleys from Gardner Street to Woodland Drive, requested by Councilmember Shimulunas

Ms. Shimulunas was not able to attend and requested this item be moved to the December meeting.

Motion to table to the December meeting. Upon a voice vote, motion carried.

RESULT:	TABLED [UNANIMOUS]	Next: 12/14/2020 5:30 PM
MOVER:	Jim McDonald, Commissioner	
SECONDER:	Rick Inman, Commissioner	
AYES:	Buckley, Inman, Koach, McDonald, Wachowski	
ABSENT:	Loden, Pangburn	

5. Adjournment

A. Motion to adjourn at 6:45 PM.

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

Vicky Berg, Recording Secretary

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

Tuesday, August 25, 2020

5:15 PM

3rd 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, Tracey Koach, and Dan Wettstein. Absent and Excused: Tracy Yaggie and Elizabeth Bittner.

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

Approve Minutes of July 28, 2020 Meeting

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

Sandy Bay Highlands

a. Contract with Berkshire Hathaway expires on 9/30/20

A motion was made by Curt Andrews, seconded by Darla LeClair to extend the contract, under the current terms and conditions, the CDA has with Berkshire Hathaway for the marketing of Sandy Bay Highlands. Upon a voice vote, motion carried.

b. Subdivision configuration and future promotions

Staff updated the committees that a meeting with a developer for potential condominium development is scheduled for early September. Also, staff requested confirmation of fall promotion before developing "sale" materials. A motion was made to confirm the "fall sale" of land should proceed by Don Karman and seconded by Darla LeClair. The motion carried on a voice vote.

Discussion and Recommended Action for 2023 Washington Street

At the directive of City Council, the committee has asked staff to prepare materials for a request for proposals to solicit realtors to list this property for sale. Currently the city is marketing it for sale.

Revolving Loan Fund Application: Committee heard a summary of Hartman's application for loan assistance for a location on Washington Street.

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 to enter into closed session by Keith Lyons and seconded by Dick Klinkner. Upon a roll call vote, Ayes (8) Curt Andrews, Darla LeClair, Gregory Coenen, Keith Lyons, Dick Klinkner, Don Karman, Tracey Koach, and Dan Wettstein. Noes (0) None. Motion carried.

--Consider Revolving Loan Fund Application: Hartman's Bakery (Second Location) First Retail Location in Two Rivers

Reconvene in Open Session

A motion by Curt Andrews, seconded by Dick Klinkner, to reconvene in open session for possible action on matters discussed in closed session. Upon a voice vote, motion carried.

The committee informed the applicant of the additional materials needed for the loan review to continue. A meeting will be scheduled when the items are received.

Brownfield application to US EPA

Staff informed the committee about the next Brownfield cycle that has been announced. The City of Two Rivers has been approached by the City of Manitowoc to pursue a Coalition application in the program. The applications are due October 28, 2020.

A motion was made by Keith Lyons seconded Tracey Koach to support the City's participation in a Brownfield Coalition application. Upon a voice vote, motion carried.

Adjournment

At 6:45 PM, a motion was made by Curt Andrews, seconded by Don Karman, to adjourn. Upon a voice vote, motion carried.



MINUTES

Special Committee on Branding and Marketing

Thursday, Sept.10th 2020

6:00 PM-7:30 PM

THIRD FLOOR COUNCIL CHAMBERS, CITY HALL

Curt Andrews called the meeting to order at 6:00 PM.

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

Guest: Jenn Anne, Jeff Dahlke, Whitney Frolicch

Zoom Call conducted.

Brief Recap of Celebrate TR Event on 8/29.

- Feedback very positive consider doing this as an annual event Next year. Walsh Field was great venue and food trucks and entertainment was positive along with branding launch.
- 105 pieces of Logo wear sold.
- Set up Schroeder's on a consignment agreement to continue to sell logo wear. Costs provided were the retail prices we sold at the event. Reorder of some merchandise being placed for the selling of logo wear at Ethnic festival 9/19. Volunteers from the committee will set up and man the booth. Roger agreed to let us share the information booth prime space for selling.
- Mixed reaction to new brand /logo launch. Encouraged committee to stay positive and be the lead ambassadors to keep making progress on our efforts to positive impact our community.
- Curt on WMOT After Further Review Thursday to recap branding efforts.

Advertising/ Marketing Support Material (Whitney & Elizabeth reviewed: (see separate handout n toolkits being developed.

- Updated to TR home pages made incorporating new logo.
- New Visitors Guide ad for 2020 shown and received positive feedback.
- As new items are needed will consider where we replace if needed with the new logo.
- Focus is external at this time.
- Prioritized updating the exploretrworivers.com site versus government site at this time. Whitney on point, Todd volunteered to support of needed. We need to keep pushing this site.
- Update Branding TR site with Documentary story (Curt to get with Ryan@ Civic Brand)
- Will email the new links to social media pages developed

- Business meetings being set up with Cobblestone. Carron Newt and VT to help leverage the TR brand story and help with recruiting efforts and our story being told.
 - (Curt to meet with Elizabeth)
- Made in TR brand toolkit to be developed and solicited to Renee's Chocolates (Roger mentioned their desire to custom make and use) Carreon net, VT, Riverside Food, etc...
- Discussed that Elizabeth will continue to set priorities for Whitney supporting branding and city driven initiatives leveraging her skill set. All directives should flow through Elizabeth.
- Alignment around Main streets activities to leverage new brand.
- Leverage boiler plate on TR to mail out to the appropriate Wisconsin publications for inclusion. (Whitney)

True to Two New Video and YouTube link set up (Whitney)

- Discussed a marketing flow chart for 2020 & 2021 to align campaign flighting flow charts and consistency in creative and messaging changes (Curt to develop a draft calendar for next meeting)

Lic. Program Update (Curt)

- Examples of brand logo use on products sent to Jim Boyle working to secure all TM and Copyrights in the selected classes. Follow up schedule for next week.
- Whitney following up on agreements already sent out on usage by vendors

Social Media

- #truetotwo guidelines to be reissued (Todd)
- Discussed setting up Google business review to capture testimonials /feedback to share and promote when appropriate (Todd / Whitney)
- Mobile Kiosk Solution for events 2021 (Jeff brought up as possible way to gaining quicker feedback "Encounter surveys. Will look in to what OWO does and how we can leverage for future events and resources needed.
- Discussed opportunities to leverage local colleges for interns next year to help us
- Frequency of social posts updates
- Admin of social. (Whitney)

Branding Project Implementation guidelines

- Todd Reviewed first pass at the remainder of 2020 possible activities.
- Leveraging already budgeted activities unless funded by external sponsors very minimum this year. (see separate draft) Revisions discussed and some items shifted to 2021 will provide for next meeting
- Combine with Marketing Calendar to ensure alignment of focus.
- Meeting needed with Chamber (Greg)
- Combined meeting with Room Tax committees (TR & Mani) (Greg)
- Follow up with Visitor Center (Curt / Mark and Greg)

Other business

- 2020 Year in review scorecard discussed to highlight TR achievements and results
- 2021 Event opportunities with Parks and Rec and Main Street)

- Revisit the make up of the Branding committee going forward ...Greg suggested we make it a permanent committee with terms , possible separating into two groups Brand Ambassadors (Select 3-4) working directly with civic organizations and businesses and a Branding – Marketing (Committee 5-7)
 - With Curt will draft an outline of structure to present to council
- Civic Brands used the work with Two Rivers as their entry for an international award consideration

Roger made motion to adjourn, Jeff Sache second 7:39 PM

Next Meeting will be Tuesday Oct.8th 5:30-7:00 Council Chambers & Zoom.

MISC: Branding TR site

- In 2019 the project website got 3,272 unique visitors to the site.
- In 2020 the project website got 2,572 unique visitors to the site.

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2020	462	916	1,956	2,926	405.37 MB
Feb 2020	230	623	1,685	2,608	298.30 MB
Mar 2020	281	712	1,441	1,837	303.01 MB
Apr 2020	256	682	3,009	3,491	804.68 MB
May 2020	296	734	1,492	1,947	157.26 MB
Jun 2020	309	758	1,658	2,247	197.33 MB
Jul 2020	280	791	2,112	2,921	284.37 MB
Aug 2020	282	709	2,571	4,166	633.97 MB
Sep 2020	176	273	1,523	2,890	650.45 MB
Oct 2020	0	0	0	0	0
Nov 2020	0	0	0	0	0
Dec 2020	0	0	0	0	0
Total	2,572	6,198	17,447	25,033	3.65 GB

There were 218 survey responses. multiple online surveys which were promoted via organic social media, paid social media targeting everyone in the community, the project website and emails sent to everyone signed up.

218 survey responses.

Marketing/ Branding toolbox for Local Businesses: 9/8/20

Set up meeting with Business leaders & Local Realtors:

Set up meeting with Staff members & Library who run city social sites

Set up meeting with Non-profit civic organizations.

(Main Street , Rodgers Fishing Village, Hamilton Museum, Two Rivers Historical Society, Washington House, Optimist, Rotary, TRBA, KC, Kiwanis, Chamber, Woodland Dunes)

- Review Documentary (Virtual Tool Kits)
- Tool Kit / Brand- Marketing Assets
 - Link to new Logo, pictures, and Video's
 - Link to social media sites
 - Link to Two Rivers You tube site
 - Link to True to Two video shorts
 - Link to Brand story Two Rivers (Timeless & True)
 - Create TR PR paragraph to share our history, location and information regarding City, Website links, Explore two Rivers link, Elizabeth's contact information (Digital and handouts)
 - Hard copy of Logo example, Brand story and TR fact's and contact information in a folder or formal presentation document
 - Thumb drive with related materials
 - Made in Two Rivers Logo links and guidelines in using.
 - (Example Riverside Foods, Metal ware, Swartz, VT, Carron Net, Renee's Chocolates, Screaming Conuts, etc...
 - Bumper stickers (Explore TR .com, #True to Two, New Logo TWO RIVERS, Wisconsin, Made in TR) Encourage businesses to use
 - Meeting with Jason / Update Visitor center material with new Logo and #true to two
 - Logo use guidelines
 - Social media Guidelines
 - City department alignment to social sites collective voice.
 - **Next Steps:**
- Implementation phased plan.
 - 2020
 - 2021
 - & 2022
- Outreach to Related Wisconsin site posting our story

PHASE	IDENTIFIER	ACTION ITEM	Comments
00-Ongoing	00-3	Encourage the use of the #TrueToTwo on social media	Started but not formalized. Duplicates 02-12
01- Launch	01-05	Provide free stickers to area businesses that locals and visitors can take and put on their car, water bottle or laptop	Done or in process?
01- Launch	01-03	Show the documentary - multiple times at multiple places	Ongoing activity
01- Launch	01-04	Partner with local brewery/restaurant/business to create a branded drink/meal/item for the launch event	Did this happen?
02- Startup	02-06	Develop social media strategy, design templates and guidelines	Not defined - start this
02- Startup	02-08	Create original content for use on social	Started by communications director?
02- Startup	02-12	Implement #TrueToTwo social campaign	Duplicates 00-3
02- Startup	02-01	Redesign City Website to utilize new brand and messaging strategy	Government website, Explore TR website or both? Need a decision here
02- Startup	02-04	Redesign exploretworivers.com with new branding and messaging strategy	Start
02- Startup	02-05	Implement all city department brands digitally, including email signatures	Did this happen?
02- Startup	02-07	Develop Phase 1 of Live/Work site with basic information on the area, opportunities/benefits, and highlights of people in the community that represent different personas with a brand story filter on their profiles. Can be part of the City website or on its own domain.	Needs further definition but conversations can start with branding committee
02- Startup	02-08	Create original content for use on social	Start
02- Startup	02-12	Implement #TrueToTwo social campaign	Started but not formalized. Duplicates 00-3
02- Startup	02-25	Create a city-wide email database and newsletter that people can sign up for on the city website, tourism website, Made in website and live/work website. Require users to self-identify a persona in order to segment later on.	Start via ExploreTwoRivers.com
03-Growth	03-10	Design initial line of branded merchandise, including shirts, hats, water bottles, drink koozies, etc.	Start
03-Growth	03-11	Work with local business owners to sell city-made branded merchandise at their shops (with potential percentage fee agreement)	Started
03-Growth	03-12	Design and hand out window cling/sticker for businesses who sell branded merchandise to display	Start
03-Growth	03-13	Sell branded merchandise on madeintworivers.com (and linked to from Tourism/City website)	Started
03-Growth	03-05	Update water towers with Primary Logo	Did this happen?
04-Mature	04-11	Appoint a volunteer brand concierge, who could provide recommendations when visiting the area, give tours to aid local business recruiting efforts, etc.	Start

MEMO*from City Clerk's Office*

DATE: September 17, 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 August 17, 2020:

BEVERAGE OPERATOR LICENSES ISSUED ON AUGUST 17, 2020		
NAME	ADDRESS	1 YEAR/2 YEAR
Amanda L. Anhalt	1035 South 15 th Street, Manitowoc	1 year

BEVERAGE OPERATOR LICENSES ISSUED ON AUGUST 24, 2020		
NAME	ADDRESS	1 YEAR/2 YEAR
Hannah N. Wortman	2317 10 th Street	1 year

BEVERAGE OPERATOR LICENSES ISSUED ON AUGUST 26, 2020		
NAME	ADDRESS	1 YEAR/2 YEAR
Zoe M. Bianchetti	2618B Forest Avenue	1 year
Kristine L. Ertman	11376 Saxonburg Rd	2 year
Giam H. Tzeo	1951 Roosevelt Avenue	2 year

BEVERAGE OPERATOR LICENSES ISSUED ON SEPTEMBER 8, 2020		
NAME	ADDRESS	1 YEAR/2 YEAR
Joshua Neumeyer	2814 7 th Street, Apt. H	1 year
Christopher Staha	2110 Benzinger Rd, Mishicot	2 year

Attachment: Approved Beverage Operator Applications (2969 : Department Reports)

BEVERAGE OPERATOR LICENSES ISSUED ON SEPTEMBER 10, 2020		
NAME	ADDRESS	1 YEAR/2 YEAR
Santosh Bogati	1315B 22 nd Street	1 year
Rose Pagels	1433 Hawthorne Ave	1 year

BEVERAGE OPERATOR LICENSES ISSUED ON SEPTEMBER 17, 2020		
NAME	ADDRESS	1 YEAR/2 YEAR
Dennis Benzinger	1916 29 th Street	1 year

COMMUNITY DEVELOPMENT STAFF REPORT

9/21/2020

- I. Focus relentlessly on fiscal new revenue streams and operational sustainability.**
 - Continuing to work with party interested in purchasing parcel in Columbus Street Industrial Park.
 - Working with interested party in purchasing building in downtown area.

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

- III. Drive strategic community development.**
 - Met with two separate parties to discuss business planning to start businesses in Two Rivers.
 - Met with development group regarding projects and sites they were interested in pursuing.
 - Met with housing development group for potential housing spec build.
 - Plan Commission dedicated to comprehensive plan kick off.

- IV. Continue to grow a vibrant, sustainable, safe & connected community while respecting our traditions & history to attract new residents, visitors & new businesses.**
 - Sandy Bay fall sale promotion efforts in progress.

- 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.**
 - Preparing materials for social media along with Communications Coordinator.
 - Attending meetings regarding branding efforts.
 - Implementing steps for digital updates to brand materials.

Two Rivers Electric Department
Monthly Report For
September 2020

Electric Consumption in KWH:

This Month: August Data

2015	2016	2017	2018	2019	2020	%Change from 2015-2020	%Change from 2019-2020
7,522,792	7,637,352	8,706,852	7,666,583	8,523,510	8,581,269	14.07%	0.68%

Year-to-Date:

2015	2016	2017	2018	2019	2020	%Change from 2015-2020	%Change from 2019-2020
57,007,529	56,466,445	57,072,467	55,471,518	57,083,780	57,487,320	0.84%	0.71%

Cost of Electricity Purchased in Dollars:

This Month:

2015	2016	2017	2018	2019	2020
\$ 603,238.71	\$ 620,579.75	\$ 681,929.78	\$ 751,620.72	\$ 762,273.02	\$ 687,084.28

\$/kWh						%Change from 2015-2020	%Change from 2019-2020
\$ 0.08019	\$ 0.08126	\$ 0.07832	\$ 0.09804	\$ 0.08943	\$ 0.08007	-0.15%	-10.47%

Work Orders Worked on during August:

Location	Description of work performed
Columbus Sub	Breaker and Transformer Testing / IR scans
General	Remove overhead service & install urd
Northend	Remove overhead primary / Pole replacements
Southside	Replace pole and switch
Eastside	Pole replacements

Over Time Dates	Location	Hrs.	
8/7/2019	26th & Jackson	1/2 HR	Squirrel blew transformer fuse
8/13/2019	Columbus Sub	NA	ATC Switching
8/17/2019	Eastside feeder	1 HR	Bird tripped circuit
8/21/2019	1515 Deerbrook	NA	Emergency Locate
8/21/2019	3506 Tannery Rd.	NA	Customer issue
8/29/2019	Eggers Dr.	2.5 HRS	Scheduled outage

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

Attachment: Electric Report (2969 : Department Reports)

INSPECTIONS DEPARTMENT

MONTHLY SUMMARY AUGUST 2020

	Permits Issued		Permit Revenue		Project Value	
	Month	YTD	Month	YTD	Month	YTD
Building (residential)	37	204	5,636	20,426	654,892	2,009,001
Building (commercial)	2	19	120	4,780	11,480	1,807,510
Electrical	21	119	1,215	7,415	28,589	465,882
Heating	15	131	1,020	8,686	92,004	1,043,893
Home Occupation	-	-	-	-	-	-
Moving	-	2	-	100	-	10,508
Plumbing	7	72	900	9,480	39,537	701,823
Sign	1	15	50	750	2,900	43,912
Tank	-	-	-	-	-	-
Wrecking	-	3	-	174	-	54,900
Totals	83	565	8,941	51,811	829,402	6,137,429

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2020	2019	2020	2019	2020	2019
Building	223	189	25,206	22,294	3,816,511	2,878,604
Electrical	119	143	7,415	7,790	465,882	184,631
Heating	131	121	8,686	7,959	1,043,893	956,000
Home Occupation	-	-	-	-	-	-
Moving	2	2	100	100	10,508	8,780
Plumbing	72	88	9,480	9,750	701,823	338,978
Sign	15	18	750	900	43,912	13,156
Tank	-	1	-	-	-	-
Wrecking	3	6	174	294	54,900	11,735
Totals	565	568	51,811	49,087	6,137,429	4,391,884

Other Activities

Prepared notices, ordinances & related documents for public hearings

Prepared agenda packet and minutes for Plan Commission meetings

Received and responded to requests for information from the general public and staff

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

News

- Free remote access to Ancestry.com has been extended to Sept. 30, 2020. Visit https://mani.ent.sirsi.net/client/en_US/mcls/ and log in to the library catalog using your library card number and PIN (last four digits of your phone number). Once you're logged in, click on the "Ancestry Library" link on the left side of the page to begin your fact-finding mission. Throughout the pandemic Ancestry has made their product available to patrons remotely. Prior to the pandemic, Ancestry was only available from public computers inside the library.
- The library website was hacked and redirected some, not all, users to a site selling Viagra. This was the second such attack on the website this year. City IT along with Chris Hamburg was able to make a fix. Let staff know if there are still issues with the website.
- Dave Buss, City Finance Director has reinstituted Capital Fund 456 (formerly used for the Library Building construction) to use throughout collecting and expending funds for the carpet project. Any Funds donated to the project will be deposited to Account 456-48500 Donations. Expenditures for the carpet project will then be charged to 456-51600-8170 CO-Other Improvements. The Library Board will begin seeing balance sheets for Capital Fund 456.
- Our next online reading challenge via the Beanstack app: Fall in Love with Reading Challenge begins on September 15.
- The Manitowoc Calumet Library System allocated \$10,000 in state aid carryover funds to Overdrive Advantage for eBook purchases. Overdrive Advantage adds e-content for system libraries and is managed via Manitowoc Public Library. Chris Hamburg is an Overdrive purchaser for the state of Wisconsin and will assist in identifying additional titles for purchase at the local level.

Library Foundation - No Report.

Library Legislation – No Report

Activities

- 8/03/20 – City Council Meeting
- 8/11/20 – Virtual Lester Public Library Board Meeting
- 8/12/20 – City Department Heads Meeting
- 8/14/20 – Virtual Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting
- 8/17/20 – City Council Meeting
- 8/18/20 – Special City Department Heads Meeting - On optimizing CARES Act Routes to Recovery funding available to the City through WDOA
- 8/19/20 – Met with Brian Barth, Spacesaver Corporation, with Chris Hamburg, for shelving on castors measurements and quote

- 8/20/20 – City of Two Rivers Annual Staff Luncheon, hosted on the Lester Public Library Gardens
- 8/20/20 – Attended the Cobblestone Hotel and Suites Manitowoc Area Chamber of Commerce Ribbon Cutting Ceremony
- 8/26/20 – Customer Service Clerk Interviews
- 8/26/20 – Library Management Team Meeting
- 8/26/20 – City Department Heads Meeting
- 8/27/20 – Met with Ned Guyette, President, Lester Public Library Board of Trustees

Jeff Dawson, Director, Lester Public Library 9/01/2020



Parks and Recreation Department

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

Date: September 15, 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	4537
➤ Building Rentals	110
➤ Recreation Program	203
➤ Total building usage	4850

The J. E. Hamilton Community House was open **30 days** in the month of **August** for an average daily usage of **161 people per day**.

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

Recreation Programs	3 programs	128 participants (<i>approx.</i>)
CH Facility Reservations	5 rentals	10150 participants (<i>approx.</i>)
Fitness Center	Daily Drop-In	163 participants (<i>approx.</i>)
Senior Center Programs	9 programs	231 participants (<i>approx.</i>)
Senior Center TRUST Car	Daily Rides	64 participants (<i>approx.</i>)
CH Reservation Rescheduled	1	60 participants (<i>approx.</i>)

Senior Center

- 328 Cold Bag Lunches were delivered to Home Delivered Meal recipients in addition to the hot meal through a stimulus program supplied by the State of WI and ADRC of the Lakeshore.
- New - Curbside Cold Bag Lunch, 69 meals distributed
- Customer Service window opened for walk-in guests.
- Resumed Footcare, 16 appts
- August Birthday calls, mailed birthday cards & anniversary cards
- August newsletter - mailed, emailed, dropped off at local businesses, available outside of the building, as of June 15 available inside.
- Fall Picnic in the Park - Profit \$200.

Special Events & Athletics

- WI Heat Tournament- Crazy From the Heat- 8/2 and 8/3
- Organized and distributed T-ball and Ponytail Team equipment, schedules and uniforms
- Finished out the older youth softball and baseball leagues and started games for T-Ball and Ponytails softball leagues week of 8/10.
- Set up and worked with organizer- Clay Selsmeyer for Catamaran Event at Neshotah Beach
- Site Visit 8/11 With Jr. Volleyball Assoc from Milwaukee and Manitowoc Visitor's Bureau at Neshotah Beach for possible Volleyball tournaments in 2021
- Organized, attended and worked successful Bands on the Beach concert 8/1, 8/9 – Covid leave for 8/15- Tammy Stadler covered this one, and 8/22, and 8/29 Attended well by Community
- Organized WI Ravens Football game for 8/8 – Ran successfully and set up another game for 9/12 for team – Both at Walsh Field.
- Organized Outdoor Movies for 8/14 and 8/28- both cancelled due to staffing and inclement weather
- Managed successful Concerts in the Park 8/6, 8/20(Covered by other staff due to me out for quarantine), and 8/27- attended well by community
- Communicated and relocated Farmer's Market for upcoming events.
- Created Attendants Schedule and was in constant communication with them and job duties.
- Set up and worked Celebrate Two Rivers Event on 8/29 at Walsh Field
- Finished 2020 Men's Summer Softball League -ordered Plaques for Champions and 2nd place teams
- Attended Branding Committee Meeting 8/6
- Helped organize the revamp of Sundae Thursday Event for 2020
- Moved office and merged Emma Aumiller and my files from computer and desk
- Meeting with Dave Schmaling on Soccer and future programming on 8/27
- Invoiced Eggers, WI Heat, WI Ravens Football, Mariners Football and followed up with all for final payments

Parks

- Set up for WI Heat Tournament 8/2 and 8/3
- Set-up for T-ball and Pony tail games nightly
- Set-up for Catamaran event
- Set up for Bands on the Beach 8/1, 8/9, 8/22, 8/29
- Set up for Saturday Soccer field prep
- Set up for Mariners Football
- Set up for Sundae Thursday
- Set up for Car Show 8/14 and 8/15
- Removal of Tree on Garfield
- Plant tree donation and add plaque on Neshotah Beach
- Setup for Celebrate Two Rivers 8/27 and 8/28
- Set up for Movie on the Beach
- Attend Branding meeting
- Attend Kites meeting with Chow
- Attend meeting with Roger from Main st for Ethnic Fest
- Set up Concerts in the Park
- Set up for Memoriam
- Continue working on lawn care throughout City
- Continue working on Paragon property maintenance
- Continue cemetery daily tasks

Administration

- Issued refunds or account credits for the cancelation of the month of July for Facility reservations and Recreation programs
- Continue hiring of Seasonal Employees
- Advisory Recreation Board meetings to resumed in October
- Track new hires for Work Permit State paperwork

2020 Public Works/WWTP Tracking				
			<u>August</u>	<u>Year-to-Date</u>
ENGINEERING 2020			<u>August</u>	<u>Year-to-Date</u>
	Landfill Leachate Pumpage (gallons)		1,092,498	6,537,066
	Precipitation		2.63	26.07
	Number of Encumbrance property checks		30	195
STREET DIVISION 2020 (Manhours)			<u>August</u>	<u>Year-to-Date</u>
	Work for Engineering			571
	Shop/Vehicle Maintenance		467	3,423
	Street Maintenance		186	895
	Street Cleaning		124	722
	Street Signs/Painting		69	621
	Snow & Ice			777
	PT Snowplowers			292
	Bridge - maintenance		22	68
	Old Dump/Landfill/River Sediment			
	17th Street Bridge opening		61	
	Storm Sewers			
	Refuse/Garbage			36
	Recycling/Leaf Collection			53
	Weed Cutting		97	240
	Work for Others		859	3,673
	Special Events			
	PBS Sewers			48
	Salted Streets			
	Plowed all city streets			
	Open 17th Street Bridge			927
WASTEWATER UTILITY 2020			<u>August</u>	<u>Year-to-Date</u>
	Wastewater Treated, Gallons		8,632,500	702,629,500
	MONTHLY AVERAGE: Daily Flow, Gallons		278,500	2,878,438
	MONTHLY AVERAGE: Daily BOD, Lbs.		3,866	4,460
Plant Discharges (MONTHLY AVERAGE)				
	Biological Oxygen Demand (BOD), mg/l		5.90	8.90
	Suspended Solids, mg/l		7.80	6.35
	Ammonia, mg/l		0.07	0.48
	Phosphorus, mg/l		0.48	0.28
	Fecal Coliform, per 100ml		24.00	32.38
	pH, Min (6.0)		6.90	6.95
	pH, Max (9.0)		7.10	7.16
Chemicals				
	Polymer, Gallons		88	704
	Ferric Chloride, Gallons		2,106	17,669
	Chemical Costs for the month		\$ -	\$ 30,892.02
	Mishicot Payment		\$ 6,204.41	\$ 71,019.39
	Emergency call-ins		5	32

Attachment: YTD CC AUG 2020 (2969 : Department Reports)

August 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
	- Work is scheduled to be completed by June, 2021.
	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 is coordinating emergency shoreline protection, with installation of armor stone along Lake Michigan, near the DPW/Utility areas, and 22nd/Neshotah Pond.
	- Contractor commenced delivery of armor stone in June. Acquired, and placed, stone at the DPW/WWTP yard, Lot F, and future Eggers Pond area..
	- Additional shoreline protection performed at the 22nd/Neshotah Pond.
	- Staff and consultant are preparing the final permit, as required by DNR.
	Sidewalk Repair
	- Staff is coordinating with Wicks World of Wood for replacing defective sidewalk at various locations in the City. Contract was signed fall, 2019.
	- Work completed on this contract. Future contract(s) to be bid for additional sidewalk complaint areas.
	- Staff is responding to additional complaints, for which notices will be sent to affected residents.
	Sanitary and Storm Repairs
	- Sanitary sewer repairs scheduled on 16th Street, Columbus Street, East River Street, and 28th Street.
	- Repairs scheduled for middle of September.
	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 expect to be 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
	Install LED Stop Signs 22nd & Adams St.
	Maintain Flags On Washington St.
	PBS Sewers (2)
	Biweekly, Monthly Sewers
	Locate / Repair Drain Tile Sandy Bay Highlands
	Hydrovac For Other Depts.
	Remove Blacktop Parking Lot Senior Center
	Install Storm Water Drains Senior Center Lot
	Restore Grass Area Along Jefferson St.15th To 16th
	Open Outfalls
	Finish Installing Split Rail Fence @ Neshotah Constructed Wetland
	Pour Concrete Pad / Install Garbage Can @ South Breakwater Trail
	Street Openings - Service Lateral Repairs
	Setup Detour For Car Cruise / Car Show
	Street Painting
	StormWater Pond Inspections
	Fill Potholes With Cold Mix
	Street Sweeping
	Haul Sweepings To Landfill
	Weed Cutting / City Lots / Landfill
	17th St. Bridge Openings (231)
	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

Two Rivers
Aug 2020

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

SAFETY REPORT

ACCOMPLISHMENTS

1. **Training**
 - a. No in person city wide
 - 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. No trainings scheduled
 - b. Planning to offer CPR/AED refresher by MEUW in October or 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 Czuprynyko at (608) 393-7702. Monthly City Safety meetings continue.

Attachment: Safety Report (2969 : Department Reports)

ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT

ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION

TOTAL PRODUCTION	33,368,880	GAL/MONTH
LESS BACKWASH WATER	5,706,660	GAL/MONTH
WATER TO CITY	27,662,220	GAL/MONTH
MAX. DAILY WATER PRODUCTION	1,213,950	GAL/DAY
MIN. DAILY WATER PRODUCTION	989,880	GAL/DAY
AVERAGE DAILY WATER PRODUCTION	1,076,420	GAL/DAY

TOTAL PRODUCTION	33368880	GAL/MONTH
WATER TO CITY	27662220	GAL/MONTH

PUMP OPERATION

LOWLIFT PUMPS

1	2	3	
240	240	264	HR/MO
7.74	7.74	8.52	HR/DAY

HIGHLIFT PUMPS

1	2	3	4	
738	0	6	0	HR/MO
23.81		0.19		HR/DAY

CHEMICAL USAGE

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

USED FOR PRODUCTION ONLY

POUNDS USED	PMG	PPM
0.0	0.00	0.00
5818.1	0.21	0.00
3189.4	0.10	0.00
351.0	0.01	0.00
2536.0	0.00	0.00
905.1	0.03	0.00
44 gals	----	----

RESERVOIR OPERATIONS

HOURS OF OPERATION
 PUMP HOURS PER MONTH

TOTAL GALLONS PUMPED PER MONTH
 MAXIMUM GALLONS PER DAY
 MINIMUM GALLONS PER DAY
 AVERAGE GALLONS PER DAY

HR/MONTH			
PUMP 7	PUMP 8	PUMP 9	TOTAL
408	0	336	744
			8,841,000 GAL/MONTH
			431,000 GAL/DAY
			224,000 GAL/DAY
			285,194 GAL/DAY

REPORT PREPARED BY

DATE

Garret Wachowski / RB
 9/2/2020

City of Two Rivers
Loud and Unnecessary Noises Prohibited
(Amendments)

Black text is Current Ordinance
Red text is Additions to the Ordinance

- (a) **LOUD AND UNNECESSARY NOISE PROHIBITED.** It shall be unlawful for any person to make, continue or cause to be made or continued any loud and unnecessary noise.
- (b) **TYPES OF LOUD AND UNNECESSARY NOISES.** The following acts are declared to be loud, disturbing and unnecessary noises in violation of this Section, but this enumeration shall not be deemed to be exclusive:
- (1) **Horns, Signaling Devices.** The sounding of any horn or signaling device on any automobile, motorcycle or other vehicle on any street or public place in the City for longer than three seconds in any period of one minute or less, except as a danger warning; the creation of any unreasonable loud or harsh sound by means of any signaling device and the sounding of any plainly audible device for an unnecessary and unreasonable period of time; the use of any signaling device except one operated by hand or electricity the use of any horn, whistle or other device operated by engine exhaust and the use of any signaling device when traffic is for any reason held up.
 - (2) **Radios, Phonographs, Similar Devices.** The using, operating or permitting to be played, used or operated any radio receiving set; musical instrument, phonograph or other machine or device for the producing or reproducing of sound in a loud and unnecessary manner. The operation of any set, instrument, phonograph, machine or device between the hours of 10:00 PM and 7:00 AM in violation of the maximum permissible sound levels set forth in section 9-2-5(c)(1)(a) shall constitute a violation on this Section.
 - (3) **Loudspeakers, Amplifiers for Advertising.** The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproducing of sound which is cast upon the public streets for the purpose of commercial advertising or attracting attention of the public to any building or structure. Announcements over loudspeakers can only be made by the announcer in person and without the aid of any mechanical device.
 - (4) **Animals, Birds.** The keeping of any animal or bird which by causing frequent or long continued unnecessary noise.
 - (5) **Steam Whistles.** The blowing of any steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of fire or danger or upon request of proper City authorities.
 - (6) **Exhausts.** The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine or motor boat except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.
 - (7) **Construction or Repair of Buildings.** The erection (including excavation), demolition, alteration or repair of any building, as well as the operation of any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist, or any other similar equipment attend by loud or unusual noise, other than between the hours of 7:00 AM and 10:00 PM on weekdays; provided, however, the City Manager shall have the authority, upon determining that the loss or inconvenience which would result to any part in interest would be extraordinary and of such nature as to warrant special consideration, to grant a permit for a period necessary within which time such work and operation may take place within the hours of 10:00 PM to 7:00 AM.

Attachment: Noise Ord 9-2-5 (2967 : Consideration of Ordinance Amending Noise Ordinance)

City of Two Rivers
Loud and Unnecessary Noises Prohibited
(Amendments)

Black text is Current Ordinance
Red text is Additions to the Ordinance

- (8) Schools, Courts, Churches, Hospitals. The creation of any excessive noise on any street adjacent to any school, institution of learning, church or court while in use, or adjacent to any hospital, which unreasonably interferes with the normal operation of that institution, or which disturbs or unduly annoys patients in the hospital provided that conspicuous signs are displayed in those streets indicating a school, hospital or court street.
- (9) The provisions of this section shall not apply to:
- (a) Any vehicle of the City while engaged in necessary public business.
 - (b) Excavations or repairs of streets or other public construction by or on behalf of the City, County, State at night when public welfare and convenience renders it impossible to perform such work during the day.
 - (c) The reasonable use of amplifiers or loudspeakers in the course of public addresses which are noncommercial in character.

(c) NOISE LIMITS.

(1) Maximum Permissible Sound Levels.

- (a) Noise from a stationary source shall not exceed the following standards for maximum sound pressure levels as measured on a A-Weighted scale (dbA) and measured at the property line as outlined in (g)(2) below.
- "Business to Residential" readings are sound pressure levels emanating from a parcel zoned Business as measured on a parcel zoned as Residential. "All Other Zones to Residential" are sound pressure levels emanating from a parcel zoned other than Residential or Business as measured on a parcel zoned as Residential.

Noise Ratings - Times	Zoned Parcels				
	Residential	Business	All Other Zones	Business to Residential	All Other Zones to Residential
Daytime - 7:00 a.m. to 10:00 p.m.	60 db(A)	70 db(A)	75 db(A)	65 db(A)	75 db(A)
Nighttime - 10:00 p.m. to 7:00 a.m.	50 db(A)	70 db(A)	75 db(A)	60 db(A)	75 db(A)

- (b) Ambient noise is the all encompassing noise associated with a given sources, usually being a composite of sounds with many source near and far, but excluding the noise source being measured. Ambient noise is a factor and the subject noise shall exceed the ambient noise by five db in any octave band to be designated excessive.
- (c) Pure tones and impulsive noises are factors. Five noise rating numbers shall be taken from the table in Subsection "a." above, if the subject noise consists primarily of a pure tone or if it is impulsive in character.
- (2) Construction Noise. Construction equipment in any zone may be operated between the hours of 7:00 AM to 7:00 PM provided that said equipment does not exceed a maximum sound pressure level of 80 db(A) measured at the property line of the location at which said equipment is in use.
- (3) Noise in Residential Districts. In Residential Zones, the person in violation of this Section shall be ordered to reduce the sound pressure to acceptable levels immediately by the monitoring officer.

City of Two Rivers
Loud and Unnecessary Noises Prohibited
(Amendments)

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Red text is Additions to the Ordinance

- (d) The Causing of Vibrations from Excessive Sound Generation. The creation of sound waves by any operation or activity of such frequency and/or decibel levels that the sound causes vibrations to structural components, walls, glass, windows, or doors of a residence and/or vibrations to personal property contents of a residence, beyond the lot line of its source, which would unreasonably disturb or unduly annoy occupants, detectable by either visual observation, touch or by secondary audible noise emanating from the personal property resulting from the vibration of such objects by sound waves originating from outside of the residence, shall constitute a violation of this Section, regardless of whether the maximum permissible sound levels set forth in Section 9-2-5(c)(1)(a) are met or exceeded.
- (e) OPERATION OF CERTAIN EQUIPMENT. Lawn mowers, chain saws, powered garden equipment, electric insect killing/repelling devices, and other non-construction maintenance equipment shall be operated only during the hours between 7:00 AM and 9:00 PM unless within the specified noise levels measured at the property line of the location at which said equipment is in use.
- (f) EXEMPTIONS. Operation of emergency equipment shall be exempt from this Chapter. Emergency equipment shall include government-owned or contracted vehicles, machinery and equipment used to provide emergency medical (ambulance), police, fire and snow and ice control services. Privately-owned vehicles, machinery and equipment used for snow and ice control and removal on private property shall also be exempt from the provisions of this Chapter, provided such vehicle, machinery or equipment is not determined to be emitting excessive noise due to lack of repair or maintenance. The City Manager or his/her designee may also grant temporary exemptions to the provisions of this chapter when such exemptions are deemed to be in the public interest.
- (g) METHODS OF MEASURING NOISE
- (1) Equipment. Noise measurement shall be made with a sound level meter.
 - (2) Location of Noise Meter. Noise measurement shall be made at the nearest lot line of the premises from which a noise complaint is received. Absent an identified location of the complainant, measurements shall be taken at the lot line of the property generating the noise. The noise meter shall be placed at a height of at least three (3) feet above the ground and at least three (3) feet away from the walls, barriers, obstructions, and all other sound reflective surfaces.
- (h) CONTROL OF NIGHTTIME NOISE EMITTED FROM RESIDENTIAL AIR CONDITIONERS
- (1) No person shall install, operate, or use any residential air-conditioner which creates a noise level in a sleeping room in any dwelling unit located on any adjacent premises in the excess of five decibels above the ambient noise level at the location being measured.
 - (2) Upon receiving a complaint, the Police Department will conduct a noise survey through the use of a sound level meter. The sound pressure level should be measured in a sleeping room in the complainant's premises with the sound level measuring microphone placed three (3) feet from an open window nearest to the source of the noise and not less than three (3) feet above the floor of the room in which the measurement is made.
- (i) APPEALS The City Manager may grant an exemption to individuals proving evidence of substantial hardship. Evidence that reasonable technological attempts have been made to correct the problem shall be considered grounds for granting an exemption to this Chapter for existing industries.

--MEMORANDUM--

TO: City Council

FROM: Gregory E. Buckley
City Manager



DATE: September 17, 2020

SUBJECT: Proposed Consignment Agreement for Sale of City Logo Wear

Following the roll-out of the Two Rivers branding video and the new marketing logo on August 29 at Celebrate Two Rivers, there has been interest by various local retailers in offering “logo wear” like that sold at that event.

Already, Schroeder’s has taken on inventory of such logo wear, and agreed to pay the City prices that provide a net return that can be used to support additional marketing activity. In order for this concept to be continued at Schroeder’s, and expanded to other local retail outlets, it is appropriate that the City Council authorize such a consignment arrangement, and approve the template for an agreement that can be used not only with Schroeder’s, but with other outlets.

Such an agreement, which has been reviewed by the City Attorney, is attached for your consideration. I am requesting Council authorization for such an agreement with Schroeder’s plus authorization to enter into the same basic agreement with other interested retail outlets located in the City of Two Rivers.

Funds for the purchase of such apparel would come from the Tourism/Room Tax Fund, with all proceeds to be returned to that fund. Regular monthly reports will be provided to City Council on the status of this program.

This represents a chance for the City to earn funds to assist in marketing efforts, while at the same time getting the new marketing logo out in the community, and beyond.

There will likely be, in the future, a draft agreement presented to Council that addresses the **licensing** of the logo(s) created through the branding project, to allow the logo to appear, for a fee, on other products to be sold by retailers and NOT purchased through the City.



TWO RIVERS

WISCONSIN

This CONSIGNMENT AGREEMENT ("Agreement"), effective as of _____, 2020, is made by and between City of Two Rivers , 1717 East Park Street, Two Rivers, Wisconsin 54241 ("Consignor") and Schroeder's Department Store of Two Rivers at 1623 Washington St, Two Rivers, Wisconsin 54241 ("Consignee"), collectively referred to as "Parties".

Whereas, the Consignor, the sole owner of the following apparel items ("Consigned Property"), desires to make the Consigned Property available for sale: ***(As provided in exhibit A)***

- T-shirts (white t-shirts with primary, two color, logo including onesies). Wholesale price \$10
- T-shirts (Red t-shirts with "stacked", all white, logo). Wholesale price \$10
- T-shirts (charcoal with large oval "Made in Two Rivers" in white ink). Wholesale price \$10
- Baseball T-shirts (raglans) in white with black 3/4 sleeves with large (red) oval "made in Two Rivers" logo (on order at time of agreement). Wholesale price \$20
- Red, pullover, Hoodie with "stacked", all white, logo. Wholesale price \$29
- Sport grey zippered Hoodie with "stacked", all black, logo. Wholesale price \$30

- **TERM.**

This Agreement shall be effective for a minimum of one (1) year, commencing on _____, 2020 and terminating on _____, 2021 ("Term"). The Parties may terminate this Agreement earlier than the given Term if the Consigned Property has been purchased or either party gives 60 days' notice and settlement of all outstanding payables. Consignor reserves the right to limit quantities of Consigned Property provided to Consignee, or to refuse requests for additional Consigned Property (see "REORDER" below) in its sole discretion.

- **PAYMENT TERMS.**

The Parties agree that following the end of every calendar month beginning with September 2020, an updated inventory of goods along, with a detailed list of all items sold that month, will be remitted to the city (Consignor) along with a payment check for agreed upon whole sales costs of those sold items. Checks shall be made payable to the City of Two Rivers.

- **REORDER.**

Should Consignee desire additional Consigned Property, Consignor shall provide needed quantities allowing 2-3 weeks delivery. Costs of Consigned Goods may fluctuate based on wholesale pricing supplier changes that may occur. Should the Consignor's city trademark logo be desired for any other products NOT currently provided but sought separately a separate license agreement would need to be entered. Whenever additional Consigned Property is furnished to Consignee, receipt of such additional Consigned Property shall be acknowledged by the parties through a signed and dated addendum to Exhibit A.

- **PRICE.**

The Consignor shall provide a minimum price bracket for all the Consigned Goods. In the event the Consignee sells the item for less than the given minimum price, the Consignee shall be responsible for paying the same amount or sale price to the Consignor.

- **CONSIGNOR REPRESENTATION.**

The Consignor represents and warrants that the Consignor holds the legal title, rights, and interests of the Consigned Property. Moreover, the Consignor has the authority to sell the Consigned Property to different individuals or parties. The Consignee is given no rights to the Consigned Property or the logos of the Consignor beyond those expressly stated in this Agreement

- **INVENTORY.**

The Consignee will have the right to inspect and ensure the Consigned Property is in good condition and sufficient quantity upon delivery. The Consignee shall be required to notify the Consignor of any defects and insufficiency of the quantity of the Consigned Property upon delivery and submit an updated inventory report before requesting for subsequent deliveries.

- **ASSIGNMENT.**

The Consignee is prohibited from assigning its rights and obligations under this agreement. Unauthorized assignment shall be grounds for the termination of this Agreement.

- **NATURE OF RELATIONSHIP.**

The relationship created and embodied in this Agreement shall be only recognized as between Consignee and Consignor only.

- **GOVERNING LAW.**

This Agreement shall be governed by and interpreted in the applicable laws of the State of Wisconsin.

Greg Buckley

Date

Two Rivers City Manager

Schroeders Representative

Date

Two Rivers, Wisconsin

(EXHIBIT A) Schroeders Two Rivers Logo Wear on consignment as of 9/05/2020 2020

11.D.b

ITEM	Itemized sizes	WHOLE SALE	Inventory 8/31 Schroeders	Inventory added 9/05/2020	TOTAL	Total inventory value
White T (Primary two color logo) 150 pcs	Small (youth)	\$10.00	2		2	\$20.00
	Medium (youth)	\$10.00	2		2	\$20.00
	Large (youth)	\$10.00	2		2	\$20.00
	S	\$10.00	1		1	\$10.00
	M	\$10.00	2	3	5	\$50.00
	L	\$10.00	2	1	3	\$30.00
	XL	\$10.00	2		2	\$20.00
	XXL	\$10.00	1		1	\$10.00
Red T (Primary White logo). 100 pcs	S	\$10.00	1	3	4	\$40.00
	M	\$10.00	2	3	5	\$50.00
	L	\$10.00	3		3	\$30.00
	XL	\$10.00	2		2	\$20.00
	XXL	\$10.00	1		1	\$10.00
White T (Made in Two Rivers) (red ink)	12 month	\$10.00	2		2	\$20.00
	24 month	\$10.00	2		2	\$20.00
	Youth XS	\$10.00			0	\$0.00
	Youth S	\$10.00	2		2	\$20.00
	Youth M	\$10.00	2		2	\$20.00
	Youth L	\$10.00	2		2	\$20.00
	S	\$10.00	1		1	\$10.00
	M	\$10.00	2		2	\$20.00
	L	\$10.00	2		2	\$20.00
	XL	\$10.00	2		2	\$20.00
	XXL	\$10.00	1		1	\$10.00
	S	\$10.00	1		1	\$10.00
	M	\$10.00	2	1	3	\$30.00
Charcoal T (Made in Two Rivers white ink)	L	\$10.00	2	1	3	\$30.00
	XL	\$10.00	2	1	3	\$30.00
	XXL	\$10.00	1		1	\$10.00
Raglan T (red Made in oval) (White with black sleeves)	S				0	0
	M				0	0
	L				0	0
	XL				0	0
	XXL				0	0
Hoodie RED (PULL OVER) with stacked Primary	S	\$29.00			0	\$0.00
	M	\$29.00	2	1	3	\$87.00
	L	\$29.00	2	1	3	\$87.00
	XL	\$29.00	1		1	\$29.00
	XXL	\$29.00	1		1	\$29.00
Hoodie (zippered) Sport grey with stacked Primary	S	\$30.00		2	2	\$60.00
	M	\$30.00	2	1	3	\$90.00
	L	\$30.00	2		2	\$60.00
	XL	\$30.00	1		1	\$30.00
	XXL	\$30.00	1		1	\$30.00
Inventory value					\$	1,122.00
NUMBER OF PIECES			61	18	79	

--MEMORANDUM--

MEMO TO: City Council

FROM: Lisa M. Kuehn
City Manager Assistant

DATE: September 3, 2020

SUBJECT: Virtual Public Meeting with Proposed Funding from WI Routes to Recovery Program

Statement of Need:

As a result of the COVID-19 pandemic, our City must prepare to support moving public meetings to virtual settings, continue to adhere to open meeting requirements, and support a remote workforce to ensure our operations are resilient and continue despite the effects of this pandemic.

Solution Overview:

The govMeetings solution will enable our team to stream public meetings live while participants join from remote locations, collect public feedback digitally before and during meetings, collaborate on meeting materials from any work location, and keep the community engaged and actively informed of public initiatives and decisions. This solution will help the City adhere to open meeting law requirements, by allowing meetings to be viewed from any location when in-person attendance may not be feasible. This solution enables our departments to collaborate, to inform the community and make public meeting information readily available to the through email and public postings.

How the Solution Supports COVID-19 Response:

The continuity of our government operations remains critical, despite employees working remotely, limited meeting attendance, and limited access to government facilities. As a result, this solution will create resilience within our daily operations, and adapt to new COVID-19 challenges.

- Proposed Funding Source: WI Routes to Recovery Program for GovMeeting Solution for 3-year cost of \$25,564
 - Year 1. One-time fee for the hardware and training \$4,500.
 - Year 1. Software \$3,852; Encoding software \$1,200; eComment \$1,500
 - Year 2. Software \$4,121; Encoding software \$1,284; eComment \$1,605
 - Year 3. Software \$4,410; Encoding software \$1,373; eComment \$1,717

Currently, the City pays \$3000 a year for Vimeo Livestream, a budgeted expense, which will no longer be needed and canceled. We have had ongoing issues with the Broadcaster Pro appliance, mostly with time-outs where it stops streaming prematurely, and tech person has to restart it. This was the case during one meeting last year when we were accused of censoring. These time-outs create a lot of unneeded headaches for the tech person. In most cases, the tech person will spend no more than 15 minutes cropping and releasing the draft videos after live streaming.

The govMeetings solution will integrate with our previous agenda management software which will create time saving measures for writing minutes and reduce phone call into the clerk's office by providing an easy way for citizens to find what they need. The software will create easy access to Council meeting videos on the City's website with bookmarks and a search by keyword to find the exact point in the video where a topic was discussed.

Attachment: CC memo, Live Solutions Video (2023 : Granicus Live Solutions)

Granicus Proposal for Two Rivers, WI

Granicus Contact

Name: Brian Szymanski

Phone: 612-296-6308

Email: brian.szymanski@granicus.com

Proposal Details

Quote Number: Q-94435

Prepared On: 9/2/2020

Valid Through: 12/31/2020

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
eComment - Setup and Configuration	Up Front	1 Each	\$0.00
eComment - Online Training	Upon Delivery	1 Hours	\$0.00
US Shipping Charge C - Large Item	Upon Delivery	1 Each	\$125.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
Open Platform - Setup and Configuration	Up Front	1 Hours	\$0.00
Granicus Video - Online Training	Upon Delivery	6 Hours	\$0.00
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	Upon Delivery	1 Each	\$3,500.00
Government Transparency - Setup & Configuration	Up Front	1 Each	\$0.00
SUBTOTAL:			\$4,500.00

Annual Fees for New Subscriptions			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
eComment	Annual	1 Each	\$1,500.00
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
Open Platform Suite	Annual	1 Each	\$0.00
Government Transparency Suite	Annual	1 Each	\$3,852.00
SUBTOTAL:			\$6,552.00

Remaining Period(s)		
Solution(s)	Year 2	Year 3
eComment	\$1,605.00	\$1,717.35
Granicus Encoding Appliance Software (GT)	\$1,284.00	\$1,373.88
Open Platform Suite	\$0.00	\$0.00
Government Transparency Suite	\$4,121.64	\$4,410.15
SUBTOTAL:	\$7,010.64	\$7,501.38

Product Descriptions	
Name	Description
eComment - Online Training	Virtual training session with a Granicus professional services trainer.
eComment	eComment reduces staff time by providing the ability to effortlessly collect and manage citizen input on agenda items. Citizens are allowed to either/or submit comments in regards to items or sign up to speak before a scheduled meeting.
US Shipping Charge C - Large Item	US shipping of a large item
Granicus Encoding Appliance Hardware - Setup & Config	Remote configuration and deployment of an encoding appliance.
Granicus Encoding Appliance Software (GT)	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
Open Platform - Setup and Configuration	Setup and configuration for Open Platform

Product Descriptions	
Name	Description
Granicus Video - Online Training	Granicus Video - Online Training
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
Government Transparency - Setup & Configuration	Setup and Configuration for Government Transparency Suite includes implementation of: <ul style="list-style-type: none"> • Up to one (1) View Page and Player template • Up to one (1) Live Manager configuration
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, and indexing of events.

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Two Rivers, WI to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-94435 dated 9/2/2020 are incorporated into this Purchase Order by reference.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name:

Phone:

Email:

Address:

Two Rivers, WI

Signature:

Name:

Title:

Date:

Proposal: Virtual Public Meetings during COVID-19

Proposed Funding Source: WI Routes to Recovery Program

- Allocation for City of Two Rivers: \$186,084
- <https://doa.wi.gov/Pages/LocalGovtsGrants/COVID-Grants.aspx>

Additional Details:

Intended Users/Departments	<ol style="list-style-type: none"> 1. IT 2. City Clerk 3. City Manager's Administration Assistant
Pain points	As a result of the COVID-19 pandemic, our organization must prepare to support moving public meetings to virtual settings, continue to adhere to sunshine requirements, and support a remote workforce to ensure our operations are resilient and able to continue unencumbered by the effects of this pandemic.
Proposed Solution	The govMeetings solution will enable our team to stream public meetings live while participants join from remote locations, collect public feedback digitally before and during meetings, collaborate on meeting materials from any work location, and keep the community engaged and actively informed of public initiatives and decisions. This solution will help our organization adhere to sunshine law requirements, allowing meeting viewing from any location when in-person attendance may need to be limited and enabling our team to actively inform our community with digital meeting material distribution and collection of public comment. In addition, this solution enables our teams to collaborate while remote to prepare meeting agendas and make public meeting information readily available to the community and stakeholders through email and public postings, while securely protecting our data in data centers that adhere to NIST standards and SOC1 and SOC (SSAE 16) security requirements.
Weblinks to Proposed Solution	http://manitowoc.granicus.com/player/clip/953?view_id=1 http://cityofappleton.granicus.com/player/clip/3172?view_id=3 http://milwaukeecounty.granicus.com/MediaPlayer.php?view_id=2&clip_id=1942
Cost	\$25,564 (3 years)

eComment

Online participation in public meetings

DID YOU KNOW

64%

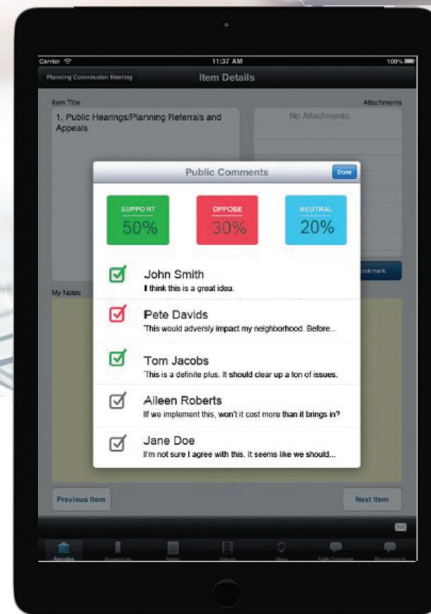
of citizens would engage with government if it were easier to do?

Features

- Collect online feedback
- Build Reports
- Compile & distribute feedback to elected officials
- Publish comments to the public record (optional)
- Let residents request to speak during meetings

Advantages

- Configure to your needs, e.g. turn on or off for specific items
- Maintain brevity & decorum with built-in safeguards
- Integrate seamlessly with govMeetings agenda management, iLegislate paperless agenda, and Meeting Efficiency solutions



Boost Participation & Save Time

Community members are often too busy to attend public meetings, speak during public comment periods, and stay involved in the governing process. Instead, they choose other avenues to voice their opinions – like social media – making it difficult for agencies to collect and manage feedback.

eComment is an online tool that makes participation easy and convenient for residents and city staff. Residents can review agenda item details and indicate their position on an item – from any device. The result? Clerks save time while elected members get a better view of public sentiment.

With eComment You Can...

- ✓ **Encourage citizen participation** by letting busy citizens provide online feedback.
- ✓ **Bring clarity to public opinion** with reporting that shows how residents feel about specific initiatives.
- ✓ **Save clerks' time** with a solution that consolidates public comments then delivers them to elected officials.
- ✓ **Shape the conversation** by providing a single, official place for citizens to comment on issues.

**Raise A Fork For A
Good Cause**



Two Rivers Senior Center - Drive Thru

SPAGHETTI DINNER FUNDRAISER

**Tuesday
September
22
4PM-6PM**

Spaghetti & Breadstick \$6.00
Chocolate Chip Cookie \$1.00
Brownie \$1.50
Peanut Butter Blondie \$1.50
Bottled Soda \$1.50
Bottled Water \$1.00

Pick-up at the
Adams Street
entrance of the
Community House

Pre-orders welcome by calling 920-793-5596.

