



# CITY COUNCIL MEETING

Monday, February 21, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## AGENDA

**NOTICE: Arrangements for Addressing the City Council by Telephone, During Public Hearings or Input from the Public can be made by Contacting the City Manager's Office at 920-793-5532 or City Clerk's Office at 920-793-5526 by 4:00 p.m. on the day of the meeting**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL BY CITY CLERK**

Councilmembers: Mark Bittner, Jeff Dahlke, Tracey Koach, Bill LeClair, Darla LeClair, Jay Remiker, Bonnie Shimulunas, Larry Thomas, Adam Wachowski

**4. MOMENT OF SILENCE IN REMEMBRANCE OF TWO RIVERS HIGH SCHOOL STUDENT ZACHARY BENSON, WHO DIED ON FEBRUARY 8, 2022**

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

**6. PUBLIC HEARING**

**A.** Public Hearing Regarding Resolution of Vacation and Discontinuance of an Undeveloped Pedestrian Way Located in the Replat of Sandy Bay Highlands Subdivision No. 1

Recommended Action:

Motion to schedule a waive reading and adopt the resolution

**B.** Ordinance to Amend the Official Map of Section 10-1-4 of the Municipal Code, to Abandon and Remove from Official Map the Pedestrian Way Referenced in Agenda Item 6A

Recommended Action:

Motion to waive reading and adopt the ordinance

**7. INPUT FROM THE PUBLIC**

**8. COUNCIL COMMUNICATIONS**

Letters and other communications from citizens

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

**10. CITY MANAGER'S REPORT**

**A.** Invited Guests

1. Police Department Canine Officer Xanti and Canine Handler Officer Andrew Lade
2. Firefighter Paramedic Richard Barbier--Recently Completed Probationary Period

**B.** Status Update/Reports

1. Staffing Updates

- Appointment of New Water Utility Director
- Appointment of New City Electrician
- Recruitment for Senior Center Supervisor
- Resignation of Parks and Recreation Director, Effective March 11;  
Recruitment for New Director
- Recruitment for Certified Water Operator to fill upcoming retirement
- Recruitment for Police Department Vacancies
- 2. Construction of 20th Street Stormwater Pond
- 3. Bidding of 17th Street Reconstruction Project
- 4. Recent Main Street Program Facade Grant Awards, with Funding Assistance from City
- 5. 3000 Forest Avenue Residential Development
- 6. Fundraising for Central Park West 365 Project
- 7. Other

**C. Legislative Update**

**11. CONSENT AGENDA**

**A.** Presentation of Minutes

1. Regular City Council - February 7, 2022

Recommended Action:

Motion to waive reading and adopt the minutes

**B.** Minutes of Meetings

1. Police and Fire Commission, February 1, 2022
2. Lester Public Library, January 11, 2022
3. Public Utilities Committee, February 1, 2022
4. Public Works Committee, February 2, 2022
5. Plan Commission, February 14, 2022
6. Committee on Aging, December 6, 2021
7. Community Development Authority and Business and Industrial Development Committee, January 25, 2022

Recommended Action:

Motion to receive and file

**C.** Department Reports, January 2022

1. City Clerk
2. Community Development
3. Electric
4. Fire
5. Inspections and 2021 Annual Report
6. Library and 2021 Annual Report
7. Parks & Recreation
8. Police
9. Public Works
10. Safety
11. Water

Recommended Action:

Motion to receive and file

**D.** Summary of Verified Bills for the Months of December 2021 for \$1,542,907.58 and January 2022 for \$4,468,141.18

Recommended Action:

Motion to receive and file

- E. Request for a Conditional Use Permit for a drive-thru service window at the Two Rivers Senior Center, 1520 - 17th Street, in the B-1 Business District, submitted by the City of Two Rivers (property owner)  
Recommended Action:  
Motion to schedule public hearing for March 7, 2022 at 6:00 PM, as recommended by the Plan Commission meeting on February 14, 2022
  
- F. Request for a Change in Zoning to Planned Unit Development (PUD) for the Construction of Multi-Family Residential Development at 3000 Forest Avenue, Submitted by Arik and Lawrence Hansen (property owners) and Edward Fisher (Agent for potential buyer)  
Recommended Action:  
Motion to schedule public hearing for March 7, 2022 at 6:00 PM, as recommended by the Plan Commission meeting on February 14, 2022
  
- G. Zoning Code Correction - Text Amendment to include Conservation Subdivision as a Conditional Use in the R-1 and R-2 Residence Districts  
Recommended Action:  
Motion to schedule public hearing for March 7, 2022 at 6:00 PM, as recommended by the Plan Commission meeting on February 14, 2022

**RECOMMENDED ACTION FOR CONSENT AGENDA**

**Motion to approve the Consent Agenda with the various actions recommended**

**12. CITY COUNCIL - FORMAL ITEMS**

- A. Discussion Item: Local Regulation of 5G Facilities
  
- B. Amendment to Ordinance 9-6-5, Entitled "Enforcement", to Allow Notices for Public Nuisance Violations to be Sent First Class Mail in Addition to Other Means of Notice Already Included in Ordinance  
Recommended Action:  
Motion to waive reading and adopt the ordinance
  
- C. 2022 Park and Open Space Plan  
Recommended Action:  
Motion to adopt the 2022 Open Space Plan, as recommended by the Advisory Recreation Board
  
- D. Consideration of Authorizing Facade and Sign Grant Program for Businesses in Locations Outside of the Area Served by Two Rivers Main Street's Facade and Sign Grant Programs  
Recommended Action:  
Motion to authorize offering the program to local businesses
  
- E. Award of Bid for Drive-Through Window Project at Senior Center (Funded with CDBG-Covid Grant)  
Recommended Action:  
Motion to award bid to Phillipi Quality Construction, Inc. for the base bid work, Alternative 1 Bid, and Alternative 2 Bid; the Public Works Department has elected to complete the Alternative 3 parking lot work
  
- F. Rejection of Bid Received for Washington Park Tennis Court/Pickleball Courts Construction  
Recommended Action:  
Motion to reject the one bid received, from Northeast Asphalt, in the amount of \$280,060, which significantly exceeded the project budget of \$150,000 and to direct staff to evaluate cost-saving options and re-bid the project

- G.** Resolution of Commendation Selection of Lieutenant Karen Elsenpeter as the Two Rivers Police Officer of the Year, Selected by Her Fellow Officers

Recommended Action:

Motion to read and adopt the resolution

- H.** Resolution Designating Signers on City Bank Accounts

Recommended Action:

Motion to waive reading and adopt the resolution

- I.** Preliminary Resolution to Levy Special Assessments Upon the Properties Fronting on 17th Street, From East Park Street to Jefferson Street and 17th Street, From East Street to Zlatnik Drive

Recommended Action:

Motion to waive reading and adopt the resolution

**13. FOR INFORMATION ONLY**

- A. City Council Work Session, Monday, February 28, 2022, 6:00 PM
- B. City Council Regular Meeting, Monday, March 7, 2022, 6:00 PM

**14. CLOSED SESSION**

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session.

- Consideration of Financial Assistance to be Provided through TID 15 Development Agreement with 3000 Forest Avenue, LLC (apartments on former Hansen the Florist site)
- Consider Assistance to Another Redevelopment Project

**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 this 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 other 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.*

**RESOLUTION**  
**REGARDING THE VACATION AND DISCONTINUANCE**  
**OF AN UNDEVELOPED PEDESTRIAN WAY**  
**LOCATED IN THE REPLAT OF**  
**SANDY BAY HIGHLANDS SUBDIVISION NO. 1**

**WHEREAS**, the City Council of the City of Two Rivers received a petition to vacate and discontinue the following described undeveloped platted pedestrian way in accordance with the requirements of Section 66.1003(2), Wis Stats., and inasmuch as the City Council has found that such vacation is within the public interest of the City of Two Rivers, and the Plan Commission having reviewed and recommended such vacation, and due notice of hearing thereon having been given and a public hearing having been held on February 21, 2022 at 6:00 PM, and all other requirements of Section 66.1003, Wis Stats., having been met;

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of the City of Two Rivers, Wisconsin, as follows:

**SECTION 1.** That the following described property, heretofore a 20-foot pedestrian way in the Replat of Sandy Bay Highlands Subdivision No. 1 in the City of Two Rivers, to wit:

A 20-foot pedestrian way located in the NE 1/4 of the SW 1/4 of Section 31, T.20N., R.25E., City of Two Rivers, Manitowoc County, Wisconsin being part of the Replat of Sandy Bay Highlands Subdivision No. 1 described as follows:

Commencing at the West 1/4 corner of said Section 31, the N89°04'32"E along the 1/4 section line 1313.14 feet to the 1/16th section line, thence S00°02'35"E along said 1/16th section line 701.84 feet, thence S59°18'30"E 247.87 feet to the point of real beginning, thence continue S59°18'30"E 22.02 feet, thence N55°23'49"E 74.34 feet, thence N36°47'22"E 74.41 feet to the right of way of Highland Court, also being a point on a 60 foot radius right of way curve to the right, thence Northwesterly along the arc of said curve 20.09 feet (chord N53°12'37.5"W 20.00 feet), thence S36°47'22"W 71.13 feet, thence S55°23'49"W 80.27 feet to the point of real beginning.

Said tract contains 0.07 acres (2,990 square feet)

be and the same is hereby wholly vacated and discontinued as a public pedestrian way. Such vacation of said pedestrian way being set forth and shown on the scale map attached hereto and incorporated by reference herein.

**SECTION 2.** That all easements and rights incidental thereto belonging to the City and any underground or over ground structures and improvements or services and all rights of entrance, maintenance, construction, or repair of the same, if any there be, shall continue pursuant to the provisions of Section 66.1005(2), Wis Stats.

**SECTION 3.** That the ownership of such portions of the pedestrian way vacated herein shall hereby revert to abutting property owners as otherwise provided by law, subject to the rights of the City contained herein.

**SECTION 4.** That the City Clerk is hereby authorized and directed to file and record this resolution with the scale map attached in the office of the Register of Deeds for Manitowoc County, Wisconsin, and to amend the Official Map of the City in conformity with this resolution.

Introduced to the City Council of the City of Two Rivers at its regular meeting held January 17, 2022.

Adopted by the City Council of the City of Two Rivers, Wisconsin, on February 21, 2022.

\_\_\_\_\_  
Councilmember

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

**ORDINANCE**

**AN ORDINANCE** to amend the Official Map of the City of Two Rivers, Wisconsin, dated June 1, 1959, made part of Section 10-1-4 of the Municipal Code.

The Council of the City of Two Rivers do ordain as follows:

**SECTION 1.** That the Official Map of the City of Two Rivers, Wisconsin, dated June 1, 1959, made part of Section 10-1-4 of the Municipal Code shall be and is hereby amended in the following respects:

**TO BE ABANDONED AND REMOVED FROM OFFICIAL MAP**

A 20-foot Pedestrian Way located in the Replat of Sandy Bay Highlands Subdivision No. 1 described as follows:

A 20-foot pedestrian way located in the NE 1/4 of the SW 1/4 of Section 31, T.20N., R.25E., City of Two Rivers, Manitowoc County, Wisconsin being part of the Replat of Sandy Bay Highlands Subdivision No. 1 described as follows:

Commencing at the West 1/4 corner of said Section 31, the N89°04'32"E along the 1/4 section line 1313.14 feet to the 1/16th section line, thence S00°02'35"E along said 1/16th section line 701.84 feet, thence S59°18'30"E 247.87 feet to the point of real beginning, thence continue S59°18'30"E 22.02 feet, thence N55°23'49"E 74.34 feet, thence N36°47'22"E 74.41 feet to the right of way of Highland Court, also being a point on a 60 foot radius right of way curve to the right, thence Northwesterly along the arc of said curve 20.09 feet (chord N53°12'37.5"W 20.00 feet), thence S36°47'22"W 71.13 feet, thence S55°23'49"W 80.27 feet to the point of real beginning.

Said tract contains 0.07 acres (2990 square feet)

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

Dated this 21st day of February, 2022

\_\_\_\_\_  
Adam Wachowski, President, City Council

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

Attest:

\_\_\_\_\_  
Jamie Jackson, City Clerk

Approved as to form and legality:

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



# CITY COUNCIL MEETING

Monday, February 07, 2022 at 6:00 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

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## MINUTES

### 1. CALL TO ORDER

The meeting was called to order at 6:02 PM by Council President Wachowski.

### 2. PLEDGE OF ALLEGIANCE

### 3. ROLL CALL BY CITY CLERK

Councilmembers: Mark Bittner, Jeff Dahlke, Tracey Koach, Bill LeClair, Darla LeClair, Jay Remiker, Bonnie Shimulunas, Larry Thomas, Adam Wachowski

**PRESENT:** Adam Wachowski, Bill LeClair, Bonnie Shimulunas, Darla LeClair, Jeff Dahlke, Larry Thomas, Mark Bittner, Tracey Koach

**ABSENT:** Jay Remiker

**ALSO PRESENT:** Dave Buss, Finance Director; Jeff Dawson, Library Director; Brian Dellemann, Electric Utility Director; Steve Denzien, Fire Chief; Jim McDonald, Public Works Director; Rick Powell, IT Supervisor; Elizabeth Runge, Community Development Director/City Planner; Terri Vosters, Parks & Recreation Director; Melissa Wiesner, Detective Lieutenant; Greg Buckley, City Manager; and Jack Bruce, City Attorney.

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

None.

### 5. PUBLIC HEARING

None.

### 6. INPUT FROM THE PUBLIC

None.

### 7. COUNCIL COMMUNICATIONS

Letters and other communications from citizens:

Councilmembers Thomas and Dahlke both reported that they received concerns about the harm caused by 5G. Mr. Buckley indicated that while a public hearing was held regarding the zoning change to allow for wireless communication facilities in the right-of-way, an informational update could be provided at a future Council meeting reviewing the requirements of municipalities to allow for this infrastructure.

Council President Wachowski reported that he received a concern regarding the maintenance of the ice rink at the Central Park West 365 Project. The same person also expressed that they would have preferred that the splash pad be placed at Washington Park.



Council President Wachowski also reported that he received a complaint about snowmo late at night on the East Twin River. Since it is difficult to enforce, Wachowski asked the public to be good stewards and considerate of their use of recreational vehicles on the river late at night.

Councilmember Dahlke had a resident inquire about what kind of damage the ice rink at Washington Park might do to the asphalt underneath and why it wasn't placed in the larger area between the trees.

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

Councilmember D. LeClair reported on initiatives by the Environmental Advisory Board including an updated tree book. She also reported that the fundraising for the Central Park West 365 Project is off to a great start and that the Main Street design group met on February 7th to review the applications for round one of the sign and facade grant program.

Councilmember Bittner reported that the Manitowoc Area Visitor and Convention Bureau has a meeting on February 10th to review their budget for use of room tax dollars already collected. The Personnel and Finance Committee has a meeting on February 8th at 5:00 PM at City Hall.

Councilmember B. LeClair reported that WPPI is offering a program to assist with the placement of new trees on private property. Customers could be eligible for a grant for up to \$50 per tree for up to three trees. Information will be distributed to residents in a future utility billing insert.

## 9. CITY MANAGER'S REPORT

### A. Invited Guests

#### 1. TRIAD Member, Kay Koach, Fundraising

Kay Koach presented on behalf of TRIAD, a service organization affiliated with the Police Department. Their current fundraising effort is selling Kwik Trip car wash cards with a savings of \$14 and all proceeds are donated back into the community. For more information, those interested can contact Lisa in the City Manager's office at 920-793-5532.

### B. Status Update/Reports

#### 1. Central Park West 365 Project

Mr. Buckley reported that the Central Park West 365 Project fundraising efforts are underway and he hopes to be able to give an update on some large donations in the near future.

#### 2. Tourism Promotion and Development

Mr. Buckley reported that the City's Room Tax Commission has authorized contracting with Amy James of Neenah as a tourism consultant to assist in setting up a local not-for-profit tourism organization and setting the strategic direction for future tourism promotion and development in Two Rivers.

Ms. James' professional experience includes work as the first Tourism Director for the Waupaca County Chamber and as Executive Director of Future Neenah.

#### 3. 20th Street Stormwater Pond

Mr. Buckley reported that work has commenced on the 20th Street (aka Eggers) pond located on the East Twin River between 19th and 20th Streets. The contractor, Superior Sewer and Water, is currently excavating down to the surface of previously documented contaminated soils, which will be excavated, transported to a disposal site on Mirro Drive, and placed in a manner prescribed in a WDNR permit for managing those soils.

Excess soils are being removed from the site in order to maximize the area available for private redevelopment on the balance of the 3.5 acre site. The pond will treat a drainage area of almost 40 acres located between 17th and 22nd Streets on the north and south and from the East Twin River as far west as Adams Street. This will eliminate the need for construction of on-site stormwater management facilities as properties in that area are developed.

4. New (Used) Fire Department Ambulance in Service

Mr. Buckley reported that the Two Rivers Fire Department recently placed their new, but used 2011 F-450 ambulance into service. The purchase of a brand new ambulance had been budgeted for 2021, but with delays and price increases due to COVID and the chip shortage, purchasing this recently retired ambulance from the Fitch-Rona EMS District in Dane County quickly became an attractive option. The all-aluminum box will be able to be refurbished, painted, and remounted in 2 years on a new Ford F-450 chassis.

Mr. Buckley thanked Chief Denzien, Asst. Chief Murack, and Firefighter/Paramedic Gunderson for the hard and thoughtful work on this project.

5. Staffing Updates

Mr. Buckley reported that Sergeant Nick Spurney was recently promoted to Patrol Lieutenant with the Two Rivers Police Department. The City is also recruiting for a variety of positions including Police Officers (4 current vacancies), Water Utility Director, Water Operator, and Senior Center Supervisor. Details on each position and recruitment information can be found on the City's website at [www.two-rivers.org](http://www.two-rivers.org).

6. Job Well Done: Resident Feedback on Outstanding Customer Service by Tom Clark, Water Department and Chris Vanderveren, Cemetery

Mr. Buckley recognized two City employees for a Job Well Done on outstanding customer service extended to Two Rivers resident Susan Landers.

Water Distribution Foreman, Tom Clark, assisted with a leaky basement toilet. Ms. Landers indicated "Tom spent a lot of time and did a great job in figuring things out over the phone and even texted me the next day to see how things were going."

Cemetery Maintenance Worker, Chris Vanderveren, responded to a voicemail message about a cemetery wreath blown over by a winter storm. Ms. Landers indicated "When I returned from running an errand, there was a kind message on my answering machine from a man at the Cemetery Office who let me know they would secure the wreath for me. Later that day, I was happy to see the wreath was back in place, and it has remained so since then."

7. Police Cadets in State Competition

Mr. Buckley reported that the Two Rivers Police Department's Police Cadets (formerly known as Police Explorers) - Rosslee Reed, Caesyn Ahl, and Jordan Freund - along with their department mentors Officer Propson and Lieutenant Raatz, had the opportunity to participate in the 2022 Wisconsin Law Enforcement Education Advocates Association State Conference (WLEEEA) in Wisconsin Dells. The Cadets took 4th place in the Dispatch Operations event.

8. Winter Parking Ban

Mr. Buckley reported that the winter parking ban remains on hold due to the limited snow fall.

9. Full Summer of Events Planned for 2022

Mr. Buckley provided a list of events planned for Summer 2022 in Two Rivers.

- 10. All Energy Management Project at Woodland Industrial Park  
 Mr. Buckley reported that construction is well underway on the new home of All Energy Management at the Woodland Industrial Park. The \$1.3 million project is being assisted with a grant from TID 14 and a City loan.
  
- 11. Concerns About Wind-blown Sand Along South Lakeshore and Memorial Drive  
 Mr. Buckley reported that there continue to be concerns about wind-blown sand along south Lakeshore and Memorial Drive. The near-record high water levels just two years ago killed off stabilizing vegetation and washed away protective sand ridges between the highway and the lake. With water levels now rapidly receding, large areas of sand beach have been exposed, and sand is blowing and drifting onto Memorial Drive, Mariners Trail, and the adjoining landscaped areas.

The problem is particularly bad from the Roosevelt Avenue intersection to the Lighthouse Inn. City staff has reached out to the Wisconsin DOT for near-term measures such as snow fence and is exploring grant funding options for longer-term fixes, such as a large-scale dune grass planting.

C. Legislative Update

- 1. Wisconsin's Roll Out of Federal Infrastructure Bill Fund for Local Street and Bridge Projects  
 Mr. Buckley reported that the City received preliminary notice in mid January that the Wisconsin DOT should have approximately \$1.3 billion in funding over the next 4-5 years for local street and bridge projects. Initial solicitation is due in April with the 2nd round due in June. City staff are viewing webinars and reporting back to the Public Works Committee and City Council for opportunities to leverage these monies.
  
- 2. Pending Legislation: AB849, Great Lakes and Commercial Rivers Historic Fill  
 Mr. Buckley distributed Assembly Bill 849 that would address historic fill in the Great Lakes and commercial tributaries to the Great Lakes.
  
- 3. Other  
 Mr. Buckley reported that the Legislative Update distributed on February 7th by the League of Wisconsin Municipalities discussed pending legislation that would increase the Medicaid reimbursement rate for ambulance runs intended to provide some funding assistance to local EMS providers.

**10. CONSENT AGENDA**

- A. Presentation of Minutes
  - 1. Regular City Council - January 17, 2022 and Work Session - January 31, 2022  
Recommended Action:  
 Motion to waive reading and adopt the minutes
  
- B. Minutes of Meetings
  - 1. Library Board, December 14, 2021
  - 2. Plan Commission, January 10, 2022
  - 3. Environmental Advisory Board, January 18, 2022
  - 4. Personnel and Finance Committee, January 20, 2022  
Recommended Action:  
 Motion to receive and file
  
- C. Applications and Petitions
  - 1. Roncalli Athletic Association, TRCCS Volleyball Tournament, JE Hamilton Community

House Gym and Lobby, March 5-6, 2022, 7:30 AM to 11:30 PM

2. Two Rivers Main Street, The Great Trivia Contest, JE Hamilton Community House Gym, Friday, March 11, 2022, 6:00 PM to 10:00 PM

3. Two Rivers Youth Sports, Price is Right Game Show, JE Hamilton Community House Gym and Lobby, February 26, 2022, 5:00 PM to 11:00 PM

Recommended Action:

Motion to approve the applications and authorize issuance of the licenses

**RECOMMENDED ACTION FOR CONSENT AGENDA**

**Motion to approve the Consent Agenda with the various actions recommended**

Motion carried by unanimous voice vote.

Motion made by Dahlke, Seconded by Bittner.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

**11. CITY COUNCIL - FORMAL ITEMS**

A. Resolution Terminating Tax Incremental District No. 4, Lakeshore Park Redevelopment TID

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried by unanimous roll call vote.

Motion made by Thomas, Seconded by B. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

B. Resolution Directing Staff to Proceed With Activities Necessary for Amending the Project Plan for Tax Incremental Financing District No. 7 to Allow Expenditure of Funds for Planned Street and Utility Infrastructure Improvements on 17th Street and Zlatnik Drive, Within One-Half Mile for the District Boundaries

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried by unanimous roll call vote.

Motion made by Dahlke, Seconded by Koach.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

C. Resolution Authorizing the City Clerk to Determine the Number of Election Inspectors Needed for Elections Held in the City of Two Rivers

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried by unanimous roll call vote.

Motion made by Thomas, Seconded by B. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

D. Resolution Authorizing the Issuance and Sale of up to \$601,130 Storm Water System Revenue Bonds, Series 2022, and Providing for Other Details and Covenants with Respect Thereto, and Approval of Related \$858,758 Financial Assistance Agreement with State of Wisconsin Department of Natural Resources and Department of Administration

Recommended Action:

Motion to waive reading and adopt the resolution

Motion carried by unanimous roll call vote.

Motion made by Koach, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

- E. Purchase and Redevelopment Agreement for 2023 Washington Street (former Uni-Mart) Community Development Director Elizabeth Runge presented the details of the proposal by Wine Not, LLC for the purchase of 2023 Washington Street. The property will be purchased for \$10,000 with non-refundable earnest money of the full \$10,000. The estimated investment in the property is \$240,000-\$320,000. The goal of Wine Not, LLC for the transformation of 2023 Washington Street is to turn a blighted, eye sore vacant property into an attractive vibrant retail set of shoppes and leverage the natural beauty of the area to create a vibrant destination for people to visit and explore. They will provide unique services and offerings, while enhancing the City. The property will be divided into three separate business segments: Explore Two Rivers Rentals, Briars and Brambles gifts and more, and Buckets Gelato Bar.

Councilmember Dahlke indicated that he would be abstaining from the vote on this project to avoid any potential conflict of interest as he is neighbors with the partners in Wine Not, LLC.

Recommended Action:

Motion to authorize the City Manager to sign the agreement on behalf of the City Motion carried by roll call vote [7 to 1].

Motion made by Thomas, Seconded by D. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Thomas, Bittner, Koach

Voting Abstain: Dahlke

- F. Sex Offender Residency Appeal  
Detective Lieutenant Melissa Wiesner provided background on a sex offender residency appeal by Everett J. Wilkes, a registered sex offender, who recently moved in with his daughter, Lisa Lavigne, at 1617 20th Street. Upon receipt of the residency appeal, the Two Rivers Police Department further investigated the matter. The investigation included an examination of the case information and charges from the State of Michigan, criminal history of Mr. Wilkes, prior residency, and physical health and care considerations disclosed in the appeal letters. As part of the investigation, contact was also made with the complainant of the original sexual assault case resulting in the Michigan conviction which substantiated the information provided by Mr. Wilkes and Ms. Lavigne.

Based on the results of the investigation by the Two Rivers Police Department, Police Chief Brian Kohlmeier recommended that a residency waiver be provided in this case and Mr. Wilkes be allowed to reside in the City without penalty as specifically and narrowly related to City Ordinance 9-9-3. This recommendation was made based upon the fact that both the complainant and victim in the assault resulting in conviction have supported the request and recommendation. Additionally, Mr. Wilkes' health is such that his daughter's care is believed to be regularly needed and/or necessary. While the danger to the public is always of the utmost concern to the Police Department, a waiver under the circumstances that exist does not appear to be unreasonable and an increased risk to the public also does not appear to be present in this case.

Recommended Action:

Motion to approve the requested waiver, based on recommendation by the Police Chief

Motion carried by unanimous roll call vote.

Motion made by D. LeClair, Seconded by B. LeClair.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner

Section 11, Item A.

G. City Manager's Appointment to Committee on Aging, Jacqueline Ackerman

Recommended Action:

Motion to approve the appointment to a term expiring May 1, 2024

Motion carried by unanimous voice vote.

Motion made by B. LeClair, Seconded by Thomas.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

**12. FOR INFORMATION ONLY**

A. City Council Regular Meeting, Monday, February 21, 2022, 6:00 PM

B. City Council Work Session, Monday, February 28, 2022, 6:00 PM

**13. CLOSED SESSION**

The City Council reserves the right to enter into Closed Session, per Wisc. Stats 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investment of public funds, or conducting other specified public business, whenever competitive or bargaining reason require a closed session.

--Discuss Possible City Assistance to Development Projects

There was no need for a closed session.

**14. RECONVENE IN OPEN SESSION**

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

None.

**15. ADJOURNMENT**

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

Motion carried by unanimous voice vote.

Motion made by Dahlke, Seconded by Koach.

Voting Yea: Wachowski, B. LeClair, Shimulunas, D. LeClair, Dahlke, Thomas, Bittner, Koach

Jamie Jackson  
City Clerk



**TWO RIVERS**  
WISCONSIN

# POLICE AND FIRE COMMISSION MEETING

Tuesday, February 01, 2022 at 3:30 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

## MINUTES

**1. CALL TO ORDER**

The meeting was called to order by Chairman Brad Yaggie at 3:32 PM.

**2. ROLL CALL**

Commission Members Present: Mike Canty, Kris LaFond, Sandy Rohrick, Brad Yaggie  
Commission Members Excused: Jack Gadzala

**3. CONSIDERATION OF ANY COMMISSIONER REQUESTS TO PARTICIPATE IN THIS MEETING FROM A REMOTE LOCATION**

None.

**4. FIRE DEPARTMENT UPDATES**

Fire Chief Denzien reviewed the Two Rivers Fire Department December 2021 Monthly Report which provided an annual comparison of 2021 and 2022.

**5. CLOSED SESSION**

Motion by Rohrick, seconded by LaFond, to enter into closed session at 3:36 PM per Wis. Stats. 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Interview and selection of Police Lieutenant and Police Department personnel matters. Motion carried unanimously upon a roll call vote.

**6. RECONVENE IN OPEN SESSION PURSUANT TO WIS. STATS. 19.85(2)**

Motion by Rohrick, seconded by Canty, to reconvene in open session at 4:44 PM. Motion carried unanimously upon a voice vote.

**7. ANY ACTION AS A RESULT OF CLOSED SESSION**

Motion by LaFond, seconded by Canty, to promote Sergeant Nicholas Spurney to the position of Patrol Lieutenant. Motion carried unanimously upon a voice vote.

**8. ADJOURNMENT**

Motion by Rohrick, seconded by LaFond, to adjourn the meeting at 4:45 PM. Motion carried unanimously upon a voice vote.

**LESTER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
Tuesday, January 11, 2022 6:00 PM  
Community Room, Lester Public Library, Two Rivers, Wisconsin**

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**Call to Order** –President Larry Thomas called the meeting to order at 6:00 PM.

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

**Public Comment** – None

**Approval of Minutes** – Motion to approve the minutes of the December 14, 2021 meeting, made by Kirsten Sleger, second made by Palmer. Voice vote carried unanimously.

**Expenditures & Financial Reports** – Motion to receive and file the December, 2021 financial reports, made by Pennefeather, second made by Guyette. Voice vote carried unanimously.

**Board Member Comment** – None

**Director’s Report** – Dawson provided an update on a proposed roofing project. Motion to proceed with the project with Great Lakes Roofing made by Pennefeather, second made by Gadd. Voice vote carried unanimously. Motion to apply for a West Foundation grant in the amount of \$50,000 and provide funds from the Library Gift Fund and donor funds to round out overall funding of the project, made by Van Horn, second made by Guyette. Voice vote carried unanimously.

**Communications**

- A. December Library eLinks – Lester Public Library’s Monthly Online Newsletter
- B. Seehafer Article

**Report from City Council Representative** – Working on traffic issues near LB Clark middle school; High Lift Coffee Shop going in at Madison and 12<sup>th</sup> Streets; City Council slate of candidates is set; an equity/diversity City Committee will be set up in the near future; All Energy Management groundbreaking; and a new ice rink in Washington Park.

**Report from School District Representative** – This Friday is a second vaccine and booster vaccine clinic; new school calendar for the fall is set; new courses introduced at the high school; and the District is following masking recommendations from the CDC and Manitowoc County Health Service.

**Report from County Representative** – No Report



Ned Guyette was excused at 6:45 pm.

**Unfinished Business**

- A. COVID – 19 updates were discussed
  
- B. Motion to approve the updated Meeting Room Policy made by Pennefeather, second made by Sharon Sleger. Voice vote carried 6 to 1, with one nay from Van Horn.

**New Business**

- A. Reviewed the Strategic Plan updates.

**Board Education – None**

**Closed Executive Session – None**

- A. Motion to adjourn made by Kirsten Sleger, second made by Palmer. Voice vote carried unanimously. Meeting adjourned at 6:50 pm.

Respectfully submitted, Jeff Dawson, Director



**TWO RIVERS**  
WISCONSIN

# PUBLIC UTILITIES COMMITTEE MEETING

Tuesday, February 01, 2022, at 6:00 PM

Council Chambers - City Hall, 3rd Floor  
1717 E. Park Street, Two Rivers, WI 54241

## MINUTES

**1. CALL TO ORDER**

**2. ROLL CALL**

**Committee Members:** Bill LeClair, Bonnie Shimulunas, Jay Remiker (absent)

**Staff:** Jim Mc Donald (Public Works Director), Scott Ahl (Civil Engineer II), Dave Casebeer (Wastewater Utility), Ross Blaha (Water Utility), Brian Delleman (Electric Utility)

**3. REVIEW AND APPROVAL OF MINUTES**

A. Public Utilities Minutes 2022.01.04 - Motion was made by Bonnie Shimulunas, seconded by, Bill LeClair, to approve the minutes as presented. Motion carried with unanimous voice vote.

**4. PUBLIC INPUT**

**5. CWF AND SDWLP UTILITY PROJECTS FOR 2022 AND ON-GOING INCLUDE:**

Bid openings set for Wednesday, February 23rd for:

17th Street

WWTP Screw Press

Scattered Service Laterals (Public and Private) for about 50 properties

Sewer lining

- budget estimated just less than \$2,000,000

2021 projects still to be constructed

Pine Tree Lift Station – expect construction to start end of February

20th Street (Eggers) Storm Pond – expected to start soon; some preparatory work has begun

17th Street will need to have a meeting with residents after bid opening; bid results will likely be presented to this committee @ March 1st meeting

**6. WASTEWATER UTILITY:**

Staff noted that a notice will be sent to Riverside Foods for discharges to sewer system; problems in collection system and at treatment plant are from them

**7. ELECTRIC AND TELECOMMUNICATIONS UTILITIES:**

- crews on tree trimming; contracted with Dave’s Tree Service for along STH 310 & Columbus

- working on closing books for 2021 projects

- working with departments on standardizing procurement services for common items.

-WPPI – shared services/upgrades program helped the following customers save:

Aurora \$8,800

Riverside \$10,000

Formrite \$19,000

- most streetlights have been upgraded to LED, with a few exceptions

- Brian Dellman will send information on WPPI tree planting program to Jim Mc Donald and Darla Le Clair for consideration of promoting this program

**8. WATER UTILITY:** treatment plant parts for phosphate addition pilot program on back order

- membrane upgrade scheduled for February 15th; 1 more set of membranes is scheduled for this year; next replacement expected 2025 if approved

- updating job descriptions due to pending retirements

- will be proceeding with a contract to replace lead services at scattered locations. Will be looking at options for utilizing ARPA funding for portions of this contract.

**9. STORM WATER UTILITY:**

- crews cleaned inlets prior to snow
- starting construction of Eggers Pond (20<sup>th</sup> & East River)
- pond construction includes installation of storm sewers on Washington St, 21<sup>st</sup> to 22<sup>nd</sup>, which will provide treatment if development at 22<sup>nd</sup> & Washington
- storm utility will be working with Recreation Department and D.O.T. to plant beach grass along Memorial Dr to keep sand from blowing on the trail and roadway

**10. ANY OTHER ITEMS OR ISSUES TO COME BEFORE THE COMMITTEE, WITH DISCUSSION AND ACTION AS NEEDED**

**11. SET DATE, TIME, LOCATION, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING:**

Next Meeting will be held Tuesday, March 1, 2022, at 6:00 PM

**12. ADJOURNMENT** – Motion by Bonnie Shimulunas, seconded by Bill LeClair, to adjourn at 6:45pm



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## MINUTES

1. **CALL TO ORDER**
2. **ROLL CALL** Committee Members: Larry Thomas, Darla LeClair, Tracey Koach  
Staff and Others: Jim McDonald (Public Works Director/City Engineer), Scott Ahl (Civil Engineer II)
3. **REVIEW AND APPROVAL OF MINUTES**
  - A. Public Works Minutes 2022.01.05 – Motion was made by Larry Thomas, seconded by Tracey Koach, to approve the minutes as presented. Motion unanimously approved with voice vote.
4. **PUBLIC INPUT**
5. **2022 PROJECT STATUS**
  - 17th Street Reconstruction: bid date February 23<sup>rd</sup>
    - need to determine if overhead lines will be put underground; Electric Dept working on estimate
    - noted staff needs to meet with property owners on east end about putting sidewalk
    - also, will be discussing eliminating steps on 17<sup>th</sup>, east & west side of Lincoln St, project will include relocation of steps outside of proposed curb & gutter
    - need to keep proposed tree plan along this route
  - Pine Tree Lift Station: expect construction to start later February
  - Paving/Sidewalks: will be bidding this year
  - Zlatnik Resurfacing: planned for 2022; would like to perform work after 17<sup>th</sup> St
  - Eggers Pond (20th Street): contractor started excavating work this week
  - Mini Storm Sewers: will look at project this year
  - Trail Segments: city staff will work on completing section along East River St, east of Washington St, early in season
6. **ADDITIONAL SNOW DUMPS ARE DESIRED IF NOT NEEDED**

Current Dumps include Seagull Marina, Neshotah Beach Lots, Lots at Viet Nam Vets, Vets Park (small area), Cell Tower Site on 18th, and New Cemetery
7. **DISCUSSIONS OR ISSUES FOR ACTION OR ON HOLD**

Parking on Forest Avenue near 23<sup>rd</sup>, 24<sup>th</sup>, 25<sup>th</sup> and similar streets – no action to be taken at this time per consensus; will keep on a list of issues but no further discussion unless other issues arise
8. **STREET SELECTIONS FOR 2022 CONSTRUCTION SEASON**
  - Streets on list for reconstructions:
    - On Track: 17th St - East St to Zlatnik Dr & East Park to Jefferson (2022)
    - On Hold: Roosevelt Ave, from 12<sup>th</sup> Street to Lowell Street
  - Streets scheduled for resurfacing with lateral replacements:
    - On Hold: Lincoln Street – 17<sup>th</sup> Street to 22<sup>nd</sup> Street
  - Streets scheduled for resurfacing:
    - On Track: Zlatnik Drive – 17<sup>th</sup> Street to Pierce Street
    - Future: Pierce Street – Zlatnik Drive to 22<sup>nd</sup> Street
    - Future: Zlatnik Drive – Emmet Street to 17<sup>th</sup> Street

**9. OTHER ITEMS BEFORE THE COMMITTEE:**

- Reviewed map of controlled intersections south of 14<sup>th</sup> St, between Columbus and Madison; noted many intersections are controlled with either with a stop sign or yield signs
- Committee inquired about the intersection of Roosevelt Ave/Lowell St/Memorial Dr be evaluated to determine if it can be reconfigured
- Based on a citizen request, need to look at traffic control along Buchholz St between 6<sup>th</sup> and 10<sup>th</sup>; staff will discuss with Police Dept about options such as signs which show speed &/or take pictures of vehicles that are speeding

**10. SET DATE, TIME, AND AGENDA ITEMS FOR NEXT COMMITTEE MEETING:**

Next meeting will be held on Wednesday, March 2, 2022, at 5:15 pm. Need to set up Zoom for Darla LeClair.

**11. ADJOURNMENT** – Motion made by Larry Thomas, seconded by Tracey Koach, to adjourn at 6:20pm



**COMMITTEE ON AGING**

**MONDAY, DECEMBER 6, 2021 – 8:30 AM**

**BEHRINGER ROOM - JE HAMILTON COMMUNITY HOUSE, 1520 17TH STREET**

**MINUTES**

**1. Call to Order**

The meeting was called to order by Pamela Stephens at 8:30 AM.

**2. Roll Call**

Present: RuthAnn Hearley, Jerry Juckem, Gerald Lyons, Jerry Schubring, Pamela Stephens  
Absent: Elizabeth Roidt, Bill LeClair, Lenore McDonough

Also present: Tammy Desten, Two Rivers Senior Center Supervisor

**3. Minutes**

A motion was made by Jerry Schubring and seconded by Jerry Juckem to approve the minutes.  
Motion carried.

**4. Input from Public**

N/A

**5. Correspondence & Press**

N/A

**6. Committee Reports**

*a. County Aging Unit – Wendy Hutterer*

Medicare Part D open enrollment appointments available through December 7. The 2022-2024 Aging Unit Plan draft is available for review on the ADRC of the Lakeshore website. Meal sites are open. Attendance numbers are low across the state as they were before covid, but the numbers are climbing. 60 yr. old people have more activity and dining options now than in years past.

*b. City Council - Bill LeClair*

No Report

*c. Recreation Department Programs - Terri Vosters*

No Report

*d. Senior Center - Tammy Desten*

Senior Health & Information Fair had 39 vendors with 250 people in attendance, raised \$3,428. The Trust car needed new front & back brakes and the Senior Center van needed heat braker/blowers replaced; all repairs completed at Sauve's Auto. 12 people attended the Halloween Costume and movie party. Spirit of the Shoreline Day bus trip went well. There are only 5 seats remaining on the December Christmas Stars trip. November 11 & 12, Rummage Sale. December 9 & 10 Christmas cookie sale and basket raffle. Annual mailer will be sent to everyone in our Senior Center computer program; it serves as the Friends of the Two Rivers Senior Center's official announcement of the January Annual Meeting,

update any mailing addresses by return of undeliverable pieces and informs everyone of the upcoming activities, events, and fundraisers.

**7. New Business**

N/A

**8. Continuing Business**

N/A

**9. Adjournment**

**Next meeting January 3, 2022**

CITY OF TWO RIVERS  
COMMUNITY DEVELOPMENT AUTHORITY AND  
BUSINESS AND INDUSTRIAL DEVELOPMENT COMMITTEE  
PROCEEDINGS  
January 25, 2022  
5:15 PM  
3rd Floor City Hall

**Call to Order**

The meeting was called to order by BIDC Vice Chair Keith Lyons at 5:15 PM.

**Roll Call**

BIDC and CDA Members present: Keith Lyons, Donald Karmen, Betty Bittner, Darla LeClair, Tracy Yaggie, Don Karmen, Tracey Koach, and Dick Klinkner.

Absent: Gregory Coenen, and Daniel Wettstein

Also present was Greg Buckley, City Manager and Elizabeth Runge, Community Development Director.

**Approve minutes from September 31, 2021 Meeting**

A motion was made by Dick Klinkner and seconded by Betty Bittner to approve the minutes. Motion carried.

**Updates of Economic Development Activities:**

*Sandy Bay Highland Lot Sales*

Staff updated the group that eight lots sold in 2021 at Sandy Bay Highlands. With another lot closing in the month of February.

*2023 Washington Street*

Two proposals were submitted to the City Council for consideration and action by January 14, 2022 deadline. The proposal selected was submitted by Wine Not, LLC. The proposal is an outdoor equipment rental location, Briars and Bramble store location and a gelato shop.

*606 Parkway Boulevard (former Paragon)*

Appraisal for the property is complete and so is the ALTA survey. The closing process is on-going and so is the assessment by the contractor.

*Other Updates:*

Rudy's Lanes has sold and is now "The Hook, Lanes and Games"  
HighLift Coffee Shop – 1207 Madison Street - Owner, Emilee Rysticken



**Discussion of future business assistance opportunities**

The new HighLift Coffee Shop located at 1207 Madison Street is owned by Emilee Rysticken. The plans have been approved by the Plan Commission. The improvements needed are an investment she is needing assistance with and may be requesting a loan from the RLF in the future. Staff is working through scenarios to provide a grant (TIF or other source)

**Adjournment**

At 7:00 PM, a motion was made by Dick Klinkner, seconded by Darla LeClaire to adjourn. Motion carried to adjourn the meeting.



## MEMO

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**DATE:** February 16, 2022  
**TO:** City Council and City Manager Greg Buckley  
**FROM:** Jamie Jackson, City Clerk/Human Resources Director  
**SUBJECT:** Monthly Updates

### ELECTIONS:

The Spring Primary was held February 15, 2022 for residents of the Manitowoc School District.

The Spring Election is Tuesday, April 5, 2022. City of Two Rivers residents will vote at Abundant Life Church or St. Peter the Fisherman Parish Center. Like usual, absentee ballots will be sent to those with requests on file and in-person absentee voting will be available at City Hall for two weeks prior to Election Day.

Update on Badger Books (electronic poll books): The order for Badger Books was placed on 10/6/2021. The estimated lead time of 16 weeks would have placed delivery around the end of January 2022. The City was contacted by the supplier on February 10<sup>th</sup> indicating that the shipment has been further delayed and Badger Books will likely arrive in Summer 2022. The Spring Primary in April will be conducted using traditional paper poll books.

Two City Council candidate forums have been scheduled by various organizations:

- League of Women Voters of Manitowoc County: February 24<sup>th</sup> at 6:30 PM
- Two Rivers Business Association: March 10<sup>th</sup> at 6:30 PM
- Both events will take place at Two Rivers City Hall, 3<sup>rd</sup> Floor Council Chambers and be live streamed to Facebook and Spectrum Channel 993.

### HUMAN RESOURCES UPDATES:

- Tyler Duessing has been selected as the new Electrician/Electrical Inspector. Tyler will start on February 28, 2022.
- Andrew Sukowaty has been selected as the new Water Utility Director. Andrew will start on March 7, 2022 and will work alongside Ross Blaha until his retirement.
- The City is currently accepting applications for the following positions:
  - o Senior Center Supervisor – Applications due February 25<sup>th</sup>
  - o Certified Water Operator – Open until filled, first review of applications March 7<sup>th</sup>
  - o Parks & Recreation Director – Open until filled, first review of applications March 4<sup>th</sup>
  - o More openings coming soon to fill vacancies due to upcoming retirements.





**TWO  
RIVERS**  
WISCONSIN

**CITY CLERK**

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



**OPERATOR’S LICENSES ISSUED:**

On May 4, 2020 the City Council authorized the City Clerk to issue Operator’s Licenses. The following licenses have been issued since the 1/17/2022 Council meeting:

<u>Name</u>	<u>Address</u>	<u>Duration</u>
David J Anschutz	3412 Garfield St., Two Rivers	Temporary
Randall H Carmody	1324 S 35 <sup>th</sup> St., Manitowoc	2 years
Aanand Chaudhary	1607 Maryland Ave., Sheboygan	2 years
Jennifer L. Gospodarek	2314 41 <sup>st</sup> St., Two Rivers	3 years
Joseph L. Metzen	523 N. 5 <sup>th</sup> St., Manitowoc	2 years
Wendy A Schnell	7724 Newton Rd., Newton	2 years



**From:** Elizabeth Runge, Community Development  
Director

**Date:** February 21, 2022

**Re:** Staff Report



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

- Staff continues with preparation for the Idle Sites Grant submittal for 606 Parkway Boulevard. Water Department Director has facilitated visits with contractors for the buyer under contract.
- Staff is working with the interim Tourism Director to develop a local program to support our tourism and hospitality industry.

**III. Drive strategic community development.**

- Senior Center project has been bid with the assistance of SMI and the Public Works and Park and Rec Departments.
- Prepared draft materials for the Plan Commission to evaluate as staff prepares a short-term rental local ordinance. Local stakeholders have also been contacted and providing feedback during the process.
- Staff continues working with developers for project preparation.

## Two Rivers Electric Department Monthly Reports For Feb 2022

Section 11, Item C.

### Electric Consumption in KWH: (Jan Data)

#### This Month:

2017	2018	2019	2020	2021	2021	%Change from 2017-2022	%Change from 2021-2022
7,383,045	7,621,091	7,496,842	7,132,734	7,436,640	7,831,573	<b>5.73%</b>	<b>5.04%</b>

#### Year-to-Date:

2017	2018	2019	2020	2021	2021	%Change from 2017-2022	%Change from 2021-2022
7,383,045	7,621,091	7,496,842	7,132,734	7,436,640	7,831,573	<b>5.73%</b>	<b>5.04%</b>

### Cost of Electricity Purchased in Dollars:

#### This Month:

2017	2018	2019	2020	2021	2021	%Change from 2017-2022	%Change from 2021-2022
\$ 515,075.00	\$ 539,814.00	\$ 489,948.00	\$ 478,173.00	\$ 495,651.76	\$ 599,505.11		
						<b>8.86%</b>	<b>12.93%</b>

# Two Rivers Electric Department Monthly Reports For Feb 2022

Section 11, Item C.
---------------------

**Large Work Orders Worked on during the current month (Jan Data):**

Location	Description of work performed
Southside	Pole and line inspection
Eastside	Tree Trimming
Southside & Eastside	Urd electrical installations
General	Inventory and year end close out

Outage Dates	Location	Duration	Cause if known
Jan 1 2022	1921 Columbus St.	N/A	1/2 Power
Jan 1 2022	25th & Hayes St.	N/A	Emergency locate
Jan 5 2022	2736 11th St.	N/A	1/2 Power
Jan 10 2022	3011 30th St.	N/A	Emergency locate
Jan 15 2022	9th & Lowell St.	N/A	Emergency locate
Jan 23 2022	2900 Block of 40th St.	1.5 Hrs	Blown arrester and section fuse
Jan 25 2022	3215 Hawthorne Ave.	1 Hr	Car Pole accident
Jan 29 2022	1816 29th St.	N/A	House fire

**Number of Services Upgraded or Changed:**

**Number of Electric Meters Installed:**

**Total Number of Electric Meters Tested:**

**Service Disconnects & Reconnects Normal Hrs:**

# Fire Department Monthly Report January 2022

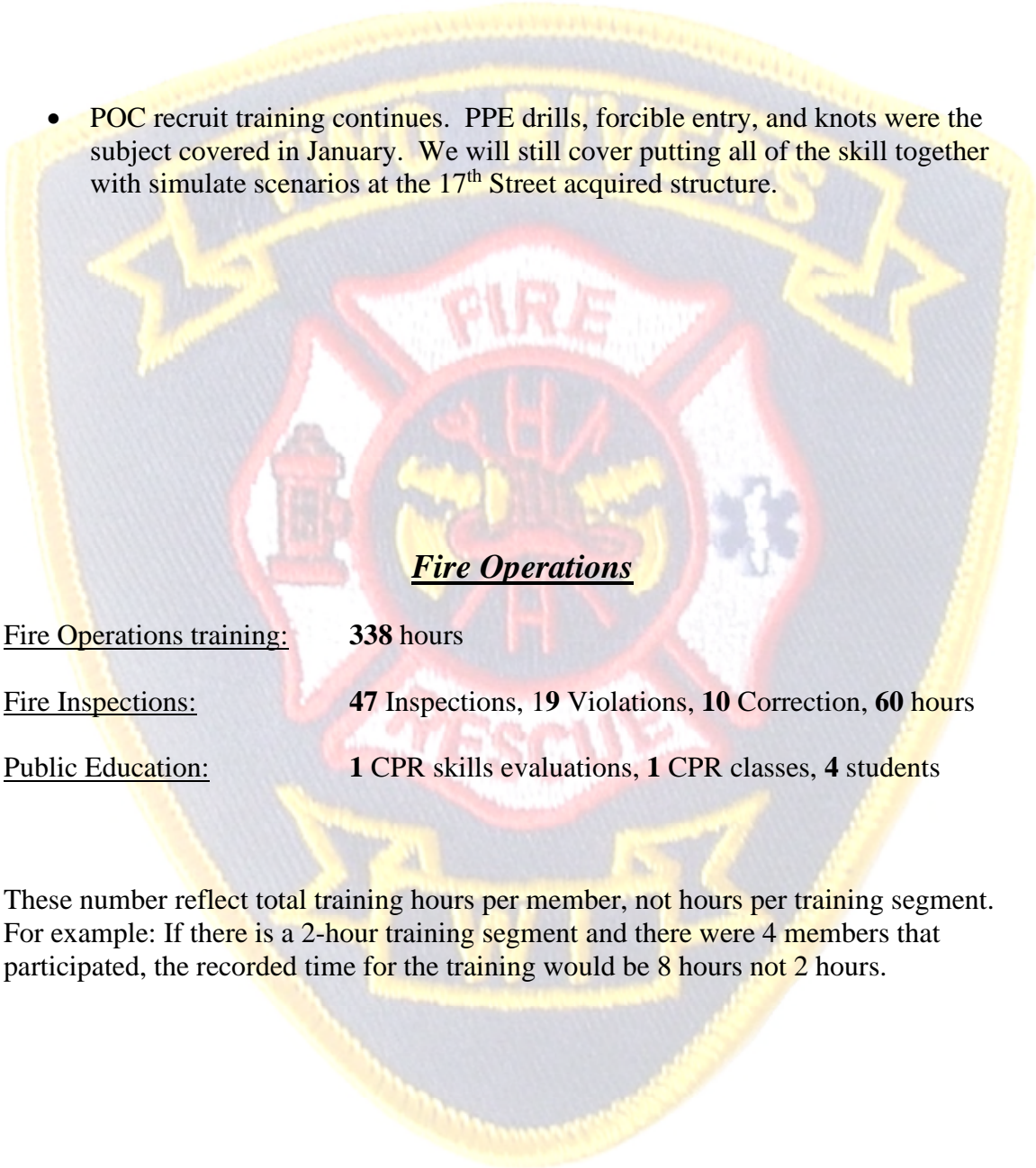
Section 11, Item C.

		Monthly			Year to Date 2022			Year to Year 2021			
<b>Total Incident Responses</b>			<b>202</b>				<b>202</b>			<b>172</b>	
<b>EMS Response Total EMS Incidents</b>			193				<b>193</b>			<b>159</b>	
	Total Patients		117				117			120	
	On Scene		76				76			113	
	Interfacility Transports		39				39			46	
	Intercepts		2				2			4	
	Other		0				0			0	
<b>EMS Revenue</b>	<b>Date of Service Report</b>		<b>Monthly</b>				<b>Year to Date 2022</b>			<b>Year to Year 2021</b>	
<b>EMS Operations Billing Information</b>	SDC and TRIP Revenue		\$1,059.37				\$1,059.37			\$3,826.70	
	Charges		\$170,708.07				\$170,708.07			\$125,756.58	
	Payments		\$56,210.93				\$56,210.93			\$46,364.00	
	Adjustments		\$67,113.89				\$67,113.89			\$54,011.19	
	Change + or - in Accounts Receivable		\$47,383.25				\$47,383.25			\$25,381.39	
<b>Monthly Collection Percentage</b>			<b>32.93%</b>				<b>32.93%</b>			<b>36.87%</b>	
<b>Fire Incidents</b>	<b>Total Fire Incidents</b>		<b>8</b>							<b>13</b>	
	Structural		1							1	
	Fire Other		1							1	
	Unauthorized		1							0	
	Hazardous Condition		1							2	
	False / Cancelled		3							7	
	Service Calls		1							2	
<b>Overlapping calls</b>			<b>30</b>				<b>30</b>			<b>44</b>	
<b>Occup/ Inspect</b>	<b>Total Inspections</b>		<b>47</b>				<b>47</b>			<b>0</b>	
	General		0							0	
	Special/Other/Consults		0				0			0	
	Violations		19				19			0	
	Corrections		10				10			0	
<b>Training</b>	<b>Total Hours</b>		<b>558</b>				<b>558</b>			<b>396</b>	
	Fire Training		338				338			246	
	EMS Training		160				160			90	
	Community Based Outreach		60				60			60	
See attached training summary											
<b>Public Education</b>			<b>Monthly</b>			<b>Year to Date 2021</b>			<b>Year to Year 2021</b>		
<b>Totals / Events</b>	<b>Staff Hours</b>	<b>Participants</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>4</b>	<b>18</b>
CPR Classes	Staff Hours	Participants	2	2	4	2	2	4	6	4	18
Station Tours	Staff Hours	Participants	0	0	0	0	0	0	0	0	0
Presentations	Staff Hours	Participants	0	0	0	0	0	0	0	0	0
<b>Maintenance</b>			<b>Monthly</b>			<b>Year to Date 2021</b>			<b>Year to Year 2020</b>		
<b>Total Hours</b>			<b>369.05</b>				<b>369.05</b>			<b>263.1</b>	
Building Care, Cleaning, Maintenance			77.1				77.1			90.85	
Grounds Care			6.5				6.5			18.25	
Vehicle Checks			252				252			130.5	
Vehicle Cleaning			5				5			14	
Vehicle Maintenance			28.45				28.45			9.5	
<b>Current Events</b>											
New (used) Ambulance in service											
Ice rescue training											
Training for part time recruits											
Anniversary: Steve Denzien 3 years 1/1/19, FF/P Richard Barbier 1/15/21											

## Monthly Fire Operations Report for January 2022

### News

- For January we covered; fire attack / S&R, and cold-water rescue.
- POC recruit training continues. PPE drills, forcible entry, and knots were the subject covered in January. We will still cover putting all of the skill together with simulate scenarios at the 17<sup>th</sup> Street acquired structure.



### Fire Operations

Fire Operations training:       **338** hours

Fire Inspections:           **47** Inspections, **19** Violations, **10** Correction, **60** hours

Public Education:           **1** CPR skills evaluations, **1** CPR classes, **4** students

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



## Monthly EMS Training Report December 2021

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

*I also encourage all council members to contact me to do a ride-a-long at the TRFD*

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

### Notable Events in November 2021

- EMS Protocols, Policies, and Education Continues (CDC and Best Practice)
- A TRHS Fire/Medic Intern began internship (Kyle Pelner).
- Jacklyn Zemple was hired as POP Paramedic.
- FT/POC professional development and training
- All TRFD Paramedics continue with the 2021-2022 Paramedic/CCP Training Refresher
- Nuclear Plant Related Training
- Daily collaboration with relevant community partners (IFT)
- Daily communication with Medical Director (Operations/IFT related)
- Daily QI/QA shift EMS Education
- TRFD EMS operations dealt with frequent hospital diversions of patients. IFT/911



**EMS: 160 hrs**

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

**Training hours above are conservative.**

- ***POC EMS/Paramedic Training***
- **Paramedic/Critical Care Paramedic Refresher (In-Person)**
- **Protocol (COVID Update)**
- **EMS Remediation based on QI/QA**
- **EMS Competencies/Evaluations/Education**
- **Medical Director collaborative QI/QA (Painter/Nelson)**
- **Pod/Web Casts (EMS1/EMS World/Various Others)**
- **Company level EMS training**
- **Paramedic QI/QA (all reports) Shift Officers/Medical Director**
- **IFT QI/QA**
- **TEMS training (Kautzer, Burke, Schroeder)**
- **Shift Officers IFT/Staff Update Meetings**
- **EMS Related Meetings/Training/Updates**

### **Community Based Paramedic Outreach: 60 hours**

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

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

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



## Be Well

For more detailed information feel free to contact me.

-Respectfully Submitted

**David R. Murack**

**Assistant Chief**

**Emergency Operations/Community Outreach**

City of Two Rivers Fire Department

2122 Monroe Street, Two Rivers WI, 54241

Station: 920-793-5521

Cell: 920-901-3810

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

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

## Monthly EMS Training Report January 2022

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

*I also encourage all council members to contact me to do a ride-a-long at the TRFD*

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

### Notable Events in January 2022

- EMS Protocols, Policies, and Education Continues (CDC and Best Practice)
- A TRHS Fire/Medic Intern began internship (Kyle Pelner).
- Jacklyn Zemple started recruit training as a POP Paramedic.
- FT/POC professional development and training
- All TRFD Paramedics continue with the 2021-2022 Paramedic/CCP Training Refresher
- POP Jake Butler resigned (Hired full-time by Stevens Point Fire)
- Daily collaboration with relevant community partners (IFT)
- Daily communication with Medical Director (Operations/IFT related)
- Daily QI/QA shift EMS Education



**Ambulance 5 placed into service (bought used as a future remount cost saving measure)**

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**INSPECTIONS DEPARTMENT**  
**MONTHLY SUMMARY**  
**JANUARY 2022**

	Permits Issued		Permit Revenue		Project Value	
	Month	YTD	Month	YTD	Month	YTD
Building (residential)		7		1,180		117,288
Building (commercial)		1		220		22,000
Electrical		14		1,125		40,080
Heating		8		522		44,073
Home Occupation		-		-		-
Moving		-		-		-
Plumbing		8		620		15,086
Sign		-		-		-
Tank		-		-		-
Wrecking		1		50		-
Totals	-	39	-	3,717	-	238,527

YTD Comparison	Permits Issued		Permit Revenue		Project Value	
	2022	2021	2022	2021	2022	2021
Building	8	14	1,400	1,330	139,288	120,603
Electrical	14	20	1,125	1,150	40,080	25,620
Heating	8	7	522	590	44,073	65,275
Home Occupation	-	-	-	-	-	-
Moving	-	-	-	-	-	-
Plumbing	8	10	620	1,105	15,086	41,291
Sign	-	-	-	-	-	-
Tank	-	-	-	-	-	-
Wrecking	1	-	50	-	-	-
Totals	39	51	3,717	4,175	238,527	252,789

Other Activities

Prepared & distributed annual reports

Prepared agenda packet and minutes for Plan Commission meeting

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

Prepared notices, ordinances & related documents for public hearings

**ANNUAL REPORT  
2021  
INSPECTIONS DIVISION  
CITY OF TWO RIVERS**

Section 11, Item C.

<b>Schedule of Permits Issued</b>		
Building	\$	6,653,789
Electrical		601,878
Plumbing		952,160
Sign		53,226
<b>Total</b>	<b>\$</b>	<b>8,261,053</b>
<b>Building Permits Issued:</b>		
New Residence	\$	878,511
New Commercial		
New Industrial		215,000
New Public Structures		
New Institutional		
New Accessory Bldgs & Structures		148,998
Home Occupations		
Misc Repairs, Alts & Additions (residential)		3,156,171
Misc Repairs, Alts & Additions (non-residential)		886,132
Moving		51,576
Tanks		
Towers/Antennas		35,000
Wrecking		63,000
HVAC (commercial, industrial & residential)		1,219,401
<b>Total</b>	<b>\$</b>	<b>6,653,789</b>

<b>Number of Permits Issued</b>				
	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
Building	564	565	492	532
Electrical	254	213	361	313
Plumbing	221	109	237	203
Sign	17	18	29	29
<b>Total</b>	<b>564</b>	<b>565</b>	<b>492</b>	<b>532</b>
New Residence	4	4	1	3
New Commercial			4	2
New Industrial	1			
New Public Structures				
New Institutional				
New Accessory Bldgs & Structures	20	28	25	23
Home Occupations				1
Misc Repairs, Alts & Additions (residential)	274	271	240	235
Misc Repairs, Alts & Additions (non-residential)	19	27	26	29
Moving	7	6	4	4
Tanks	1		1	
Towers/Antennas	2		3	2
Wrecking	8	3	10	8
HVAC (commercial, industrial & residential)	228	226	178	225
<b>Total</b>	<b>564</b>	<b>565</b>	<b>492</b>	<b>532</b>

<b>Permit Fees Collected:</b>		
Building	\$	63,800
Electrical		15,185
Plumbing		25,290
Sign		850
	<b>\$</b>	<b>105,125</b>
<b>Miscellaneous Fees Collected</b>		
Annual Sign Inspection	\$	780
Miscellaneous	\$	3,400
Public Hearing Fees	\$	2,730
	<b>\$</b>	<b>6,910</b>
<b>Total</b>	<b>\$</b>	<b>112,035</b>

<b>Total Annual Revenue</b>				
	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>
<b>Total</b>	<b>112,035</b>	<b>87,789</b>	<b>112,012</b>	<b>120,424</b>

NEW SINGLE FAMILY CONSTRUCTION COSTS					
Property Address	Bldg	Plbg	Elec	HVAC	Total
2827 Sandy Ridge Dr	201,340	12,812	6,800	9,600	230,552
3202 Sandy Ridge Dr	211,600	22,000	20,693	11,734	266,027
2321 Sandy Bay Rd	100,700	6,620	6,700	7,500	
<b>Total</b>	<b>513,640</b>	<b>41,432</b>	<b>34,193</b>	<b>28,834</b>	<b>618,099</b>
<b>Average</b>	<b>256,820</b>	<b>20,716</b>	<b>17,097</b>	<b>14,417</b>	<b>248,290</b>

NEW DUPLEX CONSTRUCTION COSTS					
Property Address	Bldg	Plbg	Elec	HVAC	Total
2721/2723 River Ln	364,671	14,500	17,998	26,130	423,299
					-
<b>Total</b>	<b>364,671</b>	<b>14,500</b>	<b>17,998</b>	<b>26,130</b>	<b>423,299</b>
<b>Average</b>	<b>364,671</b>	<b>14,500</b>	<b>17,998</b>	<b>26,130</b>	<b>423,299</b>

NEW MANUFACTURED DWELLING CONSTRUCTION COSTS					
Property Address	Bldg	Plbg	Elec	HVAC	Total
None					-
<b>Total</b>	-	-	-	-	-
<b>Average</b>	-	-	-	-	-

Average mechanicals per single family                    52,230  
 Average mechanicals per duplex                                    58,628  
 Average mechanicals per mfg dwelling                                -

<b>ADDN &amp; ALTS - RESIDENTIAL (costs)</b>		<b>274 Permits</b>	<b>3,156,171</b>
<b><u>Wrecking Permits</u></b>			
3019 Adams St	Boathouse		2,000
1814 - 14 St	Detached garage		500
1617 - 19 St	1-family dwelling		9,000
		<b>3 Permits</b>	<b>11,500</b>
<b><u>Moving Permits</u></b>			
2904 - 45 St	Shed into City		8,929
2123 Roosevelt Ave	Accy bldg into City		8,454
2502 - 38 St	Shed into City		9,661
3134 Monroe St	Sheds (2) into City		9,950
2509 Lincoln Ave	Relocate d/garage on same parcel		3,600
2737 - 42 St	Shed into City		3,595
3217 Priair St	Shed into City		7,387
		<b>7 Permits</b>	<b>51,576</b>
		<b>282 Permits</b>	<b>3,219,247</b>

**Conversions**

2717 - 45 St  
 Comm to 1-family

1804 - 14 St  
 Comm/1F to 2-family

**Home Occupations**

Lolita ApoCrita LLC  
 (e-commerce clothing)

1302 - 22 St  
 Type A

NEW NON-RESIDENTIAL CONSTRUCTION COSTS			
Name	Address	Description	Total
All Energy Management	4711 Woodland Dr	Industrial building	215,000
			<b>215,000</b>

ADDITIONS NON-RESIDENTIAL			
Name	Address	Description	Total
Seagll Marina	1400 Lake St	Warehouse addition	56,200
			<b>56,200</b>

ALTERATIONS NON-RESIDENTIAL			
Name	Address	Description	Total
Lemer Properties	2809 Lincoln Av	Flat roof	6,400
Lambo Properties	2006 - 14 St	Ramp	3,000
Duenkel, G	1604 Washiington St	Int alts - expand lower unit	200
Mahner, C	1522 Monroe St	Decks	12,500
Kahlenberg Bros	1700 - 12 St	Roof	119,500
TOTL, LLC	3114 Memorial Dr	Expand exercise area	4,000
EWCO, Inc	2745 - 10 St	Ramp - west res unit	500
Lucky Paws	3310 - 45 St	Int alts	5,000
City of TR	1415 Lake St	Replace concrete stairs	-
Wachowski, G	1311 Madison ST	Partial roof	6,500
TR Public Schools	4519 Lincoln Ave	Partial roof	68,000
Vinton - TR	1322 - 33 St	Partial roof	46,612
RAI Properties	2116 Washington St	Roof	16,320
Kahlenberg Bros	1700- 12 St	Conference room alts	10,000
Acurrate Bldg Restoration	1915 Jefferson St	Window	3,500
Greenfeather 15	2411 - 34 St	Replace entrance canopies	5,000
3404 Memorial LLC	3404 Memorial Dr	Roof - Bldg E/F	40,000
Wine Not LLC	1718 W Park ST	Change in use	480,000
			<b>827,032</b>

<b>ADDN &amp; ALTS - NON-RESIDENTIAL (cost)</b>		<b>19 Permits</b>	<b>886,132</b>
<b>Salvage/Wrecking Permits</b>			
1603 Monroe St	Commerical building		6,000
1609 Monroe St	Comm/1-family building		20,100
1219 Adams St	Commercial buildings (2)		24,900
1718 W Park St	Interior demolition (non-structural)		500
1215 - 26 St	Remove deck		-
		<b>5 Permits</b>	<b>51,500</b>
<b>Moving Permits</b>			
			-
		<b>0 Permits</b>	<b>-</b>
<b>Tank Permits</b>			
1219 Adams St	Above ground tank		-
		<b>1 Permit</b>	<b>-</b>
		<b>25 Permits</b>	<b>937,632</b>

<b>NEW ACCESSORY BUILDINGS (cost)</b>		
18 Residential		142,498
Commercial		
Industrial		
1 Public		5,000
1 Institutional		1,500
2 Antenna/tower		35,000
		<b>22 Permits</b>
		<b>183,998</b>

LAND DIVISIONS/COMBINATIONS				
2021				
	Name	Address	Description	Date
1	City of Two Rivers	W River Street	Sale of parcel	01/04/21
2	City of Two Rivers/CDA	Sandy Ridge Drive	Enlarge parcel for residential development	01/13/21
3	Karen Webster Trust	1220 & 1222 - 27th Street	Create Yacht Club Condominium No. 2	03/03/21
4	City of Two Rivers	Sandy Ridge Drive	Reconfigure rear property line	06/15/21
5	Kaufmann Trust of 1998	901 - 17 St	Combine parcels for deck construction	08/24/21
6	City of Two Rivers	Woodland Drive & STH 310	Combine parcels for industrial development	11/10/21
7	City of Two Rivers	Lake Breeze Way	Combine parcels for residential development	11/24/21
8	City of Two Rivers	Sandy Ridge Drive	Combine parcels for residential development	11/24/21



DISTRICT ZONING MAP AMENDMENTS			
2021			
Amendment	Location	Description	Date
1 R-1 (Annexation)	Riverview Dr	Construction of 1-family dwelling	12/20/21

OFFICIAL MAP AMENDMENTS			
2021			
1 Direct Annexation	Riverview Dr	Construction of 1-family dwelling (7.1 acres)	
2 Vacation of Streets -- None			
3 Official Map Amendments -- None			

**Lester Public Library  
Director's Report  
January 2022**

**News**

- The City has a new agenda and minutes system that replaces Granicus, the new software is called Municode Meetings. The library is received training through January and the system is currently up and running.
- Marie Bonde, Customer Service Coordinator, applied for and received a seat on the BadgerLink Advisory Group. The BadgerLink Advisory Group is operated by the Wisconsin Department of Public Instruction. The BadgerLink Advisory Group seeks to improve the ability of all Wisconsin residents to access and effectively use the high-quality licensed resources provided by BadgerLink, and the ability to expand service visibility and build stronger relationships between the service and stakeholders. Marie will serve a 2-year term on the committee through 2024. It is always good for LPL to be influencing at the State level.
- The Manitowoc Calumet Library System (MCLS) received \$36,000 in additional state aid allocated for 2022 and will be used to enhance system/library services by investing in the following item that will save Lester Public Library \$4792 in 2022 – MCLS will fully fund the WPLC Overdrive e-book, e-audiobook, and e-magazine buying pool contribution of \$20,766. LPL will use most of these savings to purchase additional e-content for our library patrons.
- Jeff Dawson, Director, was re-elected the Chair of Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council at their January meeting. The consortium membership is made up of librarians from the member libraries of the Manitowoc Calumet Library System. Matters concerning shared resources, databases and mainly the online catalog, are discussed and voted upon. Jeff has been chair of the consortium since 2008.

**Library Foundation**

- The Foundation pledged \$15,000 towards the Library Roof Project at the January 18, 2022 meeting.
- The estimated payment to the library for 2022 is 47,286.48; the actual payment in 2021 was \$37,844.84.

**Library Legislation** - No Report

**Activities**

- 01/11/22 – City of Two Rivers Room Tax Commission Meeting
- 01/11/22 – Lester Public Library Board Meeting
- 01/12/22 – Lester Public Library All Staff Meeting
- 01/12/22 – Municode Meetings Training Session
- 01/12/22 – City Department Heads Meeting

- 01/12/22 – Educational Horizons Foundation Board Meeting
- 01/14/22 – Virtual Manitowoc Calumet Library Automated Resource Sharing Consortium (LARS) Participants Council Meeting
- 01/14/22 – Virtual Manitowoc Calumet Library System Directors Meeting
- 01/17/22 – Two Rivers City Council Meeting
- 01/18/22 – Lester Public Library Foundation Board Meeting
- 01/20/22 – Municode Meetings Training Session
- 01/20/22 – Lester Public Library Management Team Meeting
- 01/21/22 – Met with Josey Allington, an eighth-grade student, interested in what it takes to be a librarian.
- 01/24/22 – Municode Meetings Training Session
- 01/25/22 – Presented a Library Update to Two Rivers Rotary Club
- 01/26/22 – City of Two Rivers Safety Committee Meeting
- 01/26/22 – City Department Heads Meeting for a Personnel Policy Review
- 01/26/22 – Manitowoc Calumet Library System Board Virtual Meeting
- 01/27/22 – Lester Public Library Management Team Meeting
- 01/27/22 – Met with Lester Public Library Board of Trustees President, Larry Thomas
- 01/28/22 – Met with City Manager, Greg Buckley
- 01/31/22 – City of Two Rivers Room Tax Commission Meeting

Jeff Dawson, Director, Lester Public Library 02/01/2022



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 1-21)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2021**

**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2021 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Lester Public Library			2. Public Library System Manitowoc-Calumet Library System		
3a. Head Librarian First Name Jeffrey	3b. Head Librarian Last Name Dawson	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 04/30/2022	
6a. Street Address 1001 Adams St.	6b. Mailing Address or PO Box 1001 Adams St.	7. City / Village / Town Two Rivers	8a. ZIP 54241	8b. ZIP4 3544	9. County Manitowoc
10. Library Phone Number 9207938888	11. Fax Number (920)793-7150	12. Library E-mail Address of Director jdawson@lesterlibrary.org			
13. Library Website URL www.lesterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,000	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 084324875		

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	52		
19b. Number of Winter Weeks	26		
19c. Summer Hours Open per Week	52		
19d. Number of Summer Weeks	26		
19e. Total Weeks per Year	52		
19f. Total Hours per year for this location	2,704		

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	16,222
1b. providing reference service	Yes	4,958
1bi. reference service provided via email	Yes	1,443
1bii. reference service provided via chat	No	
1biii. reference service provided via text message	No	
1biv. reference service provided via telephone	Yes	9,821
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content		
1d. offering curbside pickup	Yes	
1e. offering drive-thru circulation of physical materials	Yes	5,829
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	Yes	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	Yes	
1ii. describe "other services": virtual book discussion group; virtual book talks with school district; Beanstack book challenges; e-newsletter; Overdrive Advantage;		

PI-2401

**ELECTRONIC MATERIALS ADDED DUE TO COVID-19**

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	No	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

**PUBLIC SERVICES COVID-19**

Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued During COVID-19	No
4. External Wi-Fi Access Added During COVID-19	Yes
5. External Wi-Fi Access Increased During COVID-19	Yes
6. Staff Re-Assigned During COVID-19	No

**COVID-19 CLOSURES**

Initial date closed due to COVID-19	2020-03-03
First date reopened following initial COVID-19 closure	2021-05-03
Additional building closure and reopening dates, please describe	

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	80,929	6,316
2. Electronic Books <i>E-books</i>	167,999	
3. Audio Materials	8,940	153
4. Electronic Audio Materials <i>Downloadable</i>	64,931	
5. Video Materials	8,070	345
6. Electronic Video Materials <i>Downloadable</i>	575	
7. Other Materials Owned 0	444	
8a. Electronic Collections <i>Locally owned or leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	5	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	68	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	111	

III. LIBRARY SERVICES

1. Circulation Transactions						
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.)		0		
93,439	34,731					
2. Interlibrary Loans (ILL)						
Method for Counting ILL Transactions						
Categorized ILL Transactions						
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)						
		Items Loaned to Other Libraries Provided to		Items Borrowed from Other Libraries Received from		
Integrated Library System (ILS)		30,080		19,888		
WISCAT		1,007		1,334		
Other (includes OCLC, manual tracking, or other methods)						
Total		31,087		21,222		
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count
3,361	1,470	4,831	Actual Count	16,222	Actual Count	25,185
6. Uses of Public Internet Computers			c. Method		7. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		d. Annual Count	a. Method		b. Annual Count
16	11		Actual Count	1,205	Did Not Collect	
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals		
-1	-1	3,190	1,904			
10. Uses of Electronic Materials by Library Users						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials		
10,189	7,495	12	17,696	1,087		



### LIBRARY PROGRAMS AND ATTENDANCE

#### 11. Programs and Program Attendance Annual Count Method for Counting Number of Programs and Attendance


#### Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Programs	23	10	14	0	47
Total Program Attendance	1,127	1,267	107	0	2,501
Describe the library's programs					

#### In-person, Virtual, and Pre-recorded Program Statistics

	In-Person Programs		Virtual Program Attendance		e. Total
	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	
Number of Programs	15	8	14	0	37
Total Program Attendance	868	1,246	107	0	2,221

Describe the library's in-person programs:

Programs taking place in the library continued to be limited during 2021. Art programs with limited attendance were held outdoors in the library gardens. Book clubs for adults were also held outdoors or masked indoors. 


#### Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Adult (19+)	d. General Interest (all ages)	e. Total
Number of Live Virtual Programs	8	2	0	0	10
Total Live Virtual Program Attendance	259	21			280
Total Views of Live Programs Recorded for Asynchronous Viewing	-1	-1			

Which platforms does the library use to host the library's live, virtual programs:

Zoom, Google Forms

Describe the library's live, virtual programs:

The library conducted virtual story times for two 4k classroom family nights, a community story time for St. Patrick's Day and monthly virtual story times for a community organization utilizing ZOOM. For teens, the 


#### Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	23	19	4	46
Total Pre-recorded Program Views	1,140	1,675	37	2,852

Which platforms does the library use to host the library's pre-recorded programs:

YouTube, Google Slides

Describe the library's pre-recorded programs:

The library created monthly virtual libraries for three age levels utilizing recorded book talks on YouTube, Google slides with links and Google forms for ordering library materials. These virtual libraries were utilized 

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1.	Larry	Thomas	1007 18th Street	Two Rivers	54241 slaptastic79@hotmail.com
2.	Stanley	Palmer	331 23rd Street	Two Rivers	54241 spalmer@uta.edu
3.	David	Pennefeather	1809 21st Street	Two Rivers	54241 dappy66@yahoo.com
4.	Kirsten	Sleger	6595 Highway 147	Two Rivers	54241 kirsten.sleger@trschoools.k12.wi.us
5.	Rick	Henrickson	4117 Clover Street	Two Rivers	54241 rickhenrickson@co.manitowoc.wi.us
6.	Kate	Gadd	2401 Jefferson Street	Two Rivers	54241 katieg919@gmail.com
7.	Ned	Guyette	2501 Washington Street	Two Rivers	54241 guyetted@gmail.com
8.	Sharon	Sleger	3625 Tannery Road	Two Rivers	54241 sharonsleger@gmail.com
9.	Tom	Van Horn	2004 Garfield Street	Two Rivers	54241 6308vat@gmail.com
10.					
11.					
12.					

Number of Library Board Members <i>Include vacancies in this count</i>	9
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**V. LIBRARY OPERATING REVENUE**

*Report operating revenue only. Do not report capital receipts here.*

**1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here***

Municipality Type	Name	Amount
City	Two Rivers	\$607,007
Subtotal 1		\$607,007

**2. County**

a. Home County Appropriation for Library Service

Subtotal 2a

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Brown	\$1,528		
Kewaunee	\$4,194		
Sheboygan	\$239		
Subtotal 2b			\$5,961

**3. State Funds**

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
Subtotal 3			\$0

**4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title***

Program or Project	Amount
Reimbursement of LSTA funds (refund)	\$49
Subtotal 4	\$49

**5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.***

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i> \$7,791	7. All Other Operating Income \$84,245	8. Total Operating Income <i>Add 1 through 7</i> \$871,431	9. What is the current year annual appropriation provided by governing body(ies) for the public library? \$631,287	10. Was the library's municipality exempt from the county library tax for the report year? <i>Wis. Stat. s. 43.64(2)</i> Yes
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**VI. LIBRARY OPERATING EXPENDITURES**  
*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>		
\$408,053		\$124,900		
3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
\$75,658	\$0	\$12,795	\$0	\$88,453
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>				
Provider	Amount	Provider	Amount	
OCLC Connexion	\$2,000	OverDrive Magazine	\$971	
SIRSI Maintenance	\$1,447	Ancestry.com	\$3,259	
WPLC Member Share	\$1,351	Talking Tech Support	\$427	
WPLC eBook Buying Pool	\$4,392	Psuedo Library Configuration Setup	\$960	
Envisionware	\$1,061	Spectrum Internet	\$540	
Reference USA Database	\$1,385	Newspaper Archive Subscription	\$254	
			<b>Subtotal 4</b>	<b>\$18,047</b>
5. Other Operating Expenditures				\$231,978
6. Total Operating Expenditures <i>Add 1 through 5</i>				\$871,431
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income. <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>				
Source	Brief Description of Expenditure	Revenue	Expenditure	
a. Federal		\$0	\$0	
b. State		\$0	\$0	
c. Municipal		\$0	\$0	
d. County		\$0	\$0	
e. Other	New furnishings and new equipment	\$28,051	\$28,051	
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure	
\$0	\$0	\$28,051	\$28,051	

<b>VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD</b>	<b>IX. TRUST FUNDS</b>
All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. <i>Wis. Stat. s. 43.58(6)(a)</i>	1. Total Amount of Trust Funds Held by the Library Board at End of Year
1. Total Amount of Other Funds at End of Year \$146,426	1. Total Amount of Trust Funds Held by the Library Board at End of Year

**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$87,984	40.00		Other		
Adult Services Coordinator	MLS (ALA)	\$58,822	40.00		Other		
Youth Services Coordinator	MLS (ALA)	\$58,822	40.00				
Customer Service Coordinator	Librn. no-MLS	\$44,283	40.00				
Reference Associate Youth	Librn. no-MLS	\$26,870	25.00				
Reference Associate Adult	Librn. no-MLS	\$16,928	20.00				
Reference Associate Adult	Librn. no-MLS	\$16,928	20.00				
Early Literacy Specialist	Librn. no-MLS	\$17,875	25.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Custodian	Other	\$33,342	40.00				
Customer Service Clerk	Other	\$11,246	22.00				
PR Specialist	Other	\$7,745	15.00				
Page	Other	\$5,625	11.00				
	Other						

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

b. All Other Paid Staff (FTE)  
*Include maintenance, plant operations, and security*

c. Total Library Staff (FTE)

Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a			
4.00	2.25	6.25		4.15	10.40

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents  
*See instructions for definition of nonresident*  
 32,257

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	11,820	18,119	29,939
3. Circulation to Nonresidents Living in Another County in the Library System	297	32	329
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	526	619	1,145

5. Circulation to All Other Wisconsin Residents 417	6. Circulation to Persons from Out of the State 427
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7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Brown	154	f.	
b. Sheboygan	7	g.	
c. Kewaunee	458	h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY**

1. Does the library provide wireless Internet access?  Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	92	11	5	108
	Total Self-directed Activity Participation	6,507	286	325	7,118

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Terry	b. Last Name Ehle	c. Email Address tehle@lesterlibrary.org
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Chris	b. Last Name Hamburg	c. Email Address chamburg@lesterlibrary.org
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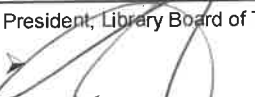

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee <i>Print or type</i> Larry Thomas	Date Signed 2/9/22
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Jeffrey Dawson	Date Signed 3/9/22

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County  
Manitowoc

The Lester Public Library Board of Trustees hereby states that in 2020 the Manitowoc-Calumet Library System  
*Name of Public Library* *Name of Public Library System / Service*

- did** provide effective leadership and adequately met the needs of the library.
- did not** provide effective leadership and **did not** adequately meet the needs of the library.

*Indicate with an X one of the above two statements.*

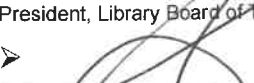
Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

**CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature <i>or designee</i> 	Name of President or Designee <i>Print or type</i> Larry Thomas	Date Signed 2/19/22
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**COMMENTS**

**Parks and Recreation Department**  
Hamilton Community House  
1520 17<sup>th</sup> Street  
Two Rivers WI 54241-0087  
Office (920) 793-5592  
Senior Center (920) 793-5596

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Date: February 4, 2022  
To: Greg Buckley  
CC: City Council, Recreation Staff, Advisory Recreation Board  
From: Terri Vosters  
Subject: Recreation Department **January** Report

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

- Meals on Wheels served 1,387
- Congregate Meals 0
- TRUST car rides 73
- Senior Center Programs 520
- Building/Pavilion Rentals 542
- Recreation Programs 753
- Visitors/Contacts (phone and in person) 5,197
- **Total building usage 8,472**

The J. E. Hamilton Community House was open **30 days** in the month of **January** for an average daily usage of **282 people per day**.

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**Cemetery**

1. # of spaces sold - 1 @ \$750.00 = \$750.00
  2. # of interments - 3 @ \$850.00 = \$2,550.00
  3. # of cremations - 2 @ \$550.00 = \$1,100.00
  4. # of Saturday burials - 0
  5. # of spaces sold back to the city - 2 @ \$375.00 = \$750.00
- Total: \$ 3,650

**Administration (Office)**

- Bird City Submitted (Jim)
- Municode Training
- Archive Timesheets/Payroll scanned to Finance
- Working on closing out 2021 and balancing
- Continuing 2022 prep and set up
- Continue Cims back entries
- Maintaining Shelter/Room Rentals

Double checking calendar and sportsman with Senior Center and making sure nothing is missed. Brochure updates and add ons, communicating with the appropriate people and making sure all info is collected.

Double Checking all work in a timely matter, quality over speed

Continuing to organize cemetery paperwork and payments and entering burials from start to finish.

Keeping good customer service with customers and making sure their needs are met in a professional way.

## **Recreation and Special Events**

### **Rebecca**

Created Feb social media flyer for Park and Recreation program for release to schools and P&R social media websites and building

Created Ice Rink organizational calendar for scheduling opening and closing help

Entered all scheduled P&R Special Events onto websites for Park and Recreation Facebook Events and Explore TR

Program Update Meeting with Terri on 1/11 and again with Terri, Ethan and Karyn on 1/24

Wrote up and mailed out Thank you and Donation receipts with Karyn for special event sponsorship donations and created 2022 special events sponsorship donation spreadsheets

Continued training Karyn on job tasks and responsibilities – worked on organizing and creating Easter Bunny Breakfast, Family Paint Night, and programs for the activity guide

Continued producing, creating, updating, and sending programs to Haelee for the Spring/Summer 2022 Activity Guide

Designed and created promotional social material for P&R social media sites, schools, and building to promote both February and future programs.

Created and organized set up for Snowman Building Contest on 1/22/22 - which ended up being cancelled due to weather and participation sign up.

Started creating new virtual learning for P&R Facebook site

1/18 Toured Hartford Park and Recreation with Terri and Ethan. Discussions on Rec programming; including archery program, and parks and cemetery

Created event outlines for Knights of Columbus Cornhole Tournament, Price is Right, Family Paint Night & Roncalli Volleyball Tournament

Invoices created for WI Heat (Bash at the Beach) youth softball tournament- and payment received; and Price is Right event

Ordered and picked up Family Paint night supplies

Set up Sundae Thursday Entertainment- Steve Lundy Entertainment

Researched current TR Parks and trails and getting these updated in our records with correct acreage- Terri is having Haelee taking care of update

Started creating check requests for BOTB and Concerts in the Park

1/24 Knights of Columbus meeting to finalize Cornhole tournament set up

1/25 Street Construction Meeting

1/26 Community Care Days event planning meeting with Lisa K and Karyn

Working with new owners of Rudy's Lanes (AKA The Hook Lanes and Games) on setting up a Youth Bowling League

1/19 MYBA and youth wrestling meeting

**Ethan**

Met with Cindy, the basketball instructor, 3x, to discuss our youth basketball program It's our first year doing this and we have 33 people signed up.

I've talked with Dave Schmalling and made sure everything was set for youth soccer.

Created the Kids Camp Summer Activity Calendar, and just recently met with Julie on games, activities and crafts.

Writing a grant for the MLB youth Development Foundation

Conducted two interviews with possible new building attendants.

I've been putting together programs for the summertime and sending them to Haelee for her to update them in the activity guide.

We went to Hartford and spent the afternoon learning about parks in the area. I was also able to talk with their Recreation Supervisor about an Archery program we could potentially offer here.

Met with Becky on youth ball and was introduced to the commissioners of the league. We discussed upcoming dates, and ideas for the future league that's starting up.

Worked 2x shifts in the evenings, covering my team when nobody else can.

Held Futsol on Tuesday nights.

Delivered basketball flyers to the elementary schools to better promote the program.

Assisted the Senior Center Twice last month with delivering

Drafted a letter for a resident to remove a bush in front of their yard, because it was against code.

Met with Ron Strong and talked about Beach Volleyball Leagues in the Summer time and his Track prep class.

**Parks/Maintenance**

Ice Rink put together

Meeting with EIS on Orders

Snow Removal 1/5,1/6

Met with Lucky Signs on Signs for Building

Fixed drywall in Behringer Rm Bathroom

Painted Bathroom

Open Bid Meeting at Washington 1/13

Took Down Banners and garland central Park and building

Delivered Meals on Wheels

Safety Meeting

Boiler Fixed Community House

Trash Run

Working with Electric and Water on going with one company for the whole city on Fire

Extinguisher for building Ahern, Vans, Vorpahl

Ordered Replacement garbage cans for New Cemetery

Sponsor Banners taken down Band Shell

Fixed A bunch of Ballast in Berhinger Room

Ordered Lights for Berhinger room

City Wide Trash run and Doggy Bags

Backflows fixed on (2) slop sinks

**Senior Center**

Winter Warm Up Soup Sale – Prepared and sold. Profit \$1,200

Taking preorders for Valentine's Dinner Fundraiser  
 Taking preorders for St Patties Day Fundraiser  
 Ongoing Chocolate Chip Cookie Sale  
 Mailed Sponsorship letters to support upcoming fundraisers  
 Situational Awareness Training  
 Municode Software Program Training Series  
 Scheduling AARP Tax Preparation Appointments  
 Friends of the Two Rivers Senior Center Annual Meeting – Preparing  
 Friends of the Two Rivers Senior Center Meeting  
 Pantry and Freezer Inventory  
 Created Annual Report Summary  
 Wisconsin Association of Senior Centers Meeting  
 Wisconsin Association of Senior Centers – Training new VP & membership chair  
 Met with Red Hats group – Collaborations for 2022  
 Prepared and mailed 2021 Tax donation letters  
 Worked with maintenance supervisor, potential additional electrical in Koska Room (Friends project)  
 Parks & Recreation Meeting with Director  
 Parks & Recreation Supervisors Meeting  
 Registering Fireside Theatre Trips – Basement Church Ladies - A Mighty Fortress and Grease  
 Take n Make / Creation Station – 10 Snowman creation kits prepared for pick up  
 Birthday calls, mailed birthday cards & anniversary cards  
 Senior Center January Newsletter – Created, mailed, emailed, distributed to area businesses  
 Weekly press releases (recording) to WOMT  
 Updated senior center website & social media page  
 Office Staff helping daily with meal packing, serving lunch, and delivering meals

### **Administration**

City Council meeting x2  
 Staff meeting x2  
 Met with summer 2022 Intern 1/5  
 Meeting with Rec Supervisors x4  
 Rec Admin Staff meeting x1  
 Senior center supervisor meeting x2  
 Met with Roger, Main Street on summer events  
 ARB meeting 1/11  
 Washington Park Pickleball/Tennis Court Prebid and bid opening 1/13 and 1/27  
 Assisted with Meals on Wheels 1/13 & 1/18  
 WPRA 2023 Conference Committee Meeting 1/13  
 Workshop in Harford with Rebecca and Ethan 1/18  
 Meeting with Santec, Glacier Land, Woodland Dunes and Greg regarding Wayside Rehab  
 NRPA webinar 1/19  
 Met with DPW Director and Special Events Supervisor on summer 2022 road closures  
 365 Fundraising Committee Meeting 1/26  
 Meeting with Greg and Elizabeth regarding Open Spaces plan 1/26  
 Continued work with Fred Kolkmann on Washington Park Rehab  
 Conducted EJ annual evaluation 1/28  
 Conducted FS annual evaluation 1/28

Conducted KG 6-month evaluation 1/28  
Met with Greg to discuss 2022 P & R Goals  
Department Head meetings x2  
Continued work with staff on activity guide  
Worked on the Dept building schedule and website with Ethan  
Continued work on transition plan for parks with Parks Supervisor  
Continued work on Grants for Neshotah Beach Playground  
Continued work on Grants for Central Park 365  
Continued work with Manitowoc County Health Dept for food license (Neshotah and Vietnam)  
Ordered Memorial Benches  
Budget review and journal transfer equipment use and labor for the Wayside and Paragon  
Properties with Parks Supervisor and Admin Assistant

# Two Rivers Police Department Monthly Report December 2021



*Serving our community since 1858*

*Two Rivers Police Department  
1717 East Park St.*

*Two Rivers, WI 54241*

*Business (920) 793-1191*

*Non-Emergency (920) 686-7200*



# Monthly Report December 2021



## Welcome K9 Xanti

We are pleased to announce that we officially have our first K9 Officer! Please join us in welcoming Officer Xanti, badge number T51. Officer Xanti, with the assistance of his handler Officer Lade, will be sworn in at a city council meeting in February 2022 following the completion of his training which will take place throughout January 2022. Officer Xanti has recently been familiarizing himself with both his handler and the department.

We want to thank all of you that helped us to reach this goal and supported this program. We hope that Officer Xanti will be a great asset to our community for many years. More information about Officer Xanti will be coming in future monthly reports. Welcome to the team Officer Xanti!







**Shop With a Cop 2021**

Shop with a Cop is an annual event that is held before the holidays to help ensure that the youth of our community have a brighter holiday. Typically, the students are selected with the help of school district administrators and social workers to confirm that the families that would be participating in the event would be benefitted most to help with the holiday expenditures.





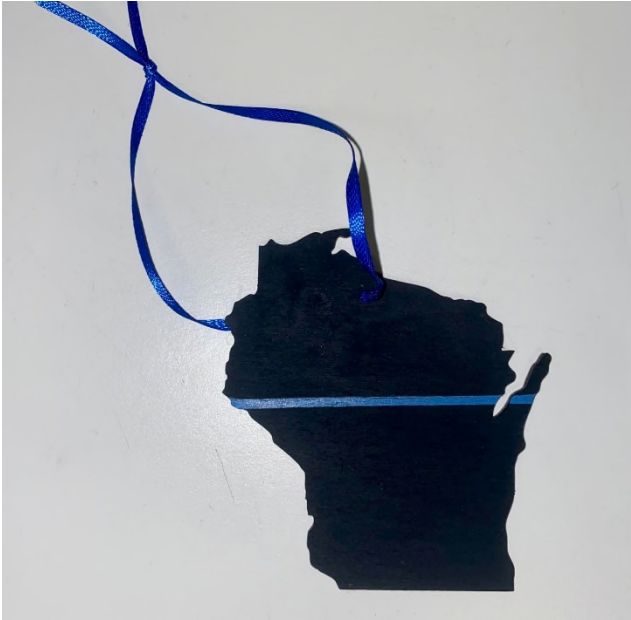
In December 2021 we had another successful Shop with a Cop Shop. This holiday season we had the opportunity to help out 24 families in need and thanks to generous donations from our community we were able to spend \$4,200 on gifts for them. Volunteer Officers and Cadets were paired up with one or more children, picked them up at home, enjoyed a pizza dinner with them at the Community House and helped them shop for gifts for themselves and their siblings. In addition, gift cards were also provided for the parents, because why should kids have all the fun? PD staff and families helped wrap gifts and the young shoppers at the end of the evening and dropped them back off at home. Santa Claus even paid a visit! Special thanks to Kwik Trip and Wal-Mart for their assistance as well.





**Donations**

A special thank you to John Schwarz and the staff at Scare USA for partnering with us and donating \$500 to the K9 Program. Back in October 2021 they held a special event that was well attended by pets and their humans alike to raise funds for the K9 program.



Thank you to some great 2nd graders at Koenig school! Their class made each officer an ornament with their name on the back. They made these ornaments for every officer in the Two Rivers PD, Manitowoc PD and Manitowoc County Sheriff's Office. Thank you for the awesome gift!

## **Training**

- Officer Matt Lutze attended his first of three weeks of DAAT (Defense and Arrest Tactics) Instructor school in Madison. Officer Lutze is already an instructor in Taser and ALICE. As a DAAT instructor he will add to the capabilities of our staff to teach this critical skill in-house.
- This year we have implemented the Aladtec scheduling software program and have slowly been integrating this into our payroll system as well. As with any technology there can be a bit of a learning curve. The department has been going through various levels of training to make them more comfortable and proficient in its use.

## **Anniversaries**

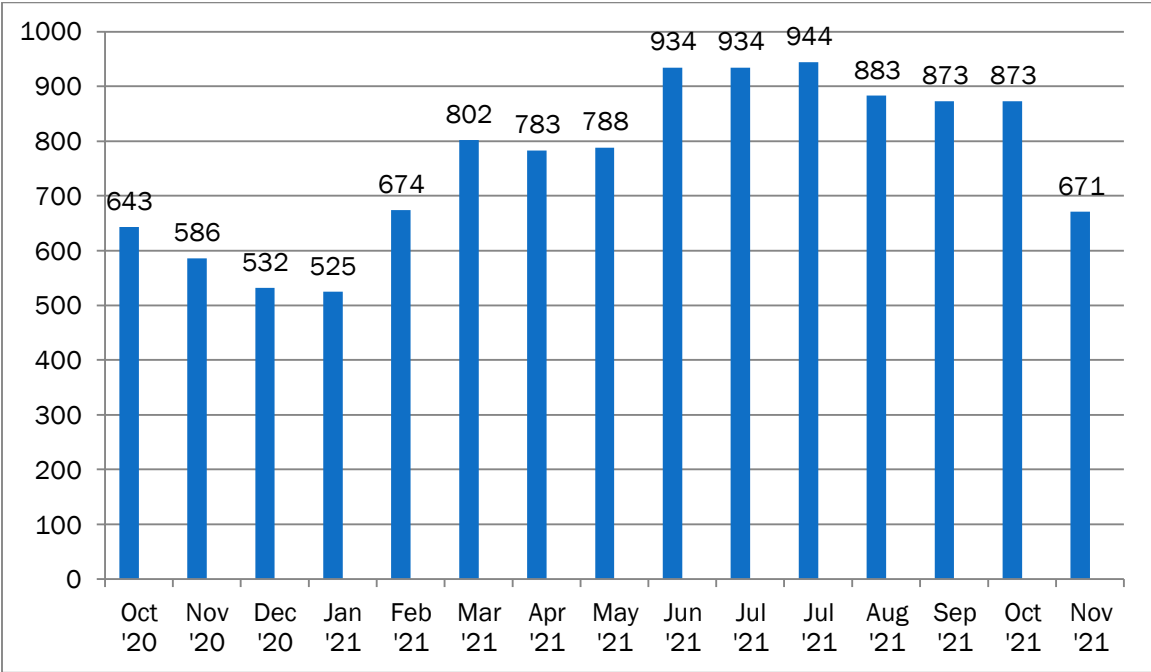


**Dawn Hilliker**  
**Police Secretary and Court Clerk**  
**Dec 4<sup>th</sup>, 2017 (Full Time) 5 years**  
**Part Time 6 years**

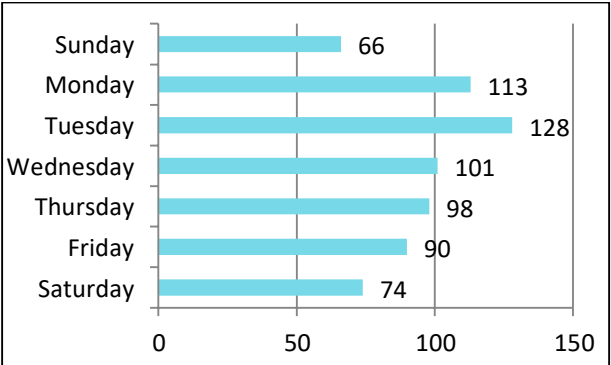
# CALLS FOR POLICE SERVICE

<b>December 2021:</b> 680	<b>2021 YTD TOTAL:</b> 9,610 <b>TOTAL LAST YEAR:</b> 10,383
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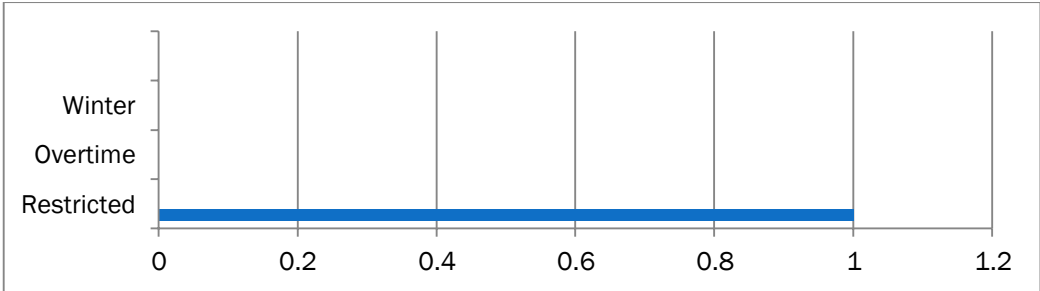
## Monthly Calls Comparison Chart:



## Calls for Service by Day of Week:



## December 2021 Parking Enforcement:

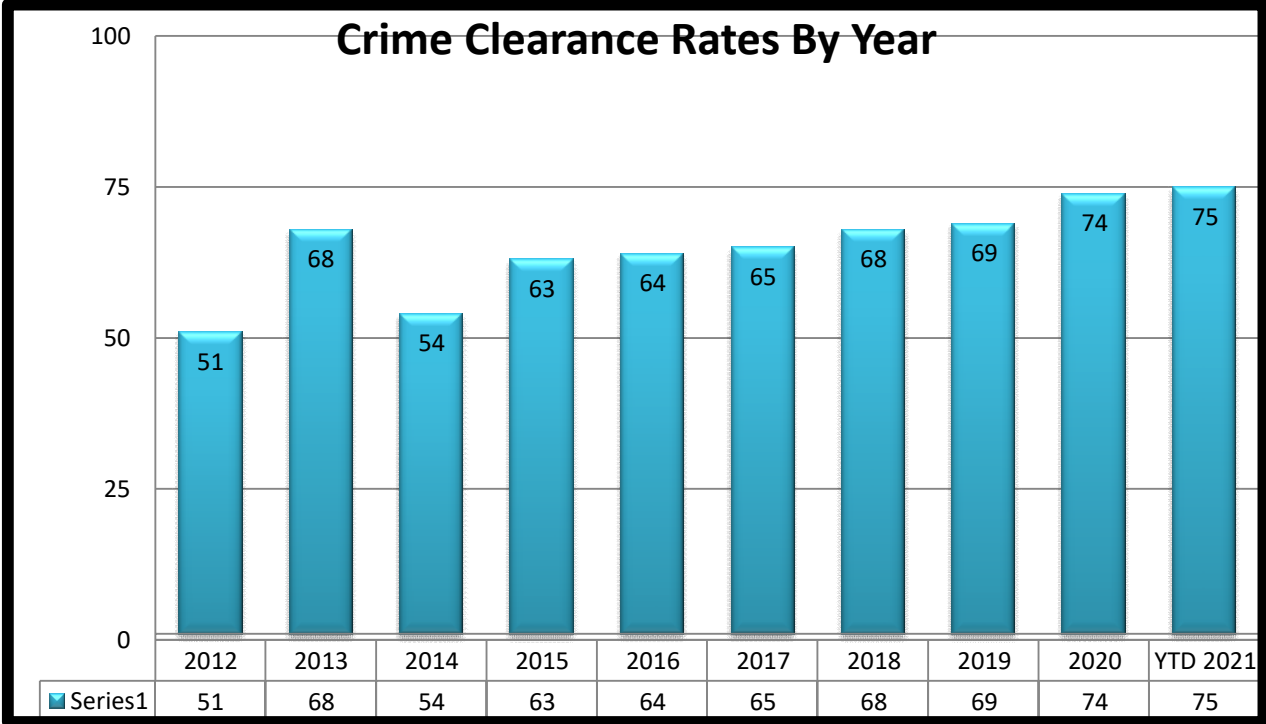


## CRIME CLEARANCE RATE:

Each law enforcement agency in the Nation submits monthly reports to the Uniform Crime Reporting (UCR) Program. This program collects and reports crime offense data for the Nation, categorizing crime data as Part I or Part II offenses. Part I offenses include: Murder/Non-Negligent, Forcible Rape, Robbery, Assault(s), Burglary, Larceny/Theft, Motor Vehicle Thefts, and Arson. Part II offenses include all other crime classifications outside those defined as Part I offenses. These monthly reports also afford the Two Rivers Police Department the ability to monitor our crime clearance rate. The crime clearance rate is simply the percentage of offenses reported as compared to how many of those offenses were cleared or resolved. The Two Rivers Police Department is proud to note that our crime clearance rates are generally well above the average for the State of Wisconsin. Because some cases that are reported in one month may be solved or “cleared” the next month or months later, it is difficult to state crime clearance rates as purely a monthly rate. For our purposes, we continue to track our CCR rates across the months and years as well.

	December
Reported Part 1 Cases	13
Cases Cleared	8
Crime Clearance Rate	62%

**Crime Clearance Rate YTD: 75%**



**Adult & Juvenile Arrest/Charge Summary:**

The following is the total of ADULT and JUVENILE ARRESTS/CHARGES made by this department this month. This may not represent the actual number of individuals arrested as there are generally many cases where an individual will have multiple charges or counts of a specific charge. These statistics represent charges and arrests made for Criminal Code as well as Municipal Ordinance violations.

2021	December
Adult Arrests	56
Juvenile Arrests	13
<b>Total</b>	<b>69</b>

## Field Warnings 2021

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
<b>FIELD WARNING</b>													
9-1-1 951.02 CRIMES AGAINST ANIMALS - MISTREATMENT	0	0	0	0	0	0	2	0	0	0	0	0	2
6-5-22 KEEPING OF CHICKENS & DUCKS	0	1	0	0	0	0	0	0	0	0	0	0	1
346.072(1M)(A) FAIL/CHANGE LANE PASSING STOPPED EMERGENCY VEHICLE MULTIPLE LANES	1	0	1	1	0	0	1	0	0	1	0	0	5
TR305.15(5) FAIL/MAINTAIN HIGH-MOUNTED STOP LAMP	0	0	2	1	0	0	0	0	0	0	0	0	3
346.57(4)(f) 005 SPEEDING IN OUTLYING DISTRICT (11-15 MPH)	0	0	0	0	0	1	0	0	0	0	0	0	1
341.04 NON-REGISTRATION OF VEHICLE	1	0	5	0	0	1	2	0	0	0	3	0	12
346.46(2)(A) IMPROPER STOP/STOP SIGN-STOP LINE	0	0	0	0	0	0	0	2	0	0	0	0	2
346.18(3) FAIL/YIELD RIGHT/WAY FROM STOP SIGN	1	2	0	0	0	0	0	0	0	1	0	0	4
346.87 UNSAFE BACKING OF VEHICLE	0	1	0	0	0	1	0	0	0	0	0	1	3
346.57(2) UNREASONABLE AND IMPRUDENT SPEED	0	0	0	0	0	0	0	0	0	1	0	0	1
346.37(1)(C)1 001 VIOLATE RED TRAFFIC SIGNAL	2	1	0	0	0	0	0	0	0	0	0	0	3
341.04(1) NON-REGISTRATION OF OTHER VEHICLE	1	0	0	0	0	1	0	0	0	0	0	0	2
341.04(1) 001 NON-REGISTRATION OF AUTO, ETC	21	12	9	13	7	9	4	3	19	10	3	7	117
346.46 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	0	0	2	0	0	1	0	0	0	0	0	0	3
346.35 001 IMPROPER SIGNAL FOR STOP/TURN	0	1	0	0	0	0	0	0	0	0	0	0	1
344.62(2) OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	0	2	4	2	1	0	1	1	4	6	0	4	25
344.62(1) 001 OPERATING MOTOR VEHICLE W/O INSURANCE	19	13	12	3	5	4	3	4	4	4	5	3	79
341.15(3)(C) IMPROPER DISPLAY/PLATES (UNCLEAN)	1	0	0	1	0	0	0	0	0	0	0	0	2



342.15(4)(b) OWNER FAIL/REMOVE VEHICLE PLATES	0	0	0	0	0	1	0	0	0	0	0	0	1
341.15(3)(B) IMPROPER DISPLAY/PLATES (HARD TO SEE)	0	0	0	0	0	0	0	0	1	0	0	0	1
341.15(1m)(a) FAIL/ATTACH REAR REGIS. DECAL/TAG	1	0	1	0	0	0	0	0	0	0	1	2	5
343.07(1g)(a)1 OPERATE MOTOR VEHICLE BY PERMITTEE W/O INSTRUCTOR	0	0	0	0	1	1	0	0	0	1	0	0	3
6-5-21 LIMIT ON NUMBER OF DOGS AND CATS	0	1	0	1	0	0	0	1	0	1	0	0	4
347.48(2M)(C) OPERATOR FAIL/HAVE PASSENGER/SEATBELTED	0	0	0	0	0	0	2	0	0	0	0	0	2
346.37(1)(B) VIOLATE YELLOW SIGNAL	0	0	0	0	0	0	1	0	0	0	0	0	1
6-5-7(B)(4) BARKING DOGS	0	0	3	0	1	1	0	0	0	0	0	0	5
6-5-7(A)(2)(A) DOG AT LARGE - ON PREMISE	0	1	0	0	1	0	0	0	0	0	0	0	2
346.37(1)(C)(1)/RED VIOLATE RED TRAFFIC SIGNAL	0	0	0	0	0	0	0	1	0	0	0	0	1
TR305.30(2) TIRES-BALD TIRES HAVING TREAD DEPTH < 2/32"	1	0	0	0	0	0	0	0	0	0	0	0	1
9-2-5/10P-7A LOUD AND UNNECESSARY NOISE/VIBRATIONS 10PM-7AM	0	0	2	1	0	0	0	0	0	0	0	0	3
9-6-3 (DO NOT USE) RESPONSIBILITY OF OWNERS/OCCUPANTS FOR MAINTENANCE/CONTROL INSECTS/RODENTS AND OTHER PESTS	0	1	0	0	0	0	0	0	0	0	0	0	1
9-2-11 CURFEW VIOLATION	0	0	0	1	0	0	3	0	0	1	0	0	5
9-1-1 287.81 LITTERING	0	0	0	0	0	0	0	0	0	1	0	0	1
6-5-15 ANIMAL FECES	0	0	0	0	0	0	0	1	0	0	0	0	1
6-5-14 HARBORING VICIOUS ANIMALS	0	0	0	0	0	0	1	0	0	0	0	0	1
6-5-7(A)(2)(B) DOG AT LARGE - OFF PREMISE	2	3	3	1	4	2	6	6	2	6	3	5	43
6-5-6 PENALTY FOR FAILURE TO OBTAIN RABIES SHOT	4	2	2	0	1	3	4	4	2	1	1	2	26
6-5-1 DOG LICENSE	6	7	6	2	8	7	8	11	2	7	4	5	73
TR305.34(3)(A) WINDSHIELDS-EXCESSIVELY CRACKED/IN CRITICAL AREA	1	0	1	1	0	0	0	0	0	0	0	0	3
TR305.32(6)(A) WINDOW-REAR SIDE WINDOWS TINTING MANUFACTURER	0	0	0	1	0	0	0	0	1	0	0	0	2

TR305.32(5)(B)1 WINDOW-REAR WINDOW-TINTING MANUFACTURER	1	0	0	1	0	0	0	0	0	0	0	0	2
TR305.32(4)(B)2 WINDOW-VENT/FRONT SIDE TINTING 50%	5	0	1	6	0	0	0	0	1	0	0	0	13
TR305.32(4)(B)1 WINDOWS-VENT/FRONT SIDE-TINTING BY MANUFACTURER	0	0	1	0	0	0	0	0	0	0	0	0	1
TR305.26(1) MIRRORS-REQUIRED MIRRORS VIOLATION	0	0	0	0	1	0	0	0	0	0	0	0	1
TR305.15(1) STOP LAMPS REQUIRED NUMBER	0	1	0	0	0	0	0	0	0	0	0	0	1
TR305.08(3) BACK-UP LAMP SWITCH-INDICATOR VISABLE TO DRIVER	0	0	0	1	0	0	0	0	0	0	0	0	1
347.39(2) EQUIP MOTOR VEHILCE WITH ILLEGAL MUFFLER	0	0	0	1	0	0	0	0	1	0	0	0	2
347.39(1) NO MUFFLER/DEFECTIVE MUFFLER	0	0	1	0	0	0	0	0	0	0	0	0	1
347.14(1) OPERATE VEHICLE W/O STOPPING LIGHTS	3	1	1	0	3	2	4	0	3	1	0	4	22
347.13(3) OPERATE VEHICLE W/O REGISTRATION LAMPS	7	1	4	6	0	2	1	0	1	4	1	1	28
347.13(1) NO TAIL LAMP/DEFECTIVE TAIL LAMP-NIGHT	4	4	2	4	2	1	2	1	1	2	0	1	24
346.59(1) IMPEDING TRAFFIC BY SLOW SPEED	0	0	0	0	0	0	0	0	0	0	1	0	1
346.57(5) SPEEDING - EXCEEDING ZONED & POSTED LIMIT/HWY CONST	31	14	13	9	6	33	24	14	9	26	9	10	198
346.57(4)(H) SPEEDING - 55MPH NO FIX LIMITS POSTED	0	0	0	1	0	0	0	0	0	0	0	0	1
346.57(4)(F) SPEEDING-35MPH OUTLYING DISTRICT - CITY	1	3	1	2	0	0	1	2	2	0	0	2	14
346.57(4)(E) SPEEDING 25 MPH HWY CITY/VILLAGE	20	12	7	8	8	10	11	4	28	21	9	6	144
346.57(3) DRIVING TOO FAST FOR CONDITIONS	0	1	0	0	0	0	0	0	0	0	0	0	1
346.46(1) FAILURE TO STOP FOR STOP SIGN	3	9	7	2	0	2	8	6	13	6	2	5	63
346.39(1) FAILURE TO STOP FOR FLASHING RED SIGNAL	0	0	0	0	0	0	0	0	0	0	0	1	1
346.37(1) VIOLATION OF TRAFFIC CONTROL SIGNAL	0	1	0	0	1	0	0	0	0	0	0	0	2
346.34(1)(B) TURN VEH W/O PROPER SIGNAL	1	0	0	0	0	0	0	1	0	0	0	0	2

346.34(1) FAILURE TO SIGNAL TURN/UNSAFE TURN	0	0	0	0	0	0	0	0	0	1	0	0	0	1
346.31(3) IMPROPER LEFT TURN	1	1	0	0	0	0	0	0	0	0	0	0	0	2
346.31(2) IMPROPER RIGHT TURN	0	0	2	0	0	0	1	0	1	0	0	0	0	4
346.18(2) FAILURE YIELD RIGHT OF WAY MAKING LEFT TURN	0	0	0	1	0	1	0	0	0	1	0	0	0	3
346.14(1m) AUTOMOBILE FOLLOWING TOO CLOSELY	0	0	1	0	0	0	1	0	0	0	0	0	0	2
346.13(3) DEVIATE FROM DESIGNATED LANE	0	0	0	0	1	0	0	0	0	0	0	1	1	2
346.13(1) UNSAFE LANE DEVIATION	2	0	0	0	0	2	1	0	2	2	0	0	0	9
346.09(3) PASSING IN NO PASSING ZONE	0	0	0	0	0	1	0	0	0	0	0	0	0	1
346.05(1) OPERATE LEFT OF CENTER LINE	0	0	0	0	0	0	0	0	0	1	0	1	1	2
346.04(2) DRIVING AGAINST TRAFFIC (ONE WAY STREET)	0	0	0	0	0	0	0	0	0	2	0	0	0	2
343.44(1)(a) 001 OPERATING AFTER SUSPENSION	1	1	0	0	1	1	0	0	0	0	0	0	1	5
343.43(1)(d) VIOLATE GDL RESTRICTIONS	0	1	0	0	0	0	0	0	0	0	0	0	0	1
343.22(1) FAIL/NOTIFY DMV OF ADDRESS/NAME CHANGE	0	0	0	0	0	1	0	0	0	0	0	0	0	1
343.05(3)(a) OPERATE W/O VALID LICENSE	2	0	0	0	0	0	0	0	1	0	0	0	0	3
342.15(5) FAILURE TO TRANSFER VEHICLE TITLE	0	0	0	0	0	0	1	0	0	0	0	0	0	1
341.62 DISPLAY FALSE VEHICLE REGISTRATION PLATE	1	0	0	0	0	0	0	0	0	1	0	0	0	2
341.61(2) DISPLAY UNAUTH. VEH. REGISTRATION PLATE	2	1	0	0	0	0	0	1	0	0	0	0	0	4
341.15(3)(A) IMPROPER DISPLAY/PLATES (NO PLATES)	0	0	0	0	1	0	0	0	0	1	0	1	1	3
341.15(2) IMPROPERLY ATTACHED LICENSE PLATES	2	0	0	1	0	0	1	0	0	0	0	0	0	4
341.15(1) FAIL/DISPLAY VEHICLE LICENSE PLATES	4	2	2	1	0	0	0	1	1	1	0	0	0	12
341.03(1) OPERATE AFTER VEH REV/SUSP OF REGISTRATION	1	1	2	1	0	0	0	0	1	0	0	1	1	7
347.09(1)(A) HEADLAMPS-VEHICLES EQUIPED W/2 HEADLAMPS	0	0	0	0	0	0	0	0	0	0	1	1	1	2
347.07(2)(B) OPERATE VEHILCE W/NONRED TAILLIGHTS	1	0	0	0	0	0	2	0	0	0	0	0	0	3

347.07(2)(A) OPERATE VEHICLE W/NONWHITE HEADLIGHTS	0	0	0	1	0	0	0	0	1	0	0	0	2
347.06(3) UNCLEAN/DEFECTIVE LIGHTS OR REFLECTORS	14	20	7	9	4	6	3	4	6	9	3	5	90
347.06(1) OPER W/O REQUIRED LAMP LIGHTED	9	2	3	1	0	6	3	3	2	2	2	4	37
23.33(4)(D) ATV ON ROADWAY	0	0	0	0	0	0	0	1	0	0	0	0	1
346.89(1) INATTENTIVE DRIVING	1	0	0	0	0	0	1	0	0	0	1	0	3
<b>FIELD WARNING Totals</b>	<b>179</b>	<b>124</b>	<b>108</b>	<b>85</b>	<b>57</b>	<b>101</b>	<b>103</b>	<b>72</b>	<b>110</b>	<b>121</b>	<b>49</b>	<b>74</b>	<b>1183</b>
<b>Totals</b>	<b>179</b>	<b>124</b>	<b>108</b>	<b>85</b>	<b>57</b>	<b>101</b>	<b>103</b>	<b>72</b>	<b>110</b>	<b>121</b>	<b>49</b>	<b>74</b>	<b>1183</b>

**Municipal Citations 2021**

	JA N	FE B	MA R	AP R	MA Y	JU N	JU L	AU G	SE P	OC T	NO V	DE C	Total s
<b>ORDINANCE</b>													
10-1-15(I) VISION CLEARANCE AT DRIVEWAY	0	0	0	0	0	0	0	0	1	0	0	0	1
9-7-2 CHRONIC NUISANCES PROHIBITED	0	0	0	0	0	0	0	0	0	1	0	0	1
9-1-4 W/INJ DISORDERLY CONDUCT WITH INJURY	0	1	1	1	0	2	0	0	1	2	0	0	8
9-1-4 W/O INJ DISORDERLY CONDUCT WITHOUT INJURY	5	0	0	2	0	2	2	0	6	5	4	1	27
9-1-2(E)(3) POSSESS ANY ELECTRONIC SMOKING DEVICE UNDER 18	0	0	0	0	1	0	0	0	0	0	0	0	1
9-1-1 947.0125(2)(B) UNLAWFUL USE OF COMPUTERIZED COMMUNICATION- HARRASSMENT	0	0	0	0	1	0	0	0	0	0	0	0	1
9-1-1 947.0125(3)(C) UNLAWFUL USE OF COMPUTERIZED COMMUNICAITON- HARRASSMENT	1	0	0	0	0	0	0	0	1	0	0	1	3
9-2-10(C) CONTRIBUTE TO TRUANCY	1	1	1	0	0	0	0	0	0	0	1	3	7
9-1-3 (2) 120.12(20) SMOKING ON SCHOOL PROPERTY PROHIBITED	0	0	0	0	0	0	0	0	0	0	1	0	1
6-1-1 POSSESSION/CONSUMPT ION BY UNDERAGE	0	0	0	0	1	0	0	0	0	0	0	0	1
9-6-4/OWNERS RESPONSIBILITY OF OWNERS FOR MAINTENANCE/CONTROL	0	0	0	1	0	1	13	4	1	3	1	3	27

INSECTS/RODENTS AND OTHER PESTS													
9-2-13 POSSESSION OF DRUG PARAPHERNALIA	1	0	4	2	2	0	2	0	0	4	2	0	17
9-2-12 POSSESSION OF TETRAHYDROCANNABIN OLS/8 GM OR LESS	2	0	1	1	1	0	3	0	1	5	2	0	16
8-2-4(B) ALL NIGHT PARKING PROHIBITED/WINTER PARKING	2	0	0	0	0	0	0	0	0	0	0	0	2
9-3-4 DESTRUCTION OF NOXIOUS WEEDS	0	0	0	0	0	0	1	0	0	0	0	0	1
6-1-1 125.07(4)(B) UNDERAGE DRINKING-POSSESS/CONSUMES	0	0	0	0	1	1	0	0	1	1	0	0	4
9-2-7 DISORDERLY CONDUCT WITH MOTOR VEHICLE (NOT IN PARK)	1	0	0	1	0	0	0	0	0	0	0	0	2
9-1-2 (A) PURCHASE, POSSESSION OR USE OF TOBACCO PRODUCTS BY PERSON UNDER AGE 18	0	0	0	0	0	0	0	0	0	0	1	0	1
9-1-1 947.012 DISORDERLY CONDUCT WITH TELEPHONE	0	0	0	0	1	1	0	0	0	0	0	0	2
9-1-1 947.01/WO INJ (DO NOT USE) DISORDERLY CONDUCT WITHOUT INJURY	0	2	0	0	0	0	0	0	0	0	0	0	2
9-1-1 947.01/INJ (DO NOT USE) DISORDERLY CONDUCT WITH INJURY	0	1	0	0	0	0	0	0	0	0	0	0	1
9-1-1 946.41 RESISTING OR OBSTRUCTING OFFICER	0	1	0	0	0	0	0	0	0	0	0	0	1
9-1-1 943.50(<\$10) RETAIL THEFT - UNDER \$10	0	0	0	0	0	0	0	0	0	0	3	0	3
9-1-1 943.50(>\$10) RETAIL THEFT - OVER \$10	0	0	0	0	0	0	0	0	0	0	2	0	2
9-1-1 943.20 THEFT	0	2	1	0	0	1	0	0	0	2	1	0	7
9-1-1 943.13 CRIMINAL TRESPASS TO LAND	0	0	0	0	0	0	0	1	1	1	0	0	3
9-1-1 943.01(1) CRIMINAL DAMAGE TO PROPERTY	0	0	0	1	0	0	0	0	0	0	1	0	2
9-2-10(B) HABITUAL TRUANCY	6	5	0	0	0	0	0	0	0	1	1	4	17
9-2-10(A) SIMPLE TRUANCY	2	2	1	0	0	2	0	0	1	0	0	1	9
9-1-1 167.10(3) USE OF FIREWORKS/POSSESSION OF FIREWORKS	0	0	0	0	1	0	0	0	0	0	0	0	1
8-4-1(B) ABANDONMENT OF VEHICLES PROHIBITED	0	0	0	1	1	0	0	3	4	0	1	1	11
6-5-14 HARBORING VICIOUS ANIMALS	0	0	1	0	0	0	1	0	0	0	0	1	3
6-5-8(D) FAILURE TO PAY FOR REDEEMED ANIMAL	1	1	5	0	0	2	1	0	0	0	0	0	10
6-5-7(A)(2)(B) DOG AT LARGE - OFF PREMISE	0	0	2	0	1	0	2	2	0	0	0	0	7
6-5-6 PENALTY FOR FAILURE TO OBTAIN RABIES SHOT	1	0	0	0	0	0	1	0	0	0	0	0	2

6-5-1 DOG LICENSE	3	6	0	0	1	0	1	0	0	1	0	0	12
346.46(1) FAILURE TO STOP FOR STOP SIGN	0	0	0	1	0	0	0	0	0	0	0	0	1
341.15(1) FAIL/DISPLAY VEHICLE LICENSE PLATES	0	0	1	0	0	0	0	0	0	0	0	0	1
<b>ORDINANCE Totals</b>	<b>26</b>	<b>22</b>	<b>18</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>27</b>	<b>10</b>	<b>18</b>	<b>26</b>	<b>21</b>	<b>15</b>	<b>218</b>
<b>Totals</b>	<b>26</b>	<b>22</b>	<b>18</b>	<b>11</b>	<b>12</b>	<b>12</b>	<b>27</b>	<b>10</b>	<b>18</b>	<b>26</b>	<b>21</b>	<b>15</b>	<b>218</b>

**Traffic Citations 2021**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Totals
<b>TRAFFIC</b>													
343.44(1)(b) 013 OPERATING WHILE REVOKED (FORFEITURE)	3	1	1	0	0	0	3	2	0	2	2	1	15
341.04 NON-REGISTRATION OF VEHICLE	0	0	0	0	1	3	1	0	1	0	1	0	7
346.18(3) FAIL/YIELD RIGHT/WAY FROM STOP SIGN	0	0	0	1	0	1	0	0	0	1	0	0	3
346.87 UNSAFE BACKING OF VEHICLE	2	0	0	0	0	0	0	0	0	0	0	0	2
346.57(2) UNREASONABLE AND IMPRUDENT SPEED	0	1	0	1	2	3	0	0	0	1	0	0	8
346.62(2) RECKLESS DRIVING-ENDANGER SAFETY	0	0	1	1	1	0	0	0	0	0	0	0	3
346.37(1)(C)1 001 VIOLATE RED TRAFFIC SIGNAL	0	0	0	0	0	0	0	0	0	2	0	0	2
341.04(1) 001 NON-REGISTRATION OF AUTO, ETC	5	7	4	1	0	1	0	0	1	0	1	0	20
346.57(2) 007 FAILURE TO KEEP VEHICLE UNDER CONTROL	0	0	0	0	0	0	0	0	0	1	0	1	2
346.46 FAIL TO STOP/IMPROPER STOP AT STOP SIGN	0	0	0	0	0	0	0	0	0	0	0	2	2
346.63(1)(A) 001 OPERATING WHILE INTOX (2ND)	0	0	0	0	0	0	0	1	0	0	0	0	1
346.63(1)(B) 019 OPERATING W/PAC (2ND)	1	0	0	0	0	0	0	0	0	0	0	0	1
346.63(1)(A) 002 OPERATING WHILE INTOX (1ST)	0	0	0	0	0	0	0	0	0	0	0	1	1
344.62(2) OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	0	0	1	0	0	0	0	0	0	0	0	0	1

344.62(1) 001 OPERATING MOTOR VEHICLE W/O INSURANCE	7	6	5	1	3	1	0	2	2	2	2	2	33
343.44(1)(a) 004 OPERATING AFTER SUSPENSION (4TH+)	0	1	0	0	1	1	1	0	3	0	1	1	9
343.44(1)(a) 003 OPERATING AFER SUSPENSION (3RD)	1	1	2	1	3	1	0	0	0	0	0	0	9
343.44(1)(a) 002 OPERATING AFTER SUSPENSION (2ND)	2	0	0	1	1	1	0	0	2	1	1	1	10
347.48(4)(AM) AGE 4 < 8 CHILD SAFETY RESTRAINT REQ CHILD AGE 4 YRS BUT UNDER AGE 8	0	0	0	0	0	0	0	1	0	0	0	0	1
347.48(2M)(D) RIDE IN VEHICLE W/O WEARING SEAT BELT	0	0	1	0	0	0	0	0	0	0	0	0	1
346.675(1) 001 VEHICLE OWNER'S LIABILITY FOR FSA	0	0	0	1	0	0	0	0	0	0	0	0	1
343.085(2m)(a)1 PROB LICENSEE OPER CLASS D VEH W/OTHER PERSON IN VEH	1	0	0	0	0	0	0	0	0	0	0	0	1
346.67(1) 004 PROPERTY HIT & RUN - ATTENDED VEHICLE PROPERTY DAMAGE	0	0	0	0	0	0	0	0	1	1	0	1	3
346.63(1)(AM) 001 OPER W/CONTROLLED SUBSTANCE	0	0	1	0	2	1	0	0	0	0	0	0	4
346.04(3) OPERATOR FLEE/ELUDE OFFICER	0	0	0	0	0	1	0	1	0	1	0	0	3
346.935(3) OPEN INTOXICANTS OR NITROUS OXIDE IN MV BY DRIVER	1	0	0	0	0	0	0	0	0	0	0	0	1
347.48(2m)(b) SEATBELT - OPERATOR USE REQUIRED	0	0	4	2	1	0	0	0	0	0	0	0	7
347.26(1) OPTIONAL LIGHTING EQUIP-DARKNESS- LAMPS TO COMPLY W/REQ.	0	1	0	0	0	0	0	0	0	0	0	0	1
347.14(1) OPERATE VEHICLE W/O STOPPING LIGHTS	0	0	0	0	0	0	0	0	0	1	0	0	1
346.80(5) BICYCLE ENTERING HWY/FYR TO MV	0	0	0	0	0	0	0	0	0	1	0	0	1
346.70(1) 001 FAILURE TO NOTIFY POLICE OF ACCIDENT	0	1	0	0	0	0	2	0	1	0	0	0	4
346.69 HIT AND RUN PROPERTY	0	2	1	0	0	0	1	0	0	0	0	0	4

ADJACENT TO HIGHWAY													
346.68 HIT AND RUN-UNATTENDED VEHICLE	0	0	0	0	0	0	0	0	1	1	1	0	3
346.63(1)(B)CIR OWI-OPERATE WITH PAC OVER LEGAL LIMIT	2	2	0	1	1	1	3	2	5	1	1	0	19
346.63(1)(B)ORD OWI - OPERATE WITH PAC OVER LEGAL LIMIT	3	0	4	0	2	2	0	1	0	4	0	0	16
346.57(5) SPEEDING - EXCEEDING ZONED & POSTED LIMIT/HWY CONST	3	2	1	0	5	2	1	2	1	0	0	1	18
346.57(4)(E) SPEEDING 25 MPH HWY CITY/VILLAGE	0	0	2	0	0	2	0	0	0	0	0	1	5
346.46(1) FAILURE TO STOP FOR STOP SIGN	0	1	1	0	1	2	1	1	0	3	0	0	10
346.39(1) FAILURE TO STOP FOR FLASHING RED SIGNAL	1	0	0	0	0	1	0	1	0	0	0	0	3
346.34(1) FAILURE TO SIGNAL TURN/UNSAFE TURN	0	0	0	0	1	0	0	0	0	0	0	0	1
346.19(1) FAIL YIELD RIGHT OF WAY STOP FOR EMERGENCY VEH.	0	0	0	0	0	0	0	0	0	0	1	0	1
346.18(2) FAILURE YIELD RIGHT OF WAY MAKING LEFT TURN	1	0	1	0	0	0	0	0	0	0	0	0	2
346.14(1m) AUTOMOBILE FOLLOWING TOO CLOSELY	0	0	0	1	0	1	0	0	0	0	0	0	2
346.13(3) DEVIATE FROM DESIGNATED LANE	0	0	0	0	0	0	1	0	0	0	0	0	1
346.13(1) UNSAFE LANE DEVIATION	0	1	0	0	0	1	1	1	0	0	1	1	6
346.09(3) PASSING IN NO PASSING ZONE	0	0	0	0	0	0	0	0	0	1	0	0	1
346.09(1) PASSING INTO ONCOMING TRAFFIC	0	0	1	0	0	0	0	0	0	0	0	0	1
346.07(2) UNSAFE CUTTING IN WHEN PASSING	0	0	0	0	0	1	0	0	0	0	0	0	1
346.05(1) OPERATE LEFT OF CENTER LINE	0	0	0	0	0	0	0	0	0	1	0	0	1
346.04(1) FAILURE TO OBEY OFFICER SIGN/SIGNAL	0	0	0	0	0	2	0	0	0	0	0	0	2
343.44(1)(b) OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUST/REFUSAL)	3	2	3	4	0	5	1	4	3	3	3	3	34



343.44(1)(a) 001 OPERATING AFTER SUSPENSION	1	4	4	0	1	0	0	0	1	1	2	0	14
343.43(1)(d) VIOLATE GDL RESTRICTIONS	0	0	0	2	0	0	0	0	0	0	0	0	2
343.05(3)(a) OPERATE W/O VALID LICENSE	8	4	7	2	1	2	4	1	2	1	2	2	36
342.15(2) TRANSFEREE FAIL/APPLY NEW TITLE	0	0	0	0	0	0	0	0	1	0	0	0	1
341.62 DISPLAY FALSE VEHICLE REGISTRATION PLATE	0	1	0	0	0	0	0	0	0	0	0	0	1
341.61(2) DISPLAY UNAUTH. VEH. REGISTRATION PLATE	1	0	0	1	0	0	0	0	0	0	0	0	2
341.03(1) OPERATE AFTER VEH REV/SUSP OF REGISTRATION	1	1	4	0	0	2	0	0	1	2	0	0	11
343.05(3)(b) OPERATE MOTORCYCLE W/O VALID LICENSE	0	0	0	0	1	1	0	0	0	0	0	0	2
347.413(1) NO TAMPERING W/IGNITION INTERLOCK DEVICE	1	1	0	1	0	0	0	0	0	0	2	1	6
346.935(2) OPEN INTOXICANTS IN MOTOR VEHICLE BY PASSENGER/DRIVER	2	1	1	0	0	1	0	1	0	0	0	0	6
346.89(1) INATTENTIVE DRIVING	0	0	1	0	2	1	1	0	0	0	1	0	6
346.63(1)(A) CTY OPERATING A MOTOR VEHICLE WHILE INTOXICATED	1	0	0	0	0	0	0	0	0	0	0	0	1
346.63(1)(A) ORD OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE	2	0	4	0	4	2	0	1	1	4	0	1	19
346.63(1)(A) CIR OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE	3	2	0	0	1	2	3	1	2	1	1	0	16
<b>TRAFFIC Totals</b>	<b>56</b>	<b>43</b>	<b>55</b>	<b>22</b>	<b>35</b>	<b>45</b>	<b>24</b>	<b>23</b>	<b>29</b>	<b>37</b>	<b>23</b>	<b>20</b>	<b>412</b>
<b>Totals</b>	<b>56</b>	<b>43</b>	<b>55</b>	<b>22</b>	<b>35</b>	<b>45</b>	<b>24</b>	<b>23</b>	<b>29</b>	<b>37</b>	<b>23</b>	<b>20</b>	<b>412</b>

### December 2021 Juvenile Arrests

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
947.01(1) 13B	13B   DISORDERLY CONDUCT - SIMPLE ASSAULT	2	2
947.019(1)(C)	13C   TERRORIST THREATS- INTEND TO CAUSE PUBLIC PANIC OR FEAR	1	1
943.01(1)	290   CRIMINAL DAMAGE TO PROPERTY	1	1
9-2-10(A)	90B   SIMPLE TRUANCY	1	1
9-2-10(B)	90B   HABITUAL TRUANCY	4	4
947.01(1) 90C	90C   DISORDERLY CONDUCT - GENERAL	2	2
947.015	90C   BOMB SCARES	1	1
51.15	90Z   EMERGENCY DETENTION/MENTAL HEALTH	1	1
<b>Totals:</b>		<b>13</b>	<b>13</b>

### December 2021 Adult Arrests

Statute	Crime Code and Description	Counts	# of Arrests using Crime Code
940.30	100   FALSE IMPRISONMENT	1	1
940.235(1) FAMILY	13A   IMPEDE BREATHING BY PRESSURE ON THROAT OR NECK/FAMILY	1	1
940.235(1) NON-FAMILY	13A   IMPEDE BREATHING BY PRESSURE ON THROAT OR NECK/ NON-FAMILY	1	1
940.19(1)	13B   BATTERY-SIMPLE	2	2
947.01(1) 13B	13B   DISORDERLY CONDUCT - SIMPLE ASSAULT	2	2
943.20(1)(A)/SHOPLIFTING	23C   THEFT SHOPLIFTING	1	1
943.50(1M)(B) FEL	23C   RETAIL THEFT - INTENTIONALLY TAKE - FELONY	1	1
943.23(2)	240   OVWOC-INTENTIONALLY TAKE & DRIVE	1	1
450.11(7)(H)	35A   POSSESS/ILLEGALLY OBTAINED PRESCRIPTION	1	1
961.41(3G)(AM)	35A   POSSESS NARCOTIC SCH I OR II	1	1
961.41(3G)(G)	35A   POSSESS METHAMPHETAMINE	1	1
961.573(1)	35B   POSSESS DRUG PARAPHERNALIA	3	3
941.20(1)(B)	520   POSSESSION OF FIREARM WHILE INTOXICATED	1	1
9-2-10(C)	90B   CONTRIBUTE TO TRUANCY	3	3
9-1-4 W/O INJ	90C   DISORDERLY CONDUCT WITHOUT INJURY	3	3
947.01(1) 90C	90C   DISORDERLY CONDUCT - GENERAL	6	6
346.63(1)(A) ORD	90D   OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE	2	2
968.075(1)(a)4	90F   DOMESTIC ABUSE - THREAT	1	1
943.14	90J   CRIMINAL TRESPASS TO DWELLING	1	1
51.15	90Z   EMERGENCY DETENTION/MENTAL HEALTH	3	3
6-5-14	90Z   HARBORING VICIOUS ANIMALS	1	1
9-6-4/OWNERS	90Z   RESPONSIBILITY OF OWNERS FOR MAINTENANCE/CONTROL INSECTS/RODENTS AND OTHER PESTS	3	3
946.41(1) OBSTRUCT	90Z   OBSTRUCTING AN OFFICER	1	1
946.41(1) RESIST	90Z   RESISTING AN OFFICER	1	1
946.49(1)(a)	90Z   BAIL JUMPING-MISDEMEANOR	6	5
946.49(1)(b)	90Z   BAIL JUMPING-FELONY	5	3
947.01(1) 90Z	90Z   DISORDERLY CONDUCT - OTHER OFFENSES	1	1
968.09(1)	90Z   WARRANT ON FAILURE TO APPEAR	1	1
973.10	90Z   PROBATION HOLD	4	4
<b>Totals:</b>		<b>59</b>	<b>56</b>

2022 Public Works/WWTP Tracking		2022		2 <span style="border: 1px solid black; padding: 2px;">Section 11, Item C.</span>	
		January	Year-to-Date	January	Year-to-Date
<b>ENGINEERING 2022</b>					
	Landfill Leachate Pumpage (gallons)	592,084	592,084	573,075	573,075
	Precipitation	0.20	0.20	1.60	1.60
	Number of Encumbrance property checks	18	18	20	20
<b>STREET DIVISION 2022 (Manhours)</b>					
	Work for Engineering				
	Shop/Vehicle Maintenance	911	911	476	476
	Street Maintenance	4	4	38	38
	Street Cleaning				
	Street Signs/Painting	51	51	63	63
	Snow & Ice	215	215	227	227
	PT Snowplowers			219	219
	Bridge - maintenance	1	1		
	Old Dump/Landfill/River Sediment				
	17th Street Bridge opening	18		13	13
	Storm Sewers				
	Refuse/Garbage				
	Recycling/Leaf Collection	10	10	27	27
	Weed Cutting				
	Work for Others	31	31	146	146
	Special Events				
	Landfill Maintenance	1			
	Landfill Sampling	1			
	PBS Sewers	7	7	8	8
	Salted Streets	8	8	need #	
	Plowed all city streets	1	1	need #	
	Open 17th Street Bridge	46	46	25	25
<b>WASTEWATER UTILITY 2022</b>					
	Wastewater Treated, Gallons	57,741,000	57,741,000	60,233,300	60,233,300
	MONTHLY AVERAGE: Daily Flow, Gallons	1,863,000	1,863,000	1,943,010	2,320,301
	MONTHLY AVERAGE: Daily BOD, Lbs.	4,466	4,466	4,273	4,156
<b>Plant Discharges (MONTHLY AVERAGE)</b>					
	Biological Oxygen Demand (BOD), mg/l	9.4	9.40	8.90	8.90
	Suspended Solids, mg/l	6.7	6.70	8.00	8.00
	Ammonia, mg/l	0.28	0.28	0.26	0.26
	Phosphorus, mg/l	0.24	0.24	0.46	0.46
	Fecal Coliform, per 100ml	30	30	19	19.00
	pH, Min (6.0)	6.7	6.7	6.8	6.80
	pH, Max (9.0)	7.0	7.0	7	7.00
<b>Chemicals</b>					
	Polymer, Gallons	88	88	88	88
	Ferric Chloride, Gallons	2,620	2,620	2,077	2,077
	Chemical Costs for the month	\$ 10,717.20	\$ 10,717.20	\$ -	\$ -
	Mishicot Payment	\$ 5,439.42	\$ 5,439.42	\$ 5,773.03	\$ 5,773.03
	Emergency call-ins	4	4	3	3

**January 2022 Public Works Narrative Tasks**

**ENGINEERING 2022**

**Lead water services and Sanitary Sewer lateral Replacement**

- New project being bid with let date scheduled for February 23, 2022
- Project includes replacement of 50 lead water services, and adjacent sewer laterals

**Eggers Pond, (near 20th St & East River St)**

- City staff and consultant continue to work on project coordination
- Contract was bid June 2, with Superior Sewer & Water being the low bidder.
- Contractor began excavation work in mid January
- Expect excavation work to continue through February, weather dependent
- Restoration and storm sewer to be installed as weather permits

**Pine Tree Drive Lift Station**

- Project to rehabilitate existing sanitary lift station at 23rd & Pine Tree Drive
- Contract was bid April 29, with Advance Construction being the low bidder
- Contract work scheduled for late February, with about 3 week duration expected.

**17th Street Reconstruction**

- Limits from East Street to Zlatnik Drive, and East Park Street to Jefferson Street
- Project is being bid out, with let date of February 23, 2022
- Project includes reconstruction of street and underground utilities (excluding sewer main from east Street to Zlatnik, as this is lined),
- Electric Dept is looking at costs to convert overhead power to underground facilities

**Pierce Court Drainage**

- Staff is coordinating with consultant on cleaning drainage ditch which drains the Pierce Court area
- Work is planned based on drainage channel siltation, causing water in the channel.

**Shoreline Protection**

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

**Sidewalk Repair**

- Future contract(s) to be bid for additional sidewalk complaint areas, as marked in 2020.
- Staff is responding to additional complaints, for which notices have been sent to affected residents.
- 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 2022**

- 17th St. Bridge Openings ( 46 )
- Christmas Tree Curbside Pickup
- Sanitary Sewer Root Cutting
- Biweekly/Monthly Sewers
- PBS Sewers (7) (6-City Main Was Open /1-City Main Was Blocked)
- Sanitary Sewer Inspections
- Fill Sand Barrels
- Salt Red & Blue Routes (8 times )
- Plow City Streets (1 time )
- Remove Snow From Curb Lines On Windrow Streets / Corners
- Remove Snow /Salt City Walks/City Lots
- HydroVac For Electric Dept. ( 2 times )
- Remove/Replace Broken Floor Tiles In DPW Lunchroom
- Wash/Wax Equipment
- Repair Barricades
- Prep Equipment For Tree Trimming
- Receive Salt Brine From Co. HWY Dept.
- Repair/Replace Traffic Signal Light @ 18th & Washington From Accident
- Repair/Replace Street signs
- Make Specialty Signs For Other Depts.

**WASTEWATER UTILITY 2022**



**Two Rivers  
January 2022**

Prepared By: Patrick Murphy – MEUW Regional Safety Coordinator

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## SAFETY REPORT

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### **ACCOMPLISHMENTS**

**1. Training**

- Situational Awareness 37 attendees

**2. Audits/Inspections**

No Inspections

**3. Compliance/Risk Management**

- Flammable cabinets ordered for DPW, working with team on first aid supplies/vendor

### **GOALS AND OBJECTIVES**

**1. Training**

- Ergonomics and Office safety 2/15

**2. Audits/Inspections**

- Set inspection calendar for 2022

**3. Compliance/Risk Management**

- Continue to promote good investigation and root cause analysis for all incidents
- Pre plan for 2022 objectives

Jan-22 CITY OF TWO RIVERS  
 ULTRAFILTRATION FACILITY MONTHLY OPERATING REPORT

**ULTRAFILTRATION MEMBRANE FACILITY PRODUCTION**

TOTAL PRODUCTION	31,023,390 GAL/MONTH
LESS BACKWASH WATER	4,692,260 GAL/MONTH
WATER TO CITY	26,331,130 GAL/MONTH
MAX. DAILY WATER PRODUCTION	1,154,170 GAL/DAY
MIN. DAILY WATER PRODUCTION	756,830 GAL/DAY
AVERAGE DAILY WATER PRODUCTION	1,000,750 GAL/DAY
TOTAL PRODUCTION	31023390 GAL/MONTH
WATER TO CITY	26331130 GAL/MONTH

**PUMP OPERATION**

**LOWLIFT PUMPS**

1	2	3	
222	282	234	HR/MO
7.16	9.10	7.55	HR/DAY

**HIGHLIFT PUMPS**

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

**USED FOR PRODUCTION ONLY**

**CHEMICAL USAGE**

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

POUNDS USED	PMG	PPM
2007.0	0.08	0.00
3405.5	0.11	0.00
0.0	0.00	0.00
1527.0	0.00	0.00
690.2	0.02	0.00
29 gals	----	----

**RESERVOIR OPERATIONS**

HOURS OF OPERATION  
 PUMP HOURS PER MONTH

HR/MONTH			
PUMP 7	PUMP 8	PUMP 9	TOTAL
336	0	408	744

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

6,918,000	GAL/MONTH
239,000	GAL/DAY
211,000	GAL/DAY
223,161	GAL/DAY

REPORT PREPARED BY

*Garret Wachowski / RB*

DATE

*2/7/2022*

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/02/2021	130572	4 K's Pest Control LLC	Pest control - Library	280-55110-2130	18088	45.00
Total 130572:						45.00
12/02/2021	130573	AECOM Technical Services Inc	Environmental Services	419-53600-2900	2000561067	1,603.16
Total 130573:						1,603.16
12/02/2021	130574	Amazon Business - Debit Memo	Supplies - Maint	100-51600-3500	16QC-R6HK-RL6V	200.57
12/02/2021	130574	Amazon Business - Debit Memo	Supplies - Maint	100-51600-3500	1GRD-X6M4-4Y49	294.59
12/02/2021	130574	Amazon Business - Debit Memo	Supplies - Finance	100-51510-3100	1HH-1HYX-NNMX	226.46
Total 130574:						721.62
12/02/2021	130575	Anthem Blue Cross Blue Shield-Debit Me	Health Insurance Premiums for Dec 202	100-16300	000759989D	156,179.82
Total 130575:						156,179.82
12/02/2021	130576	B&M Waste Service Inc	Portable Restroom Rental 11/13/21-12/1	100-55200-2900	165164	80.00
Total 130576:						80.00
12/02/2021	130577	Badgerland Aggregates LLC	Sand - PWD	100-53330-3900	12332	619.78
Total 130577:						619.78
12/02/2021	130578	Barner, Shirley	Energy Star Rebate - Dehumidifier	660-29253	11/18/2021	15.00
Total 130578:						15.00
12/02/2021	130579	Bell Lumber & Pole Co	Poles-Elec	660-19154	INV-005940	14,763.00
Total 130579:						14,763.00
12/02/2021	130580	Bellin Health	CPR Cards	455-52200-3900	MB7189	180.00
Total 130580:						180.00
12/02/2021	130581	City of Two Rivers Petty Cash	Replenish Petty Cash Check Book	806-52100-2105	11/22/2021	1,460.95

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130581:						1,460.95
12/02/2021	130582	CliftonLarsonAllen LLP	Progress Billing/Dec 2021 Audit	100-51510-2110	3075663	3,675.00
Total 130582:						3,675.00
12/02/2021	130583	Core & Main LP	Supplies - Wtr	650-19154	P431706	1,170.00
12/02/2021	130583	Core & Main LP	Supplies - Wtr	650-59675-3900	P784132	474.00
Total 130583:						1,644.00
12/02/2021	130584	Delta Dental of Wisconsin	Delta Premiums - December 2021	100-21532	1684772	4,578.63
Total 130584:						4,578.63
12/02/2021	130585	DOA/Division of Energy	Refund of Public Benefits Program Paym	660-21131	11/18/2021	134.16
Total 130585:						134.16
12/02/2021	130586	Elster Solutions LLC	Meters - Elec	660-19370	5258120870	14,400.00
Total 130586:						14,400.00
12/03/2021	130587	Employee Benefits Corp	BESTFlex Premium / Renewal Fee	500-51510-2900	3437012	.00
Total 130587:						.00
12/02/2021	130588	Fox Valley Technical College	LE Admin Professional Class	100-52115-2920	TPB0000674665	178.00
Total 130588:						178.00
12/02/2021	130589	Frank's Radio Service Inc.	Battery - FD	100-52210-2410	119653	38.66
Total 130589:						38.66
12/02/2021	130590	Frontier	Telephone - Wtr	650-59661-2200	5741; 11/21	85.62
Total 130590:						85.62
12/02/2021	130591	Gasvoda & Associates Inc.	Wtr Tower Mixer Replacement - Wtr	650-59672-2900	58604	2,450.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130591:						2,450.00
12/02/2021	130592	Hawkins Inc	Chemicals - Wtr	650-59641-3910	6067221	1,140.60
Total 130592:						1,140.60
12/02/2021	130593	Heartland Business Systems LLC	Labtech Agent Software Nov 2021 - Oct	100-51450-2130	481261-H	30.00
Total 130593:						30.00
12/02/2021	130594	IDEXX Distribution Inc.	Supplies - Wtr	650-59642-3900	3095620088	277.40
12/02/2021	130594	IDEXX Distribution Inc.	Supplies - Wtr	650-59642-3900	3095620089	1,108.34
Total 130594:						1,385.74
12/02/2021	130595	Itron Inc	Hardware & Software Maintenance	690-59840-3900	606210	3,302.33
Total 130595:						3,302.33
12/02/2021	130596	James Imaging Systems	Contract R113705-01 - Coverage Period	100-55140-3100	1130211	156.98
12/02/2021	130596	James Imaging Systems	Contract R113706-01 - Coverage Period	100-53100-3100	1130212	391.42
12/02/2021	130596	James Imaging Systems	Contract R113707-01 - Coverage Period	100-55140-3100	1130231	1,518.10
Total 130596:						2,066.50
12/02/2021	130597	JF Ahern Co	Fire Equipment Inspections-WWTP	690-59834-2900	470940	146.40
12/02/2021	130597	JF Ahern Co	Fire Equipment Inspections-Library	280-55110-2130	470950	70.65
Total 130597:						217.05
12/02/2021	130598	John Fabick Tractor Company	CREDIT - Snow Return	100-16120	PIGB0059698 12.17.20	69.57-
12/02/2021	130598	John Fabick Tractor Company	Snow Supplies - DPW	100-53330-3900	PIGB0105233 10.19.21	800.00
12/02/2021	130598	John Fabick Tractor Company	Snow Supplies - DPW	100-53330-3900	PIGB0105449 10.20.21	501.48
12/02/2021	130598	John Fabick Tractor Company	Snow Supplies - DPW	100-53330-3900	PIGB0105657 10.21.21	721.62
12/02/2021	130598	John Fabick Tractor Company	Snow Supplies - DPW	100-53330-3900	PIGB0105918 10.23.21	220.14
12/02/2021	130598	John Fabick Tractor Company	Snow Supplies - DPW	100-53330-3900	PIGB0106099 10.25.21	1,100.70
12/02/2021	130598	John Fabick Tractor Company	Snow supplies - DPW	100-53330-3900	PIGB0106673 10.28.21	282.92
12/02/2021	130598	John Fabick Tractor Company	Snow Supplies - DPW	100-53330-3900	PIGB0106899 10.29.21	707.30
12/02/2021	130598	John Fabick Tractor Company	CREDIT - Snow Return	100-53330-3900	PIGB0107734 11.04.21	800.00-
12/02/2021	130598	John Fabick Tractor Company	CREDIT - Snow Return	100-53330-3900	PIGB0108138 11.8.21	1,540.98-

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130598:						1,923.61
12/02/2021	130599	Luisier Plumbing Inc	Plumbing Repairs - City Hall	100-51600-3500	25753	1,180.03
Total 130599:						1,180.03
12/02/2021	130600	Malley Printing Co	Tree Trimming Letters - Elec	660-59593-2900	28863	1,372.82
Total 130600:						1,372.82
12/02/2021	130601	Mammoth Construction LLC	Public Lateral Replacement - 1806 Adam	650-19107	1059	6,310.00
Total 130601:						6,310.00
12/02/2021	130602	Manitowoc Co Register Of Deeds	October Charges (Patsy's Mobile Mart)	290-56700-2900	NOVEMBER 10, 2021	63.00
Total 130602:						63.00
12/02/2021	130603	Manitowoc Disposal Inc	Recycling & Refuse Collect 11/13/2021-1	640-53620-2900	11/13/2021-11/26/2021	14,440.86
Total 130603:						14,440.86
12/02/2021	130604	Maris Associates	ANF-Lib	280-55111-3400	1590	154.66
Total 130604:						154.66
12/02/2021	130605	MBM	Meter Charge 6/29/21-7/28/21	100-55300-2910	IN2851568	7.29
12/02/2021	130605	MBM	Meter Charge 7/1/2021-7/31/2021	100-51420-3100	IN2859805	328.41
Total 130605:						335.70
12/02/2021	130606	McMahon Associates Inc	Ecological Services - Carron Pond	680-59750-2900	924728	428.95
Total 130606:						428.95
12/02/2021	130607	Moore, Amanda	Energy Star Rebate - Refrigerator/Freez	660-29253	11/18/2021	30.00
Total 130607:						30.00
12/02/2021	130608	North Central Laboratories	Supplies-WTP	690-59820-3900	462581	104.94

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130608:						104.94
12/02/2021	130609	Northern Lake Service Inc	Testing - WWTP	690-59820-2900	409778	594.40
12/02/2021	130609	Northern Lake Service Inc	Testing - WWTP	690-59820-2900	410029	1,146.20
12/02/2021	130609	Northern Lake Service Inc	Testing - WWTP	690-59820-2900	410236	360.50
12/02/2021	130609	Northern Lake Service Inc	Testing - Wtr	650-59642-2900	410343	47.00
Total 130609:						2,148.10
12/02/2021	130610	Ohm, Austin Gregory	Neshotah Beach Mural (50%)	100-55300-2900	11/29/2021	1,500.00
Total 130610:						1,500.00
12/02/2021	130611	OpenPoint LLC	OpenPoint Subscription - Dec 2021	660-59923-2403	1206	2,350.00
Total 130611:						2,350.00
12/02/2021	130612	Preferred Controls Inc.	Supplies - Wtr	650-59643-3900	4217	6,005.19
Total 130612:						6,005.19
12/02/2021	130613	Quadient Finance USA, inc.	Postage	100-16210	CLOSING DATE 11/23/21	6,040.43
Total 130613:						6,040.43
12/02/2021	130614	Recreation Dept - Petty Cash	Petty cash reimbursement-Rec	100-55300-3900	NOVEMBER 30, 2021	5.00
Total 130614:						5.00
12/02/2021	130615	RESCO	Supplies-Elec	660-59593-3900	840327-01	216.58
12/02/2021	130615	RESCO	Supplies-Elec	660-19154	844104-00	3,322.50
Total 130615:						3,539.08
12/02/2021	130616	Schaus Roofing/Mechanical	Inspect & Clean Boiler - P & R	100-55140-2900	SD3362	356.50
Total 130616:						356.50
12/02/2021	130617	Schroeder Bros Co	Patches Sewn On - PD	100-52115-3850	94016	12.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130617:						12.00
12/02/2021	130618	Steve's Scope Mounting & More	Winchester Defender Shotgun - PD	461-52100-8150	642879	298.00
Total 130618:						298.00
12/02/2021	130619	Transcendent Technologies	Ascent Land Records Software (Paymen	459-51600-8170	M4903	4,725.00
Total 130619:						4,725.00
12/02/2021	130620	Two Rivers Municipal Utilities	19th Street	417-56700-2900	010-00008329-01;11/21	9.78
12/02/2021	130620	Two Rivers Municipal Utilities	2023 Washington Street	417-56700-2900	011-00002751-09;11/21	17.25
Total 130620:						27.03
12/02/2021	130621	U.S. Postal Service	First class presort fee-Permit 11	100-51900-3110	NOVEMBER 20, 2021	265.00
Total 130621:						265.00
12/02/2021	130622	Vanderveren, Sally A	November 2021 Services	100-51530-2130	1121	3,733.33
Total 130622:						3,733.33
12/02/2021	130623	WEX Bank	Gasoline	250-55150-3900	75775202	7,519.89
Total 130623:						7,519.89
12/02/2021	130624	WI DATCP	Lab Water Test Fee - Wtr	650-59930-3210	5637381947	408.00
Total 130624:						408.00
12/02/2021	130625	Wisc Elevator Inspection Inc	Annual inspection-Elec	660-59598-2900	15691	95.00
Total 130625:						95.00
12/02/2021	130626	Wisconsin Media	Liquor License	100-51420-3220	0004194130	348.83
Total 130626:						348.83
12/02/2021	130627	Wisconsin Public Service	FIRE DEPT	100-52200-2220	0401271669-03;11/21	447.82

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/02/2021	130627	Wisconsin Public Service	1300 35th Street - Rec	100-55400-2220	0401271669-07;11/21	74.27
12/02/2021	130627	Wisconsin Public Service	3801 Mishicot Rd.	100-54910-2220	0401271669-09;11/21	119.30
12/02/2021	130627	Wisconsin Public Service	WARM BLDG	100-55200-2220	0401271669-12;11/21	27.62
12/02/2021	130627	Wisconsin Public Service	LIBRARY	280-55110-2220	0401271669-23;11/21	670.57
12/02/2021	130627	Wisconsin Public Service	CITY HALL	100-51600-2220	0401271669-24;11/21	1,434.49
12/02/2021	130627	Wisconsin Public Service	1401 Lake Street	660-49390	0401271669-35;11/21	4,942.37
12/02/2021	130627	Wisconsin Public Service	PAVILLION	100-55200-2220	0401271669-42;11/21	38.90
Total 130627:						7,755.34
12/09/2021	130628	4 K's Pest Control LLC	Pest control - Sr. Center	100-55140-2900	18089	45.00
Total 130628:						45.00
12/09/2021	130629	ADRC of the Lakeshore	Nov 2021 donations - Sr Ctr	250-23150	NOVEMBER, 2021	687.00
Total 130629:						687.00
12/09/2021	130630	AnSer Services	After hours answering service-Elec & Wtr	650-59665-2900	6502-120121	200.00
Total 130630:						200.00
12/09/2021	130631	Aurora Health Care	Drug Screens	660-59923-2900	1305683	50.00
Total 130631:						50.00
12/09/2021	130632	B&D Water Meter Testing/Repair	Testing Large Meter-Wtr	650-59676-2900	11321	988.00
Total 130632:						988.00
12/09/2021	130633	Basken, Rick	Refund of credit balance	660-21130	12/1/2021	29.20
Total 130633:						29.20
12/09/2021	130634	BD LeClair LLC	Credit Balance Refund	650-21130	12/1/2021	361.52
Total 130634:						361.52
12/09/2021	130635	Blue Lake Plastics LLC	Ice Rink Supplies- Rec	100-55300-3900	28890	505.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130635:						505.00
12/09/2021	130636	Boyle Fredrickson S.C.	Trademark Copyright Filings re: Logo	258-56700-2910	549285	2,770.00
12/09/2021	130636	Boyle Fredrickson S.C.	Trademark Copyright Filings re: Logo	258-56700-2910	549286	2,859.00
12/09/2021	130636	Boyle Fredrickson S.C.	Trademark Copyright Filings re: Logo	258-56700-2910	549287	3,210.00
12/09/2021	130636	Boyle Fredrickson S.C.	Trademark Copyright Filings re: Logo	258-56700-2910	549288	3,399.00
Total 130636:						12,238.00
12/09/2021	130637	Braun Building Center	CREDIT/RETURN - DPW	100-16120	BB073997101	181.74-
12/09/2021	130637	Braun Building Center	Lumber - DPW	100-16120	BB074148103	235.37
Total 130637:						53.63
12/09/2021	130638	Buelow Vetter Buikema Olson & Vliet LL	Fire Dept. Personnel Matter	100-51410-2130	STATEMENT 1, ACCOUNT	1,547.50
12/09/2021	130638	Buelow Vetter Buikema Olson & Vliet LL	Personnel Matters	100-51410-2130	STATEMENT 131, ACCT 3	850.00
12/09/2021	130638	Buelow Vetter Buikema Olson & Vliet LL	Personnel Matters	100-51410-2130	STATEMENT 134, ACCT 3	137.50
12/09/2021	130638	Buelow Vetter Buikema Olson & Vliet LL	Personnel Matters	100-51410-2130	STATEMENT 135, ACCT 3	1,650.00
12/09/2021	130638	Buelow Vetter Buikema Olson & Vliet LL	Personnel Matters	100-51410-2130	STATEMENT 136, ACCT 3	4,804.00
12/09/2021	130638	Buelow Vetter Buikema Olson & Vliet LL	Fire Dept. Personnel Matter	100-51410-2130	STATEMENT 3, ACCOUNT	3,590.00
Total 130638:						12,579.00
12/09/2021	130639	Cawley Company	Signage - Library	280-55110-2130	V812551	91.66
Total 130639:						91.66
12/09/2021	130640	City of Two Rivers Petty Cash	Replenish Petty Cash Check Book	805-52100-2100	12/08/2021	21,429.39
Total 130640:						21,429.39
12/09/2021	130641	Core & Main LP	Supplies - Wtr	650-19154	P984266	399.97
Total 130641:						399.97
12/09/2021	130642	DeBruyn, Don	Solar Credit Refund	660-21130	12/1/2021	55.70
Total 130642:						55.70
12/09/2021	130643	Diamond Business Graphics	AP checks-Fin	100-51510-3100	202539	260.34

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130643:						260.34
12/09/2021	130644	Dorner Company	Supplies - Wtr	650-19333	159826-IN	8,728.17
Total 130644:						8,728.17
12/09/2021	130645	Employee Benefits Corp	BESTFlex Premium / Renewal Fee	500-51510-2900	3437012 11.15.21	250.00
Total 130645:						250.00
12/09/2021	130646	Erickson Sports Apparel	Logowear	258-56700-3901	102706	2,596.00
Total 130646:						2,596.00
12/09/2021	130647	Everest Emergency Vehicles Inc.	2011 Braun Type-1 Ambulance/Ford F-45	455-52200-8160	Q00391	50,000.00
Total 130647:						50,000.00
12/09/2021	130648	Fehrman, Donna	Refund - Christmas Pickleball	100-46720	12/06/2021	25.00
Total 130648:						25.00
12/09/2021	130649	Ferguson Waterworks LLC	CO2 Tanks - Wtr	650-59675-3900	6356981	114.19
Total 130649:						114.19
12/09/2021	130650	Frontier	Telephone - Wtr	650-59661-2200	0443;11/21	52.70
Total 130650:						52.70
12/09/2021	130651	General Code	Municipal Code Update #4	100-51410-2130	PG000027089	1,117.04
Total 130651:						1,117.04
12/09/2021	130652	GFL Environmental	Services 11/01/21-11/30/21 - WWTP	690-59820-2900	U30000040931	238.70
Total 130652:						238.70
12/09/2021	130653	Grainger	Supplies - WWTP	690-59820-3900	9117907791	48.76
12/09/2021	130653	Grainger	Supplies - WWTP	690-59820-3900	9122779755	70.21

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130653:						118.97
12/09/2021	130654	Hawkins Inc	Chemicals - Wtr	650-59641-3910	6059027	2,933.98
12/09/2021	130654	Hawkins Inc	Supplies-Wtr	650-59641-3900	6061487	396.70
Total 130654:						3,330.68
12/09/2021	130655	Hinze, Jeffrey	Credit balance refund	660-21130	12/1/2021	183.43
Total 130655:						183.43
12/09/2021	130656	Jacquart, Timothy	Energy Star Partners Rebate-Clothes Wa	660-29253	12/2/2021	30.00
Total 130656:						30.00
12/09/2021	130657	Jerrys Transmission Service Inc	Parts - Fire Dept.	100-52210-2410	STATEMENT 11/19/2021	231.87
Total 130657:						231.87
12/09/2021	130658	JF Ahern Co	Fire Equipment Inspections-Rec	100-54910-2900	465011	143.00
Total 130658:						143.00
12/09/2021	130659	Kaat's Water Conditioning Inc	Bottled water, 6303 Riverview Dr - 12/01/	419-53600-2900	11/30/2021	81.55
Total 130659:						81.55
12/09/2021	130660	Kelso, John	Energy Star Rebate - Dishwasher, Clothe	660-29253	12/8/2021	75.00
Total 130660:						75.00
12/09/2021	130661	Krizek, Ron	Energy Star Rebate - Dishwasher	660-29253	12/6/2021	25.00
Total 130661:						25.00
12/09/2021	130662	Kulpa Jr, Frank	Solar Credit Fund	660-21130	12/1/2021	103.10
Total 130662:						103.10
12/09/2021	130663	Lemke, Susan	Refund - Christmas Pickleball	100-46720	12/03/2021	25.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130663:						25.00
12/09/2021	130664	Malley Printing Co	Envelopes - Assessing	100-51530-3100	28602	58.00
12/09/2021	130664	Malley Printing Co	Tax Bills & Envelopes - Fin	100-51510-3100	28904	887.00
Total 130664:						945.00
12/09/2021	130665	Mammoth Construction LLC	Public Lateral Replacement - 1912 Roge	690-19107	1226	11,725.00
12/09/2021	130665	Mammoth Construction LLC	Replace Curb Stop - 2810 Memorial Driv	650-59675-2900	1231	2,422.80
Total 130665:						14,147.80
12/09/2021	130666	Manitowoc County Treasurer	County Jail & Driver Improvement Surch	100-21125	12/08/2021	765.96
Total 130666:						765.96
12/09/2021	130667	Manitowoc Public Utilities	Service - 5000 Memorial Dr.	650-59602-2900	11/30/2021	636.96
Total 130667:						636.96
12/09/2021	130668	Manitowoc Trophy	Plaques - PD	100-52100-2900	40117	111.00
Total 130668:						111.00
12/09/2021	130669	Marco	Service - Lib	280-55110-2130	30586663	529.09
Total 130669:						529.09
12/09/2021	130670	McMahon Associates Inc	Environmental Investigation	680-19107	924861	4,414.27
12/09/2021	130670	McMahon Associates Inc	Energy Management	680-59770-2900	924862	576.00
Total 130670:						4,990.27
12/09/2021	130671	Mid-American Research Chemical	Supplies-Rec	100-54910-3900	0744585-IN	340.51
Total 130671:						340.51
12/09/2021	130672	Mishicot School District	Restitution Rec'd by the Court - Case #Q	100-21125	12/07/21	75.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130672:						75.00
12/09/2021	130673	Mtwc Area Visitor/Conv Bureau	Portion of room tax collected - October 2	259-56700-2900	OCTOBER 2021	14,420.48
Total 130673:						14,420.48
12/09/2021	130674	Neilson, Jody	Refund - Christmas Pickleball	100-46720	12/03/2021	25.00
Total 130674:						25.00
12/09/2021	130675	Payment Service Network	Service 11/1/2021-11/30/2021	690-59840-3900	248688	7.95
Total 130675:						7.95
12/09/2021	130676	Postmaster	2022 Box Renewal Fee	100-51900-3110	2022 PO BOX FEE	210.00
Total 130676:						210.00
12/09/2021	130677	R&J Fricke Inc	Concrete - DPW	100-16120	12136	407.00
12/09/2021	130677	R&J Fricke Inc	Concrete - DPW	100-16120	12137	754.60
Total 130677:						1,161.60
12/09/2021	130678	Sedlacek, John	Driver Tip - Christmas Stars	250-55150-3300	12/03/2021	92.00
Total 130678:						92.00
12/09/2021	130679	Sprang, Kevin	Roping & Brush	100-55300-3900	830039	138.75
12/09/2021	130679	Sprang, Kevin	Roping & Wreath -Rec	100-55140-3500	830040	205.00
Total 130679:						343.75
12/09/2021	130680	State of Wisconsin	Nov 2021 penalty surcharges	100-21125	12/02/2021	2,660.36
Total 130680:						2,660.36
12/09/2021	130681	Superior Chemical Corp	Supplies-WWTP	690-59820-3900	320102	88.54
12/09/2021	130681	Superior Chemical Corp	Supplies-WWTP	690-59820-3900	320103	144.91

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130681:						233.45
12/09/2021	130682	Treetop Products Inc.	Information Kiosks - Main Street	258-56700-2910	SOTRE84836	3,964.85
Total 130682:						3,964.85
12/09/2021	130683	Truck Equipment Inc	Parts-PD	461-52100-8150	960087-00	5,591.00
Total 130683:						5,591.00
12/09/2021	130684	Two Rivers Main Street Inc.	City Share/Downtown Grants	290-56700-7530	1638	1,750.00
Total 130684:						1,750.00
12/10/2021	130685	U.S. Army Corps of Engineer	Seawall Connection - Eng	680-59770-2900	12/7/2021	.00
Total 130685:						.00
12/09/2021	130686	Vacuum Pump & Compressor Inc	Supplies-WWTP	690-59833-3900	108187-00	5,176.89
Total 130686:						5,176.89
12/09/2021	130687	Victor Taddy & Sons	Remove/Replace 1 Piece Public Sidewal	451-53300-8750	11/26/2021	240.50
Total 130687:						240.50
12/09/2021	130688	Village of Mishicot Treasurer	Nov 2021 Municipal Court Forfeitures	100-21125	12/08/2021	712.10
Total 130688:						712.10
12/09/2021	130689	Vorpahl Fire & Safety	Safety Glasses - Elec	660-59588-3900	215326184	19.12
Total 130689:						19.12
12/09/2021	130690	Wells Fargo Financial Leasing	Copier Charges - 11/21/21-12/20/21	100-53200-5310	5017818720	2,700.00
Total 130690:						2,700.00
12/09/2021	130691	West & Dunn LLC	Legal - General Matters	100-51340-2120	4006	5,843.05
12/09/2021	130691	West & Dunn LLC	Legal - Code Enforcement Matter	100-51340-2120	4007	500.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130691:						6,343.05
12/09/2021	130692	Wisconsin Public Service	RESEVOIR	650-59661-2220	0401271669-02;12/21	43.74
12/09/2021	130692	Wisconsin Public Service	1520 17TH ST - Rec	100-55140-2220	0401271669-04; 11/21	1,730.76
12/09/2021	130692	Wisconsin Public Service	CEMETERY	100-54910-2220	0401271669-05;11/21	41.67
12/09/2021	130692	Wisconsin Public Service	1916 COLUMBUS ST - Elec	660-59588-2220	0401271669-10;11/21	185.00
12/09/2021	130692	Wisconsin Public Service	SOUTH TWR	650-59661-2220	0401271669-25;12/21	45.65
12/09/2021	130692	Wisconsin Public Service	EAST TWR	650-59661-2220	0401271669-26;12/21	44.90
12/09/2021	130692	Wisconsin Public Service	Bridge Bldg - Engineering	100-53341-2220	0401271669-30;11/21	82.62
12/09/2021	130692	Wisconsin Public Service	FILTER PLANT	650-59643-2220	0401271669-33;12/21	1,607.60
12/09/2021	130692	Wisconsin Public Service	GENERATOR	660-59588-2220	0401271669-38;12/21	17.33
12/09/2021	130692	Wisconsin Public Service	606 PARKWAY BLVD (PARAGON)	290-56700-2901	0401271669-44; 11/21	619.17
Total 130692:						4,418.44
12/09/2021	130693	Woodland Dunes Nature Center	Solar Credit Refund	660-21130	12/1/2021	108.80
Total 130693:						108.80
12/16/2021	130694	Airgas USA LLC	Cylinder Rent - DPW	100-53200-2900	9984123851	283.57
Total 130694:						283.57
12/16/2021	130695	Amazon Business - Debit Memo	Supplies-DPW	100-53200-3900	14R1-NCN6-QRK7	269.92
12/16/2021	130695	Amazon Business - Debit Memo	Supplies - P & R	100-54910-3100	1FN1-KTV6-PW93	59.78
12/16/2021	130695	Amazon Business - Debit Memo	Supplies - Finance	100-51510-3100	1L6H-X6KY-PQXV	93.03
12/16/2021	130695	Amazon Business - Debit Memo	Supplies-Inspections	100-51600-3500	1VVV-ND1L-NHYV	109.94
Total 130695:						532.67
12/16/2021	130696	Ascent Consulting LLC	Individual Wellness Sessions - In Person	100-52100-2101	21-032	150.00
Total 130696:						150.00
12/16/2021	130697	Ball Auto & Truck Parts Inc	supplies - WWTP	690-59833-3900	243062	147.99
12/16/2021	130697	Ball Auto & Truck Parts Inc	Lamp-Rec	100-55140-2410	244253	12.99
Total 130697:						160.98
12/16/2021	130698	Becker, Joy	Refund of credit balance, overpayment S	660-21130	12/13/2021	119.21

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130698:						119.21
12/16/2021	130699	Book Page	Aper-Lib	280-55111-3230	S57135	588.00
Total 130699:						588.00
12/16/2021	130700	BottomLine Personal	Subscription - 24 Issues	280-55111-3230	REF NO. BH15R	39.00
Total 130700:						39.00
12/16/2021	130701	Boyle Fredrickson S.C.	Trademark Logos-CM	258-56700-2910	NOVEMBER 19, 2021	1,836.00
Total 130701:						1,836.00
12/16/2021	130702	Cawley Company	Bench Name Plate (Cisler)	100-23111	V813160	123.00
Total 130702:						123.00
12/16/2021	130703	Center Point Large Print	Alp-Lib	280-55111-3430	1895313	43.74
12/16/2021	130703	Center Point Large Print	Alp-Lib	280-55111-3430	1899274	167.19
Total 130703:						210.93
12/16/2021	130704	Central Wisconsin Window Cleaning	Window Cleaning-CH	100-51600-3500	73053790	880.00
Total 130704:						880.00
12/16/2021	130705	Chamber of Manitowoc County	Non dues REvenue	100-51410-3210	16042V	50.00
Total 130705:						50.00
12/16/2021	130706	City Of Manitowoc	2021 Lakeshore Humane Society Stray	100-52115-2903	0312255	9,019.50
Total 130706:						9,019.50
12/16/2021	130707	City of Two Rivers Petty Cash	Replenish Petty Cash Check Book	800-21130	12/14/2021	4,346.02
Total 130707:						4,346.02
12/16/2021	130708	Collins Engineers Inc	Underwater inspection of RR bridge	100-53341-2900	50736	4,000.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/16/2021	130708	Collins Engineers Inc	Underwater inspections of hwy/Street bri	100-53341-2900	50739	8,729.00
Total 130708:						12,729.00
12/16/2021	130709	Cool City Cleaners Inc	Towels/Mops- WTP	690-59820-2900	103313	70.00
Total 130709:						70.00
12/16/2021	130710	Country Visions Cooperative	Diesel inventory - DPW	100-16120	STATEMENT 11/30/2021	6,233.10
Total 130710:						6,233.10
12/16/2021	130711	Cretton Enterprises Inc	Nov 2021 Services- Lib	280-55110-3560	10328	2,603.00
Total 130711:						2,603.00
12/16/2021	130712	CTW Corporation	Reservoir-Inspect VFD Failure - Elec	650-59672-2900	40296	7,819.00
Total 130712:						7,819.00
12/16/2021	130713	Erickson Sports Apparel	Logowear	258-56700-3901	102710	2,094.00
Total 130713:						2,094.00
12/16/2021	130714	ESO Solutions Inc.	Software - FD	100-16300	ESO-66064	2,184.05
Total 130714:						2,184.05
12/16/2021	130715	ESRI Inc.	GIS Maintenance & License - Eng.	690-59831-2900	94149405	1,150.00
Total 130715:						1,150.00
12/16/2021	130716	Fastenal	Supplies - Elec	660-59921-3900	WIMAN284077	900.69
12/16/2021	130716	Fastenal	Supplies-Wtr	650-59643-3900	WIMAN284078	229.01
Total 130716:						1,129.70
12/16/2021	130717	Fencil, Patrick	Partial Refund-Horseshoe Shelter	100-29410	RECEIPT # 22971	31.50
12/16/2021	130717	Fencil, Patrick	Partial Refund-Shelter Rental	100-29410	RECEIPT # 22972	31.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130717:						63.00
12/16/2021	130718	Fire & Ind Response Enterprises LLC	Training - PD	461-52100-2900	1423	10,200.00
Total 130718:						10,200.00
12/16/2021	130719	Fire Dept Petty Cash	Petty cash reimbursement	100-52210-2410	12/14/2021	117.96
Total 130719:						117.96
12/16/2021	130720	Grainger	Supplies-WTP	690-59820-3900	9137190337	35.98
12/16/2021	130720	Grainger	Supplies - WWTP	690-59820-3900	9138020277	74.38
Total 130720:						110.36
12/16/2021	130721	Hach Company	Automatic Cleaning Module - Wtr	650-59642-3900	12768673	950.16
Total 130721:						950.16
12/16/2021	130722	HydroCorp	Cross Connection Control Prog - Nov 20	650-59664-2900	0064785-IN	3,138.00
Total 130722:						3,138.00
12/16/2021	130723	K & S Tire Recycling Inc.	Tire Pick-up - DPW	100-53200-2900	109887A	44.00
Total 130723:						44.00
12/16/2021	130724	Klein, Patricia Ann	Simply Seniors Exercise Class - 11/1/202	100-55300-2900	12/14/2021	84.60
Total 130724:						84.60
12/16/2021	130725	KPS Homes Inc.	Shed rental-PW	100-53330-2900	11/26/21 - PUBLIC WORK	1,700.00
Total 130725:						1,700.00
12/16/2021	130726	Malley Printing Co	Office supplies - DPW	100-53200-3100	28441	58.00
12/16/2021	130726	Malley Printing Co	Envelopes-Ec Dev	100-52400-3100	28660	53.00
Total 130726:						111.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/16/2021	130727	Manitowoc Co Register Of Deeds	#1244038 Warranty Deed	202-56700-2900	12/2/2021	30.00
12/16/2021	130727	Manitowoc Co Register Of Deeds	Deed/Permit Recordings-EC Dev	291-56700-3220	DECEMBER 2, 2021	180.00
Total 130727:						210.00
12/16/2021	130728	Manitowoc Disposal Inc	Recycling & Refuse Collect 11/27/2021-1	640-53620-2900	12/16/2021	14,440.86
Total 130728:						14,440.86
12/16/2021	130729	Manitowoc Public Library	Lost Item Payment - Lib	280-55110-2130	12/10/2021	30.00
Total 130729:						30.00
12/16/2021	130730	Manitowoc Public Utilities	2124 Woodland Dr-WTP	690-59820-2210	106902;11/21	25.82
Total 130730:						25.82
12/16/2021	130731	Martin Systems Inc	Alarm Monitoring Fee-Rec	100-55140-2900	226051	359.40
Total 130731:						359.40
12/16/2021	130732	McMahon Associates Inc	Ecological Services - Sandy Bay Highlan	680-59750-2900	925024	845.00
Total 130732:						845.00
12/16/2021	130733	NEWSC	2022 Membership Dues	680-59770-2900	2406	1,820.00
Total 130733:						1,820.00
12/16/2021	130734	North Central Laboratories	Supplies-WWTP	690-59820-3900	463045	970.33
Total 130734:						970.33
12/16/2021	130735	Office Depot	Supplies - Customer Service	690-59840-3900	206135706002	9.68
Total 130735:						9.68
12/16/2021	130736	OSI Environmental Inc	Oil recycling-DPW	100-53200-2900	4021634	75.00
Total 130736:						75.00



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/16/2021	130737	Otte-Meyer, Erin	Energy Star Rebate - Clothes Washer	660-29253	12/10/2021	30.00
Total 130737:						30.00
12/16/2021	130738	Pace Analytical	November landfill sampling analysis	419-53600-2900	2140110239	2,839.00
Total 130738:						2,839.00
12/16/2021	130739	Parkitecture & Planning LLC	Two Rivers Splashpad Schematic Design	454-55400-2900	ACCT 21.017, INV. 3	2,478.00
Total 130739:						2,478.00
12/16/2021	130740	Personnel Evaluation Inc	Service 11/1/21-11/30/21 - PD	100-52120-2142	42464	20.00
Total 130740:						20.00
12/16/2021	130741	PrecisionChem LLC	Boiler Treatment - Rec	100-55140-3500	15142	360.38
Total 130741:						360.38
12/16/2021	130742	Prompt Printing Center	Garbage stickers - Cust Serv	640-53620-3900	34805	1,080.00
Total 130742:						1,080.00
12/16/2021	130743	Renegade Pest Management	Pest Control - City Hall	100-51600-3500	3095	70.00
Total 130743:						70.00
12/16/2021	130744	RESCO	Supplies-Elec	660-59593-3900	841351-02	1,771.00
12/16/2021	130744	RESCO	Supplies-Elec	660-59593-3900	843007-00	203.00
Total 130744:						1,974.00
12/16/2021	130745	SEERA	Focus Program - 11/30/2021	660-29253	12/14/21	4,152.29
Total 130745:						4,152.29
12/16/2021	130746	St Vincent De Paul	Recycling Donation - Elec	660-59923-2900	12/10/2021	600.00
Total 130746:						600.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/16/2021	130747	Steinies Water Garden & Irrigation	Central Park Irrigation Shut Down 2021	100-55200-2900	8417A	379.09
12/16/2021	130747	Steinies Water Garden & Irrigation	Winter Shut Down (Vietnam Park)	100-55400-2900	8527A	354.00
Total 130747:						733.09
12/16/2021	130748	Strand Associates Inc	North Reservoir Overflow - Elec	650-59923-2900	0178051	3,790.00
Total 130748:						3,790.00
12/16/2021	130749	Streicher's	Ammunition - PD	100-52100-3144	S1437990	930.18
Total 130749:						930.18
12/16/2021	130750	Superior Chemical Corp	Supplies - DPW	100-53200-3500	320101	127.68
12/16/2021	130750	Superior Chemical Corp	Supplies-WWTP	690-59834-3900	320102 & 320103	233.45
Total 130750:						361.13
12/16/2021	130751	Tome's Auto Care & Hitch Srvc	Repair to #53 - DPW	100-53200-2410	SALE NO 12638	1,000.00
Total 130751:						1,000.00
12/16/2021	130752	Town & Country Engineering Inc.	Pine Tree Lift Station	690-19107	23445	1,640.00
12/16/2021	130752	Town & Country Engineering Inc.	2021 Utility Improvements	690-19107	23446	725.00
12/16/2021	130752	Town & Country Engineering Inc.	2022 SDW and CWF Loan Assistance	680-19107	23447	156.25
12/16/2021	130752	Town & Country Engineering Inc.	Coordination of Proposals	690-19107	23448	5,770.90
Total 130752:						8,292.15
12/16/2021	130753	Trace Analytics Inc	Routine Analysis - FD	100-52210-2900	21-22132	284.09
Total 130753:						284.09
12/16/2021	130754	Two Rivers Business Association	Membership Fee for 2022 -CM	280-55110-2910	297	80.00
Total 130754:						80.00
12/16/2021	130755	Two Rivers Ecumenical Pantry	Recycling Donation	660-59923-2900	12/10/2021	600.00
Total 130755:						600.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/16/2021	130756	Two Rivers High School	Recycling Donation - Elec	660-59923-2900	12/10/2021	600.00
Total 130756:						600.00
12/16/2021	130757	Two Rivers Municipal Utilities	Paragon Partners/Acct#045-00007336-0	290-56700-2901	045-00007334-03;12/21	80.00
12/16/2021	130757	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007335-03;12/21	1,523.03
12/16/2021	130757	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007336-03;12/21	1,464.94
12/16/2021	130757	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007337-03;12/21	49.39
12/16/2021	130757	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007338-03;12/21	74.09
12/16/2021	130757	Two Rivers Municipal Utilities	1326 E River Street	417-56700-2900	070-00002595-06;12/21	5.75
Total 130757:						3,197.20
12/16/2021	130758	U.S. Army Corps of Engineer-Chicago Di	Seawall Connection - Eng	680-59770-2900	12/6/2021	450.00
Total 130758:						450.00
12/16/2021	130759	Unique	Prof Serv - Lib	280-55110-2130	608373	35.80
Total 130759:						35.80
12/16/2021	130760	USA Blue Book	Fluoride Reagent/CL2 Reagent	650-59643-3900	813414	1,016.30
Total 130760:						1,016.30
12/16/2021	130761	Utility Sales and Service Inc	Cylinder Auto Boom Rest Latch - Elec	660-19184	0210810-IN	370.23
Total 130761:						370.23
12/16/2021	130762	Water Quality Investigations LLC	Two-003 two Rivers CCT Implementation	650-59923-2900	1221_2	3,960.65
Total 130762:						3,960.65
12/16/2021	130763	Watson's Vending & Foodservice Inc.	Statement - ST9099	690-59820-2900	16497 & 16848	169.90
Total 130763:						169.90
12/16/2021	130764	Wells Fargo Vendor Financial Services L	Compact Track Loaders T595	457-53300-8160	5017994132	932.74
12/16/2021	130764	Wells Fargo Vendor Financial Services L	Toolcat 5600	457-53300-8160	5017994133	1,185.38

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130764:						2,118.12
12/16/2021	130765	Wisc Dept Of Revenue-DEBITMEMO	November 2021 Sales Tax	640-29410	EFT 12-15-2021	7,581.91
Total 130765:						7,581.91
12/16/2021	130766	Wisc Dept of Transportation	Deposit into Traffice Violation & Registrat	100-45131	12/09/2021	12.00
Total 130766:						12.00
12/16/2021	130767	Wisconsin Media	Wastewater	690-19107	0004257856	665.57
12/16/2021	130767	Wisconsin Media	November News Insert - Elec	660-29253	0004258209	450.00
Total 130767:						1,115.57
12/16/2021	130768	WOMT	After Further Review	258-56700-2910	886-00061-0005	160.00
Total 130768:						160.00
12/16/2021	130769	WPPI - Debit Memo	Nov 2021 Purchased Power	660-59902-2900	25-112021	543,362.10
Total 130769:						543,362.10
12/16/2021	130770	WPPI Energy	Water Plant equipment retrofit Monthly L	650-29224	INV16556	390.23
12/16/2021	130770	WPPI Energy	Water Pump Efficiency Retrofit - Wtr	650-29224	INV16557	117.30
12/16/2021	130770	WPPI Energy	Library HVAC retrofit project Loan Payme	280-55110-2950	INV16558	1,075.67
12/16/2021	130770	WPPI Energy	LED Street Light Project Monthly Loan P	300-58100-6200	INV16560	252.92
Total 130770:						1,836.12
12/27/2021	130771	U.S. Bank-Debit Memo	Credit Card Usage - November / Decem	100-16000	STATEMENT 12-6-21	40,676.08
Total 130771:						40,676.08
12/30/2021	130772	4 K's Pest Control LLC	Pest control - Library	280-55110-2130	18162	45.00
Total 130772:						45.00
12/30/2021	130773	AM Conservation Group Inc	LED HOLIDAY LIGHTS - ELECTRIC	660-29253	IN0895853	607.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130773:						607.84
12/30/2021	130774	Amazon Business - Debit Memo	Supplies - P & R	100-55300-3100	13WD-PP36-MDPR	61.62
12/30/2021	130774	Amazon Business - Debit Memo	Supplies - DPW	100-53200-3900	1JHY-9VJX-G6XX	450.53
Total 130774:						512.15
12/30/2021	130775	American Water Works Assoc	Membership Dues 2/1/22-1/31/23 - Blaha	650-59930-3210	7001973004	2,271.00
Total 130775:						2,271.00
12/30/2021	130776	B&M Technical Services Inc	Annual Calibration - WWTP	690-59820-2900	9409	684.00
Total 130776:						684.00
12/30/2021	130777	CDW Government Inc	New Equip-Lib	280-55110-2450	Q109834	11,843.30
Total 130777:						11,843.30
12/30/2021	130778	City Of Manitowoc	Monthly Bus Pass - November	250-23103	0312322	90.00
Total 130778:						90.00
12/30/2021	130779	Crafts Inc	Paragon Roof	290-56700-2901	7869	590.27
Total 130779:						590.27
12/30/2021	130780	Cretton Enterprises Inc	Cut Down & Disposal	100-55200-2900	10327	3,475.50
Total 130780:						3,475.50
12/30/2021	130781	Delta Dental of Wisconsin	Delta Premiums - January 2022	100-21532	JANUARY 1-JANUARY 31,	6,234.23
Total 130781:						6,234.23
12/30/2021	130782	DLT Solutions	Civil 3D maintenance-Eng	100-53100-2410	5020034A	3,295.24
Total 130782:						3,295.24
12/30/2021	130783	DTN LLC	Weather Service 2022	100-53200-2900	6048492	2,424.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130783:						2,424.00
12/30/2021	130784	Electrical Testing Laboratory LLC	RUBBER GOODS TESTING - ELECTRI	660-59588-2900	37246	615.53
Total 130784:						615.53
12/30/2021	130785	Employee Benefits Corp	COBRASecure / Admin Fee - November	500-51510-2900	3437008	98.60
12/30/2021	130785	Employee Benefits Corp	2021 Admin Fee	500-51510-2900	3467560	98.60
Total 130785:						197.20
12/30/2021	130786	Fire-Rescue Supply LLC	Annual Services - FD	100-52200-2900	9408	890.00
Total 130786:						890.00
12/30/2021	130787	Fortitude Krav Maga Independent Contra	Self Defense Seminar-FD	100-52200-2920	29	350.00
Total 130787:						350.00
12/30/2021	130788	Foth Infrastructure & Environment LLC	Prelim Soil Inv Scope - CM	244-56700-2900	74485	1,190.00
Total 130788:						1,190.00
12/30/2021	130789	Fox Communities Credit Union	Return of real estate tax payment - 000-0	100-16000	12/22/2021	1,254.54
Total 130789:						1,254.54
12/30/2021	130790	Frank's Radio Service Inc.	Services - PD	461-52100-8150	119793	2,271.25
Total 130790:						2,271.25
12/30/2021	130791	Gannett Wisconsin Media	HTR Annual Subscription - CH	291-56700-3220	HR2055049 (2)	470.68
Total 130791:						470.68
12/30/2021	130792	Grainger	Supplies - WWTP	690-59833-3900	9151140796	49.38
Total 130792:						49.38
12/30/2021	130793	Hach Company	PH STORAGE SOLN - WATER	650-59642-3900	12777634	86.10

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/30/2021	130793	Hach Company	Supplies - WWTP	690-59820-2900	12788782	2,151.00
Total 130793:						2,237.10
12/30/2021	130794	Harmony Technologies LLC	Consulting/Support 10/1/21-12/31/21 - F	455-52200-3900	4948	260.00
Total 130794:						260.00
12/30/2021	130795	Hawkins Inc	WATER - CHEMICALS	650-59641-3910	6085175	3,799.10
Total 130795:						3,799.10
12/30/2021	130796	James Imaging Systems	Contract RI1370501 - Coverage Period 1	100-55140-3100	1139774	152.20
12/30/2021	130796	James Imaging Systems	Contract RI 1370601 - Coverage Period	100-53100-3100	1140035	340.22
12/30/2021	130796	James Imaging Systems	Contract RI1370701 - Coverage Period 1	100-55140-3100	1140036	1,650.35
12/30/2021	130796	James Imaging Systems	Maintenance - Engineering	100-53100-2410	1140999	291.33
Total 130796:						2,434.10
12/30/2021	130797	James Leasing LLC	Contract JL1710101 10-24-21 to 11-23-2	100-51900-5310	7508	13.42
12/30/2021	130797	James Leasing LLC	Contract JL17101 Coverage 11-24-21 to	100-53200-5310	7509	2,499.28
Total 130797:						2,512.70
12/30/2021	130798	John Fabick Tractor Company	SHARED GENERATOR - ELECTRIC	660-59588-2900	SIGP0006668	1,940.38
Total 130798:						1,940.38
12/30/2021	130799	League of Wisc Municipalities	2022 League Dues	100-51100-3210	12/10/2021	2,616.65
Total 130799:						2,616.65
12/30/2021	130800	Liberty Mutual Insurance	Terrorism Risk Insurance Act	100-16310	12/14/2021	225.00
12/30/2021	130800	Liberty Mutual Insurance	Workers Compensation- Dividend	100-16310	14109118	30,677.00-
12/30/2021	130800	Liberty Mutual Insurance	Workers Comp-Final Audit Adjustment	100-16310	14112817	4,191.00-
12/30/2021	130800	Liberty Mutual Insurance	Installment 4	100-16310	14129321	56,952.51
Total 130800:						22,309.51
12/30/2021	130801	Linzmeier, Ron	Refund of Real Estate Tax Payment	100-16000	12/22/2021	5,809.49

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130801:						5,809.49
12/30/2021	130802	Lucky Signs & Graphics	DECALS FOR METER READER	690-59842-2990	597	150.00
Total 130802:						150.00
12/30/2021	130803	Madison College	Matthew Lutze - Tuition and Fees - PD	100-52115-2920	CORP-000000053448	342.90
Total 130803:						342.90
12/30/2021	130804	Mammoth Construction LLC	Private Lateral Replacement - 2116 13th	690-19107	1240	15,440.00
12/30/2021	130804	Mammoth Construction LLC	Private Lat replacement - 1014 Hawthorn	690-19107	1253	11,065.00
12/30/2021	130804	Mammoth Construction LLC	Private Lat replacement - 2422 16th Stre	690-19107	1254	11,850.00
Total 130804:						38,355.00
12/30/2021	130805	Manitowoc Co Solid Waste	Account #162 November 2021 Service -	640-53620-2900	STATEMENT 24924	9,510.58
Total 130805:						9,510.58
12/30/2021	130806	Manitowoc Co Treasurer	Fwd of Real Estate Tax Payment - 018-1	100-16000	12/22/2021	1,990.53
Total 130806:						1,990.53
12/30/2021	130807	Manitowoc Disposal Inc	Refuse Collection 12-11-21 to 12-24-21	640-53620-2900	12/11/21 TO 12/24/21	14,440.86
12/30/2021	130807	Manitowoc Disposal Inc	6 Yd FLMT - Walesh Field	640-53620-2900	58376	150.00
Total 130807:						14,590.86
12/30/2021	130808	McMahon Associates Inc	Environmental Investigation	680-19107	925213	4,971.05
12/30/2021	130808	McMahon Associates Inc	West Rivers Lofts-Eng	680-59770-2900	925214	1,680.00
Total 130808:						6,651.05
12/30/2021	130809	Mid-American Research Chemical	Supplies - Cemetary	100-55140-3500	0749969-IN	425.00
12/30/2021	130809	Mid-American Research Chemical	Supplies-Rec	100-55200-3500	0750082-IN	547.40
Total 130809:						972.40
12/30/2021	130810	Minnesota Life Insurance Co	Life Insurance premium - January 2022	100-21531	JANUARY 2022	4,057.48



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130810:						4,057.48
12/30/2021	130811	Mtwc Area Visitor/Conv Bureau	Printing/Adv-Library	280-55110-2910	QB2522	150.00
Total 130811:						150.00
12/30/2021	130812	Municode	Website Base Features	459-51600-8170	00368138	6,250.00
Total 130812:						6,250.00
12/30/2021	130813	Nelson Tactical	Supplies-PD	100-52115-3850	2115	109.75
12/30/2021	130813	Nelson Tactical	Supplies-PD	100-52115-3850	2116	134.98
Total 130813:						244.73
12/30/2021	130814	Office Depot	Office Supplies - Customer Service	690-59840-3900	216627344001	76.88
Total 130814:						76.88
12/30/2021	130815	Power Monitors Inc	VOLTAGE METER RECORDER - ELEC	660-59588-2900	10038435	282.64
Total 130815:						282.64
12/30/2021	130816	R&J Fricke Inc	Concrete inventory - DPW	100-16120	12227	1,153.00
Total 130816:						1,153.00
12/30/2021	130817	Refrigeration Sales and Repair LLC	SANITIZE AND SERVICE ICE MACHINE	660-59598-2900	3733	123.00
Total 130817:						123.00
12/30/2021	130818	Registration Fee Trust	Fire Dept Ambulance #5	455-52200-8160	7949-SMART	169.50
Total 130818:						169.50
12/30/2021	130819	RESCO	GRIP CABLE RAISER TIES - ELECTRIC	660-19630	846482-00	333.00
Total 130819:						333.00
12/30/2021	130820	Schaus Roofing/Mechanical	Maint/Repairs-Lib	280-55110-2410	2589	21,257.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
12/30/2021	130820	Schaus Roofing/Mechanical	REPLACE BURNER TUBE	100-55140-2900	JOB #D004752	3,910.00
12/30/2021	130820	Schaus Roofing/Mechanical	boiler repairs - CH	100-51600-3500	SD3460	3,607.12
Total 130820:						28,774.12
12/30/2021	130821	St Vincent De Paul	Funds for Energy efficiency upgrades - EI	660-29253	12/17/2021	500.00
12/30/2021	130821	St Vincent De Paul	Donation from Community Contributions	660-59930-2900	12/17/2021 (2)	555.00
Total 130821:						1,055.00
12/30/2021	130822	Stryker Sales Corporation	Pwrlld Compat Upgrade Kit - FD	455-52200-8150	3603737M	1,615.63
Total 130822:						1,615.63
12/30/2021	130823	Stuart C Irby Co	Supplies-Elec	660-19154	S012753678.001	476.27
Total 130823:						476.27
12/30/2021	130824	Thuermer Law Office	Municipal Prosecuting - December 2021	100-51340-2121	DECEMBER 22, 2021	1,515.00
Total 130824:						1,515.00
12/30/2021	130825	Town of Two Rivers	Parcel #018-125-009-002-.01 Klein Anne	100-59200-5900	2021-185	88.70
Total 130825:						88.70
12/30/2021	130826	Two Rivers Ecumenical Pantry	Donation from Community Contributions	660-59930-2900	12/17/2021	500.00
Total 130826:						500.00
12/30/2021	130827	Two Rivers Municipal Utilities	19th Street	417-56700-2900	010-00008329-01;12/21	9.78
12/30/2021	130827	Two Rivers Municipal Utilities	2023 Washington Street	417-56700-2900	01100002751-09;12/21	17.25
Total 130827:						27.03
12/30/2021	130828	USA Blue Book	LATEX LAB GLOVERS - WATER	650-59643-3900	818869	57.90
Total 130828:						57.90
12/30/2021	130829	Vanderveren, Sally A	December 2021 Services	100-51530-2130	1221	3,733.37

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130829:						3,733.37
12/30/2021	130830	Veterans' Plumbing LLC	INSTALLATION OF METER FOR ICE RI	100-55200-2900	5439	275.53
Total 130830:						275.53
12/30/2021	130831	Vinton Construction Company	Gravel for Inventory-DPW	100-16120	21021.TR1	14,006.30
Total 130831:						14,006.30
12/30/2021	130832	WALOTKIEWICZ, JOLEE	Energy Star Rebate - Washer, Dryer, Ref	660-29253	ENERGY STAR REBATE	80.00
Total 130832:						80.00
12/30/2021	130833	Wisc State Laboratory/Hygiene	2022 Water Micro Certification - Wtr	650-59642-2900	30001865	308.00
Total 130833:						308.00
12/30/2021	130834	Wisconsin Public Service	LIBRARY	280-55110-2220	0401271669-23;12/21	1,513.82
12/30/2021	130834	Wisconsin Public Service	PARK SHELTER	100-55200-2220	3958980549	102.67
12/30/2021	130834	Wisconsin Public Service	114 DAVIS STREET	100-55400-2220	3959217174	57.42
12/30/2021	130834	Wisconsin Public Service	3801 Mishicot Rd.	100-54910-2220	3962091404	312.72
12/30/2021	130834	Wisconsin Public Service	Pavillion	100-55200-2220	3962460682	16.77
12/30/2021	130834	Wisconsin Public Service	1401 Lake Street	660-49390	3971228592	8,271.95
Total 130834:						10,275.35
12/30/2021	130835	Wisconsin Retirement System	November 2021 Contributions	100-21520	NOVEMBER 2021 (1)	110,805.83
Total 130835:						110,805.83
Grand Totals:						1,542,904.56

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/21/2022	130043	FAO USAED DETROIT	Seawall Connection - PW	680-59770-2900	DACW35-3-15-3002	450.00-
Total 130043:						450.00-
01/06/2022	130836	Airgas USA LLC	Shop Supplies - DPW	100-53200-3900	9120994921	239.53
Total 130836:						239.53
01/06/2022	130837	AnSer Services	After hours answering service-Elec Dece	650-59665-2900	6502-010122	200.00
Total 130837:						200.00
01/06/2022	130838	Bay-Lake Regional Planning Commissio	Comprehensive Plan - Contract #18032-	459-51600-2900	6445	7,446.05
Total 130838:						7,446.05
01/06/2022	130839	Boardman & Clark LLP	Matter #00008	660-59923-2120	245646	92.10
Total 130839:						92.10
01/06/2022	130840	Brabazon Pump Co. LTD	Air Compressor Repair - Water	650-19333	5222589	6,017.67
01/06/2022	130840	Brabazon Pump Co. LTD	Air Compressor Repair - Water	650-19333	5222591	1,702.25
01/06/2022	130840	Brabazon Pump Co. LTD	Air Compressor Repair - Water	650-19333	5222592	1,765.00
Total 130840:						9,484.92
01/06/2022	130841	Core & Main LP	Pressure Regulator - Water	650-59643-3900	Q096680	259.55
Total 130841:						259.55
01/06/2022	130842	DeBruyn, Don	Solar Credit Refund - Acct 8421-0	660-21130	SOLAR CREDIT REFUND	50.60
Total 130842:						50.60
01/06/2022	130843	Dept of Administration	Public Benefits Fees FY22 Q1	660-29253	505-0000064248	12,750.01
Total 130843:						12,750.01
01/06/2022	130844	Elster Solutions LLC	Collector - Electric	660-19370	5258120868	880.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130844:						880.00
01/06/2022	130845	Erickson Sports Apparel	Futsal League Champs	100-55300-3900	102707	93.00
Total 130845:						93.00
01/06/2022	130846	Fire Apparatus & Equipment Inc	Supplies-FD	100-52210-2410	22086	474.00
Total 130846:						474.00
01/06/2022	130847	Frontier	Telephone - Elec	650-59661-2200	PIN 0443	52.70
01/06/2022	130847	Frontier	Telephone - Water	650-59661-2200	PIN 5741	82.12
Total 130847:						134.82
01/06/2022	130848	Grainger	Slip Hook - WWTP	690-59820-3900	9153426086	18.84
Total 130848:						18.84
01/06/2022	130849	Hawkins Inc	Azone 15 - Water	650-59641-3910	6094816	715.36
Total 130849:						715.36
01/06/2022	130850	Her, Maitshua	ENERGY STAR - CLOTHES DRYER	660-29253	ENERGY STAR - CLOTHE	30.00
Total 130850:						30.00
01/06/2022	130851	Hubbart Electric Inc	Labor to wire to new dialer - Water	650-59642-2900	14863	513.50
01/06/2022	130851	Hubbart Electric Inc	Labor for Shared Generator	660-59588-2900	14914	85.00
Total 130851:						598.50
01/06/2022	130852	Johns Refrigeration LLC	Cooler Repair	100-55140-2900	151086	401.00
Total 130852:						401.00
01/06/2022	130853	Kemira Water Solutions Inc	FERRIC CHLORIDE - WWTP	690-59824-4910	9017736908	5,976.16
Total 130853:						5,976.16

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/06/2022	130854	Kulpa Jr, Frank	Solar Credit Acct #8419-0	660-21130	SOLAR CREDIT REFUND	59.90
Total 130854:						59.90
01/06/2022	130855	Lester Public Library Foundation	Proceeds From St Nick's Booksale	280-48300	BOOK SALE PROCEEDS	78.93
Total 130855:						78.93
01/06/2022	130856	Manitowoc County Treasurer	Fwd of Real Estate Tax Payment - 018-1	100-16000	FORWARDING OF RE TA	2,120.36
Total 130856:						2,120.36
01/06/2022	130857	Manitowoc Disposal Inc	Hauling & Landfill Fee - DPW	640-53310-2900	58975	598.49
01/06/2022	130857	Manitowoc Disposal Inc	Small Box Jan 2022 - Rec	640-53620-2900	58976	160.00
Total 130857:						758.49
01/06/2022	130858	Manitowoc Trophy	Soccer Cup Metal - Rec	100-55300-3900	40329	32.45
Total 130858:						32.45
01/06/2022	130859	Marco	Agreement-Konica Minolta bizhub 227 &	280-55110-2130	30780588	271.34
Total 130859:						271.34
01/06/2022	130860	Northern Lake Service Inc	Sampling - Water	650-59642-2900	412063	622.00
Total 130860:						622.00
01/06/2022	130861	Payment Service Network	Service 12/1/2021-12/31/2021	690-59840-3900	250512	7.95
Total 130861:						7.95
01/06/2022	130862	Pier & Waterfront Solutions LLC	Annual Removal of Waterfront Products -	218-53540-2900	4613	805.00
Total 130862:						805.00
01/06/2022	130863	ProQuest LLC	Microfilm - Lib	280-55114-3490	62427929	4,405.80
Total 130863:						4,405.80

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/06/2022	130864	Quadient Inc	Ink Cartridge for IX3-5-7	100-51900-3900	16559673	258.10
Total 130864:						258.10
01/06/2022	130865	RESCO	Supplies - Electric	660-59593-3900	846480-00	1,167.00
Total 130865:						1,167.00
01/06/2022	130866	Schaus Roofing/Mechanical	Fall PM Fee - Fire	100-52200-2900	SD3686	740.00
Total 130866:						740.00
01/06/2022	130867	SESAC	Music license fee-StCtr	100-55300-2900	749877 - THRU 12-31-22	513.00
Total 130867:						513.00
01/06/2022	130868	Strong, Ronald I	6-week Strength & Condition	100-55300-2900	11-10-21 TO 12-22-21	384.00
01/06/2022	130868	Strong, Ronald I	6-week Youth & Speed Training	100-55300-2900	11-10-21 TO 12-22-21 2	336.00
Total 130868:						720.00
01/06/2022	130869	Stryker Sales Corporation	Labor & Supplies - FD	100-52300-2410	3616763M	1,422.05
Total 130869:						1,422.05
01/06/2022	130870	Two Rivers Automotive Inc.	Swivel Mount - Water	650-59643-3900	5172-264849	8.34
Total 130870:						8.34
01/06/2022	130871	US Alliance Fire Protection Inc.	Quarterly Fire Inspection - Lib	280-55110-2130	1046-F070434	225.00
Total 130871:						225.00
01/06/2022	130872	USA Blue Book	LATEX LAB GLOVERS - WATER	650-59643-3900	829577	115.80
Total 130872:						115.80
01/06/2022	130873	Value Line	Value Line Investment Survey (52 issues	280-55114-3400	14386362	1,142.00
Total 130873:						1,142.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/06/2022	130874	Vorpahl Fire & Safety	Fire extinguisher annual maintenance-EI	660-59588-2900	215332850	238.75
Total 130874:						238.75
01/06/2022	130875	Vortex Optics	Diamondback HD - PD	461-52100-8150	1247443	161.99
Total 130875:						161.99
01/06/2022	130876	WEX Bank	Gasoline	250-55150-3900	76683774	5,578.10
Total 130876:						5,578.10
01/06/2022	130877	Wisconsin Public Service	GENERATOR	660-59588-2220	3964964740	18.14
01/06/2022	130877	Wisconsin Public Service	FIRE DEPT	100-52200-2220	3965489101	1,244.31
01/06/2022	130877	Wisconsin Public Service	CITY HALL	100-51600-2220	3970457469	1,925.32
01/06/2022	130877	Wisconsin Public Service	1916 COLUMBUS ST - Elec	660-59588-2220	3974978911	280.92
01/06/2022	130877	Wisconsin Public Service	PARK SHELTER	100-55200-2220	3975038661	267.54
Total 130877:						3,736.23
01/06/2022	130878	Woodland Dunes Nature Center	Solar Credit Refund - Acct #8420-0	660-21130	SOLAR CREDIT REFUND	64.40
Total 130878:						64.40
01/06/2022	130879	WPPI Energy	Library HVAC retrofit project	280-55110-2950	16712	1,075.67
Total 130879:						1,075.67
01/06/2022	130880	Zarnoth Brush Works Inc	Sweeper Brooms - DPW	640-53310-3900	01897618-IN	1,265.00
Total 130880:						1,265.00
01/07/2022	130881	All Seasons Outdoor Power & Marine	Snowblower	100-55400-3900	12132021	801.00
Total 130881:						801.00
01/07/2022	130882	Charter Communications Inc	Service	100-55140-2900	0000265111921	82.78
01/07/2022	130882	Charter Communications Inc	Service	100-55140-2900	0000265121921	82.78
Total 130882:						165.56



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/07/2022	130883	Cintas Corp	Supplies - Water & Electric	650-59643-3900	5089887059	136.70
Total 130883:						136.70
01/07/2022	130884	Civic Systems LLC	Semi-Annual Software Support - 1-1-22 t	100-51510-2403	CVC21316	9,298.00
Total 130884:						9,298.00
01/07/2022	130885	Hubbart Electric Inc	Labor & Material For Fire Alarm	100-54150-3500	14489C	1,194.68
Total 130885:						1,194.68
01/07/2022	130886	James Leasing LLC	Contract JL17101 Coverage 12-24-21 to	100-53200-5310	7647	2,485.86
Total 130886:						2,485.86
01/07/2022	130887	Lakeshore Technical College	Tax Settlement - January 2022	800-24601	JANUARY 2022	145,021.31
Total 130887:						145,021.31
01/07/2022	130888	Manitowoc Co Treasurer	Tax Settlement - January 2022	800-24310	JANUARY 2022	954,117.94
Total 130888:						954,117.94
01/07/2022	130889	Manitowoc Disposal Inc	Small Box Dec 2021 - REc	640-53620-2900	558221	160.00
Total 130889:						160.00
01/07/2022	130890	Manitowoc School District	Tax Settlement - January 2022	800-24602	JANUARY 2022	49,385.27
Total 130890:						49,385.27
01/07/2022	130891	OpenPoint LLC	OpenPoint Subscription - December 202	660-59923-2403	1214	2,350.00
Total 130891:						2,350.00
01/07/2022	130892	Perry Electric LLC	Replace LED Light Fixture - New Cemet	100-54910-2900	1266	60.00
Total 130892:						60.00
01/07/2022	130893	Rathsack, Antone	Energy Star Dishwasher	660-29253	ENERGY STAR DISHWAS	25.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130893:						25.00
01/07/2022	130894	RESCO	Parts - Electric	660-19154	846480-01	492.00
Total 130894:						492.00
01/07/2022	130895	Spaeth, Michael	Energy Star Washer & Dryer	660-29253	ENERGY STAR WASHER	50.00
Total 130895:						50.00
01/07/2022	130896	Tri City Glass and Door	Aluminum Threshold - Rec	100-55140-3500	103082192	29.24
Total 130896:						29.24
01/07/2022	130897	Two Rivers Main Street Inc.	Tax Settlement - January 2022	815-56700-2000	JANUARY 2022	10,677.72
Total 130897:						10,677.72
01/07/2022	130898	Two Rivers School District	Tax Settlement - January 2022	800-24600	JANUARY 2022	1,624,243.34
Total 130898:						1,624,243.34
01/07/2022	130899	Wil Kil Pest Control Co Inc	Annual pest control-DPW	100-53200-2900	116669-22	646.02
Total 130899:						646.02
01/07/2022	130900	Wisc Dept of Revenue	2021 Municipal Fee / Assessment of Mfg.	100-51530-2900	2021 MUNICIPAL FEE	1,767.82
Total 130900:						1,767.82
01/07/2022	130901	Wisc Dept Of Revenue-DEBITMEMO	2022 Business Tax Registration Renewal	100-55300-2900	2022 BUSINESS TAX	10.00
Total 130901:						10.00
01/07/2022	130902	Wisconsin Public Service	WARM BLDG	100-55200-2220	3967086861	49.54
01/07/2022	130902	Wisconsin Public Service	1300 35th Street - Rec	100-55400-2220	3972678912	143.73
Total 130902:						193.27
01/07/2022	130903	WPPI Energy	Water Plant equipment retrofit Monthly L	650-29224	16710	390.23

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/07/2022	130903	WPPI Energy	Water Pump Efficiency Retrofit - Wtr	650-29224	16711	117.30
01/07/2022	130903	WPPI Energy	LED Street Light Project Monthly Loan P	300-58100-6200	16714	252.92
Total 130903:						760.45
01/13/2022	130904	4 K's Pest Control LLC	Service - Rec	100-55140-2900	18163	45.00
Total 130904:						45.00
01/13/2022	130905	ADRC of the Lakeshore	Dec 2021 donations - Sr Ctr	250-23150	DECEMBER 2021	414.25
Total 130905:						414.25
01/13/2022	130906	Amazon Business - Debit Memo	Supplies - Maint	100-51600-3500	14HC-VQNL-91PT	857.68
01/13/2022	130906	Amazon Business - Debit Memo	Supplies-DPW	100-53320-3900	193Q-373D-71VF	178.25
01/13/2022	130906	Amazon Business - Debit Memo	Supplies - Fire	100-52200-3100	1R6R-NGFW-9GK9	30.80
Total 130906:						1,066.73
01/13/2022	130907	Aurora EAP	EAP - Quarterly 1/1/22-3/31/22	500-51510-2900	IN 24698	1,059.84
Total 130907:						1,059.84
01/13/2022	130908	Bay Bus LLC / Presidential Limousine	Bus Service Appleton 12/2/21	250-55150-3300	13124	750.00
Total 130908:						750.00
01/13/2022	130909	Braun Building Center	Supplies - Water	650-59651-3900	BB074154302	424.68
Total 130909:						424.68
01/13/2022	130910	Cool City Cleaners Inc	Towels/Mops- WTP	690-59820-3900	103676	56.00
Total 130910:						56.00
01/13/2022	130911	Country Visions Cooperative	Diesel & Oil - DPW	100-16120	STATEMENT 12/31/21	7,912.12
Total 130911:						7,912.12
01/13/2022	130912	Crafts Inc	Paragon Roof	290-56700-2901	7900	660.49

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130912:						660.49
01/13/2022	130913	Cretton Enterprises Inc	Cut Down & Disposal	280-55110-3560	10415	262.50
Total 130913:						262.50
01/13/2022	130914	Fastenal	Vending-Elec	660-59921-3900	WIMAN284865	912.30
01/13/2022	130914	Fastenal	Vending-Wtr	650-59643-3900	WIMAN284867	97.20
Total 130914:						1,009.50
01/13/2022	130915	Fire Dept Petty Cash	Petty cash reimbursement	100-52200-2900	1/11/2022	117.83
Total 130915:						117.83
01/13/2022	130916	Frank's Radio Service Inc.	Repair - PD	100-52115-2411	119833	89.50
Total 130916:						89.50
01/13/2022	130917	Heartland Business Systems LLC	Firewall	460-51900-8100	490404-H	3,192.46
Total 130917:						3,192.46
01/13/2022	130918	HydroCorp	Cross Connection Control Prog - Dec 20	650-59664-2900	0065206-IN	3,138.00
Total 130918:						3,138.00
01/13/2022	130919	James Imaging Systems Inc.	Printers Contract RI4490-MPS-01 - Cove	660-59921-3900	1142397	630.08
Total 130919:						630.08
01/13/2022	130920	JF Ahern Co	Sprinkler Inspection - Fire	100-52200-2900	477000	230.00
Total 130920:						230.00
01/13/2022	130921	Klein, Patricia Ann	Simply Seniors Exercise Class - 12/1/21-	100-55300-2900	1/11/2022	67.20
Total 130921:						67.20
01/13/2022	130922	Kolmeier, Keyara	Refund - Behringer Room	100-46720	1/07/21	69.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130922:						69.00
01/13/2022	130923	LeClair Bros Heat/AC Inc	New Heater - Wtr	650-19333	C8892	4,009.00
Total 130923:						4,009.00
01/13/2022	130924	Manitowoc Disposal Inc	Recycling & Refuse Collect 12/25/2021-1	640-53620-2900	12/25/21-1/7/22	14,440.86
Total 130924:						14,440.86
01/13/2022	130925	Manitowoc Public Utilities	Service - 5000 Memorial Dr. - Wtr	650-59602-2900	12/31/21	636.96
Total 130925:						636.96
01/13/2022	130926	Mtwc Area Visitor/Conv Bureau	Portion of room tax collected - November	259-56700-2900	NOVEMBER 2021	4,720.39
Total 130926:						4,720.39
01/13/2022	130927	North Central Laboratories	Supplies-WTP	690-59820-3900	464351	244.24
Total 130927:						244.24
01/13/2022	130928	Northern Lake Service Inc	Testing - WWTP	690-59820-3900	411813	135.80
Total 130928:						135.80
01/13/2022	130929	Quadient Finance USA Inc.	Protection Fee	100-51510-2900	CLOSING DATE 12/24/21	5,030.20
Total 130929:						5,030.20
01/17/2022	130930	Quadient Finance USA Inc.	Quarterly postage lease 11/2/21-2/01/22	100-51900-5310	N9204036	.00
Total 130930:						.00
01/13/2022	130931	Schaus Roofing/Mechanical	Services - Library	280-55110-2410	SD3689	1,536.00
Total 130931:						1,536.00
01/13/2022	130932	SEERA	Focus Program - 12/31/2021	660-29253	DECEMBER 2021	3,681.83

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130932:						3,681.83
01/13/2022	130933	TAPCO	Parkfolio Hosting Fee - 2021 4th Qtr	218-53540-2900	I716964	300.00
Total 130933:						300.00
01/13/2022	130934	Unique	Placements - Dec 2021	280-55110-2130	609421	35.80
Total 130934:						35.80
01/13/2022	130935	Watson's Vending & Foodservice Inc.	Statement - WWTP 1/1/2022	690-59820-3900	STATEMENT ST9382	157.90
Total 130935:						157.90
01/13/2022	130936	Wisconsin Public Service	RESEVOIR	650-59661-2220	0401271669-02;12/28/21	98.64
01/13/2022	130936	Wisconsin Public Service	1520 17TH ST - Rec	100-55140-2220	0401271669-04;12/21	2,745.46
01/13/2022	130936	Wisconsin Public Service	CEMETERY	100-54910-2220	0401271669-05;12/21	128.00
01/13/2022	130936	Wisconsin Public Service	SOUTH TWR	650-59661-2220	0401271669-25;12/28/21	66.40
01/13/2022	130936	Wisconsin Public Service	EAST TWR	650-59661-2220	0401271669-26;12/28/21	68.62
01/13/2022	130936	Wisconsin Public Service	Bridge Bldg - Engineering	100-53341-2220	0401271669-30;12/21	146.81
01/13/2022	130936	Wisconsin Public Service	HIGH LIFT	650-59626-2220	0401271669-32;12/28/21	713.82
01/13/2022	130936	Wisconsin Public Service	FILTER PLANT	650-59643-2220	0401271669-33;12/28/21	2,998.97
01/13/2022	130936	Wisconsin Public Service	606 PARKWAY BLVD (PARAGON)	290-56700-2901	0401271669-44;12/21	2,948.28
Total 130936:						9,915.00
01/13/2022	130937	Wisconsin Retirement System	December 2021 Contributions	100-21520	DECEMBER 2021	190,297.46
Total 130937:						190,297.46
01/14/2022	130938	American Deposit Management LLC	Transfer for Certificate of Deposits	216-11303	01/07/2022	430,000.00
Total 130938:						430,000.00
01/14/2022	130939	Aurora Health Care	Drug Screen	660-59923-2900	1652691	243.00
Total 130939:						243.00
01/14/2022	130940	Bird City Wisconsin	Bird City USA Renewal - Rec	100-55300-2910	1/12/2022	125.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130940:						125.00
01/14/2022	130941	City of Two Rivers Petty Cash	Replenish Petty Cash Check Book	800-21130	1/9/2022	4,313.42
Total 130941:						4,313.42
01/21/2022	130942	DOA/Division of Energy	Refund of Crisis Funds Payment - D. Dic	660-21131	01/11/22	.00
01/21/2022	130942	DOA/Division of Energy	Refund of Energy Assistance Funds - H.	660-21131	1/11/22	.00
01/21/2022	130942	DOA/Division of Energy	Refund of Crisis Funds Payment - T. Lee	660-21131	1-11-2022	.00
Total 130942:						.00
01/14/2022	130943	Hawkins Inc	Supplies-Wtr	650-59641-3900	6098115	2,245.36
Total 130943:						2,245.36
01/14/2022	130944	Idemia Identity & Security USA LLC	Livescan Maintenance & Support - PD	100-52100-2402	144068	2,603.00
Total 130944:						2,603.00
01/14/2022	130945	Kaat's Water Conditioning Inc	Bottled water, 6303 Riverview Dr - 01/01/	419-53600-2900	12/31/2021	50.30
Total 130945:						50.30
01/14/2022	130946	KONE CHICAGO	Maintenance 01/01/2022-03/31/2022	660-59598-2900	962092378	392.40
Total 130946:						392.40
01/14/2022	130947	Manitowoc Public Utilities	2124 Woodland Dr-WTP	690-59820-2210	12/29/2021	27.64
Total 130947:						27.64
01/14/2022	130948	Midwest Meter Inc	Supplies - Wtr	650-59663-3900	0138620-IN	11,196.81
01/14/2022	130948	Midwest Meter Inc	Supplies - Wtr	650-19346	0139170-IN	1,950.00
Total 130948:						13,146.81
01/14/2022	130949	Minnesota Life Insurance Co	Life Insurance premium - Feb 2022	100-21531	FEBRUARY 2022	4,011.57

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130949:						4,011.57
01/14/2022	130950	Notary Bond Renewal Service	Notary renewal-Jackson	100-51420-3100	1/12/2022	30.00
Total 130950:						30.00
01/14/2022	130951	Office Enterprises Incorporated	Maint on Postage Meter Equipment 2/2/2	100-51900-2410	501481	650.00
Total 130951:						650.00
01/14/2022	130952	Praxis Consulting	Quick Clerk Maintenance, 2022 - PD	100-51200-8190	20100781	2,200.00
Total 130952:						2,200.00
01/14/2022	130953	Renegade Pest Management	Pest Control - City Hall	100-51600-3500	3147	70.00
Total 130953:						70.00
01/14/2022	130954	Schindler Elevator Company	Quarterly Billing 1/1/22-3/31/22 - Rec	100-55140-2900	8105824790	859.47
Total 130954:						859.47
01/14/2022	130955	Schroeder Bros Co	UPS fees - WWTP	690-59820-2900	91081	35.24
Total 130955:						35.24
01/14/2022	130956	Superior Chemical Corp	Supplies - DPW	100-53200-3500	323186	261.48
Total 130956:						261.48
01/14/2022	130957	Town & Country Engineering Inc.	2021 Utility Improvements	690-19107	23546	435.00
01/14/2022	130957	Town & Country Engineering Inc.	Plan Prep & Specs	690-19107	23547	3,353.15
Total 130957:						3,788.15
01/14/2022	130958	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007334-03;01/22	80.00
01/14/2022	130958	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007335-03;01/22	1,523.03
01/14/2022	130958	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007336-03;01/22	2,920.87
01/14/2022	130958	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-00007338-03;01/22	76.64
01/14/2022	130958	Two Rivers Municipal Utilities	606 Parkway Blvd	290-56700-2901	045-0000737-03;01/22	51.09



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/14/2022	130958	Two Rivers Municipal Utilities	1326 E River Street	417-56700-2900	070-00002595-06;01/22	5.75
Total 130958:						4,657.38
01/14/2022	130959	VeriPic	2022 Subscription - PD	100-52100-2402	34469	4,113.00
Total 130959:						4,113.00
01/14/2022	130960	Water Quality Investigations LLC	Two Rivers CCT Implementation - Wtr	650-59923-2900	0122_16	6,907.83
Total 130960:						6,907.83
01/14/2022	130961	WPPI - Debit Memo	Dec 2021 Purchased Power	660-59902-2900	25-122021	610,634.68
Total 130961:						610,634.68
01/20/2022	130962	Amazon Business - Debit Memo	Supplies - Cty Mgr	100-51410-3100	1MQC-43H1-HWY1	36.40
Total 130962:						36.40
01/20/2022	130963	Aring Equipment Exchange	DPW-parts inventory	100-16120	774866	313.82
Total 130963:						313.82
01/20/2022	130964	Door County Polar Bear Press	JEF - Lib	280-55112-3530	1/7/21	77.82
Total 130964:						77.82
01/20/2022	130965	Manitowoc Trophy	Football - Rec	100-55300-3900	39956	24.00
Total 130965:						24.00
01/20/2022	130966	Pomp's Tire Services	Tire inventory - DPW	100-16120	40057992	2,960.00
01/20/2022	130966	Pomp's Tire Services	Tire inventory - DPW	100-16120	40058228	897.88
Total 130966:						3,857.88
01/20/2022	130967	Quadient Leasing USA Inc.	Quarterly postage lease 11/2/21-2/01/22	100-51900-5310	N9204036 1/2/22	489.03
Total 130967:						489.03

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/20/2022	130968	Royal Publishing	Printing Ad - Lib	280-55110-2910	8038767	100.00
Total 130968:						100.00
01/20/2022	130969	WOMT	After Further Review 2021-2022	258-56700-2910	886-00061-0006	200.00
Total 130969:						200.00
01/21/2022	130970	AECOM Technical Services Inc	Groundwater Data Review & plan mod pr	419-53600-2900	2000581482	3,268.75
Total 130970:						3,268.75
01/21/2022	130971	Alpha Hydraulics LLC	DPW-cylinder repair	100-16120	14306	393.54
01/21/2022	130971	Alpha Hydraulics LLC	DPW-cylinder repair	100-16120	14307	689.37
Total 130971:						1,082.91
01/21/2022	130972	Amazon Business - Debit Memo	Supplies - Finance	100-51510-3100	1PJN-LM1K-6LF6	47.80
Total 130972:						47.80
01/21/2022	130973	Batavia Services Inc	2021 Ladder Inspects (Elec/Wtr/DPW)	100-53200-2900	81369	1,780.45
Total 130973:						1,780.45
01/21/2022	130974	Baycom Inc	2022 Service Agreement for PTP Camer	100-52100-2402	SRVCE000000037222	1,581.31
Total 130974:						1,581.31
01/21/2022	130975	DOA/Division of Energy	Refund of Energy Assistance Funds - M	660-21131	1-14-2022	21.88
Total 130975:						21.88
01/21/2022	130976	Fitness Store	Service Call - Rec	100-55140-2900	2021-157	164.00
Total 130976:						164.00
01/21/2022	130977	Forster, Maria	Translator services-PD	100-52115-2150	21-06069	42.00
Total 130977:						42.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/21/2022	130978	Frank's Radio Service Inc.	Radio Service Agreement - PD	100-52100-2441	119919	5,551.80
Total 130978:						5,551.80
01/21/2022	130979	Grainger	Supplies - WWTP	690-59833-3900	9166112152	45.96
01/21/2022	130979	Grainger	Supplies - WWTP	690-59833-3900	9167655852	606.29
01/21/2022	130979	Grainger	Supplies - WWTP	690-59833-3900	9169171809	71.36
Total 130979:						723.61
01/21/2022	130980	Greenwood, Jean F	Sell unused cemetery space back to the	100-46540	JANUARY 12, 2022	750.00
Total 130980:						750.00
01/21/2022	130981	Henke Manufacturing Corporation	DPW - Parts inventory	100-16120	7871840	1,786.67
Total 130981:						1,786.67
01/21/2022	130982	Jacquart, Timothy	Energy Star Partners Rebate-Refrigerato	660-29253	01/13/2022	30.00
Total 130982:						30.00
01/21/2022	130983	James Imaging Systems Inc.	Printers Contract RI4490-MPS-01 - Cove	660-59921-3900	1135890	262.50
Total 130983:						262.50
01/21/2022	130984	James Leasing LLC	Contract JL17101 Coverage 12-24-21 to	100-51900-5310	7647-1	13.42
Total 130984:						13.42
01/21/2022	130985	Malley Printing Co	WTR MTR Cards & Door Hangers - Elec	650-59676-3900	28934	596.40
01/21/2022	130985	Malley Printing Co	2022 Boat Launch Stickers - Rec	218-53540-2900	28951	268.00
01/21/2022	130985	Malley Printing Co	Record of Court Proceeding-PD	100-52100-3102	28960	261.00
Total 130985:						1,125.40
01/21/2022	130986	Mammoth Construction LLC	Watermain break 25th & Hayes	650-59673-2900	1260	4,252.50
Total 130986:						4,252.50
01/21/2022	130987	Manitowoc Co Solid Waste	Account #162 Dec 2021 Service - Eng	640-53620-2900	37773	10,424.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 130987:						10,424.25
01/21/2022	130988	Manitowoc Co Treasurer	County Jail & Driver Improvement Surch	100-21125	1-17-22	736.90
Total 130988:						736.90
01/21/2022	130989	Manitowoc Trophy	Name Plate/J Reimer - PD	100-51410-3100	40409	12.00
Total 130989:						12.00
01/21/2022	130990	Marek, Steve & Lynnette	Sell unused cemetery space back to City	100-46540	JANUARY 13, 2022	750.00
Total 130990:						750.00
01/21/2022	130991	Municipal Elec Utilities of WI	2022 Membership Dues - Elec	660-49426	010122-71	9,115.00
01/21/2022	130991	Municipal Elec Utilities of WI	Regional Safety Program - Q1 2022 Prog	690-59852-2900	011522-34	7,250.00
01/21/2022	130991	Municipal Elec Utilities of WI	Three-Phase Transformer Training - Elec	660-59930-2920	3603	125.00
Total 130991:						16,490.00
01/21/2022	130992	Nelson & Associates LLC	Supplies - Tlachac - PD	100-52115-3850	2367	74.87
Total 130992:						74.87
01/21/2022	130993	Prompt Printing Center	18,000 Garbage stickers - Cust Serv	640-53620-3900	34824	1,080.00
Total 130993:						1,080.00
01/21/2022	130994	Psychologie Clinique S.C.	Police Officer Psych Eval - Zayla J Muell	100-52120-2142	1/12/2022	540.00
Total 130994:						540.00
01/21/2022	130995	RESCO	Non-Stock LED Light Shield - ELec	660-59585-3900	842517-00	86.35
Total 130995:						86.35
01/21/2022	130996	Schaus Roofing/Mechanical	Service - WWTP	690-59833-3900	SD3862	257.50
Total 130996:						257.50

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/21/2022	130997	SMI	CSM-SBH	202-56700-2100	21-380-LS	1,200.00
01/21/2022	130997	SMI	ALTA Survey of Paragon	290-56700-2100	21-381-MS	2,500.00
Total 130997:						3,700.00
01/21/2022	130998	State of Wisconsin	Dec 2021 penalty surcharges	100-21125	1-17-22	2,105.63
Total 130998:						2,105.63
01/21/2022	130999	StopStick Ltd.	9' Stop Stick Kit w/Tray-Red-PD	461-52100-8150	0023357-IN	475.00
Total 130999:						475.00
01/21/2022	131000	TAPCO	DPW-Vinyl inventory	100-16120	1716913	1,014.73
Total 131000:						1,014.73
01/21/2022	131001	Two Rivers Municipal Utilities	19th Street	417-56700-2900	010-00008329-01;1/22	9.78
01/21/2022	131001	Two Rivers Municipal Utilities	2023 Washington Street	417-56700-2900	011-00002751-09;1/22	17.25
Total 131001:						27.03
01/21/2022	131002	Village of Mishicot Treasurer	Dec 2021 Municipal Court Forfeitures	100-21125	1-17-22	341.81
Total 131002:						341.81
01/21/2022	131003	WASC	Wisconsin Association of Senior Centers	100-54150-3210	JANUARY 12, 2022	65.00
Total 131003:						65.00
01/21/2022	131004	Wells Fargo Vendor Financial Services L	Compact Track Loaders T595	457-53300-8160	5018415328	932.74
01/21/2022	131004	Wells Fargo Vendor Financial Services L	Toolcat 5600	457-53300-8160	5018415329	1,185.38
Total 131004:						2,118.12
01/21/2022	131005	Wisc Dept of Justice	Time System-PD	100-52100-2203	455TIME-0000011917	1,995.00
Total 131005:						1,995.00
01/21/2022	131006	Wisc Dept Of Revenue-DEBITMEMO	Dec 2021 Sales Tax	640-29410	2-064-030-368	8,360.25

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131006:						8,360.25
01/25/2022	131007	U.S. Bank-Debit Memo	Credit Card Usage - December 2021 / Ja	100-16000	STATEMENT 1/6/2022	52,973.01
Total 131007:						52,973.01
01/27/2022	131008	4 K's Pest Control LLC	Pest control - Library	280-55110-2130	18237	45.00
01/27/2022	131008	4 K's Pest Control LLC	Service - Rec	100-54150-3500	18238	45.00
Total 131008:						90.00
01/27/2022	131009	Amazon Business - Debit Memo	Supplies-Inspections	100-51600-3500	19PQ-311Q-H7LT	526.09
Total 131009:						526.09
01/27/2022	131010	Badgerland Aggregates LLC	Repair 26th & Lincoln	690-59831-2900	12210	255.09
Total 131010:						255.09
01/27/2022	131011	Bay-Lake Regional Planning Commissio	Comprehensive Plan 03/01/21-03/31/21	459-51600-2900	6423	5,449.53
01/27/2022	131011	Bay-Lake Regional Planning Commissio	Comprehensive Plan 05/01/21-05/31/21	459-51600-2900	6466	4,421.76
01/27/2022	131011	Bay-Lake Regional Planning Commissio	Comprehensive Plan 07/01/21-12/31/21	459-51600-2900	6511	1,470.22
Total 131011:						11,341.51
01/27/2022	131012	Center Point Large Print	Alp-Lib	280-55111-3430	1902692	43.74
01/27/2022	131012	Center Point Large Print	Alp-Lib	280-55111-3430	1905212	257.67
01/27/2022	131012	Center Point Large Print	Alp-Lib	280-55111-3430	1907179	23.97
Total 131012:						325.38
01/27/2022	131013	Cursor Control Inc	CDM Maintenance	100-56700-2403	2012-1029	1,465.00
Total 131013:						1,465.00
01/27/2022	131014	Delta Dental of Wisconsin	Delta Premiums - February 2022	100-21532	1724444	6,513.65
Total 131014:						6,513.65
01/27/2022	131015	DOA/Division of Energy	Refund of Energy Assistance Funds - H.	660-21131	01/11/2022	105.84

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/27/2022	131015	DOA/Division of Energy	Refund of Crisis Funds Payment - T. Lee	660-21131	01-11-2022	84.92
01/27/2022	131015	DOA/Division of Energy	Refund of Crisis Funds Payment - D. Dic	660-21131	1-11-22	1,732.16
Total 131015:						1,922.92
01/27/2022	131016	Erickson Sports Apparel	Logowear	258-56700-3901	102745	498.00
Total 131016:						498.00
01/27/2022	131017	Frank's Radio Service Inc.	Service Agreement - Fire	100-52200-2900	119921	2,821.20
Total 131017:						2,821.20
01/27/2022	131018	Frontier	Telephone - Wtr	650-59661-2200	5741;1/22	84.09
Total 131018:						84.09
01/27/2022	131019	Great Lakes Roofing Corp	Roof System - Downpayment - Lib	456-51600-8170	A66914-DP	61,666.67
Total 131019:						61,666.67
01/27/2022	131020	Hebel, Jeremy & Jennifer	Refund of credit balance due to overpay	660-21130	1/21/2022	225.29
Total 131020:						225.29
01/27/2022	131021	James Imaging Systems Inc.	Contract RI13705-01 - Coverage Period	100-55140-3100	1149043	108.07
01/27/2022	131021	James Imaging Systems Inc.	Contract R113706-01 - Coverage Period	100-53100-3100	1149044	206.09
01/27/2022	131021	James Imaging Systems Inc.	Contract RI13707-01 - Coverage Period	100-55140-3100	1149045	1,124.01
Total 131021:						1,438.17
01/27/2022	131022	Jerrys Transmission Service Inc	Service & Parts-FD	100-52300-2410	0038148	155.69
01/27/2022	131022	Jerrys Transmission Service Inc	Service & Parts-FD	100-52300-2410	0038180	205.20
Total 131022:						360.89
01/28/2022	131023	Klein, Alex	Refund of credit balance rec'd through S	660-21130	01/21/2022	.00
01/28/2022	131023	Klein, Alex	Refund of credit balance rec'd through S	660-21130	1/21/2022	.00
Total 131023:						.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
01/27/2022	131024	Lakeshore Technical College	DNR-payment in lieu of taxes	100-41320	1/11/2022	1.34
Total 131024:						1.34
01/27/2022	131025	Malley Printing Co	Shipping Charges	218-53540-2900	28951 1/10/22	7.25
01/27/2022	131025	Malley Printing Co	Letterhead - City Mgr	100-51410-3100	28984	125.00
Total 131025:						132.25
01/27/2022	131026	ManitoLocke LLC	Remove caulk & grout - FD	100-52200-3500	MTS70023	357.01
Total 131026:						357.01
01/27/2022	131027	Manitowoc Co Public Works	Badger Net Circiut; Jan - Mar 2022	100-52100-2203	455TIME-11937-T	465.00
Total 131027:						465.00
01/27/2022	131028	Manitowoc Co Treasurer	DNR - Payment in lieu of taxes	100-41320	1/11/2022	8.84
Total 131028:						8.84
01/27/2022	131029	Manitowoc Disposal Inc	Recycling & Refuse Collect 1/8/22-1/21/2	640-53620-2900	1/8/2022-1/21/2022	14,440.86
Total 131029:						14,440.86
01/27/2022	131030	Manitowoc Trophy	Volleyball Cup - Rec	100-55300-3900	40379	54.00
01/27/2022	131030	Manitowoc Trophy	Name Plate / S. Brunner	100-51530-3100	40499	10.00
Total 131030:						64.00
01/27/2022	131031	Maritime Plumbing and Mechanical LLC	Supplies - Elec	660-59598-2900	43949	634.00
01/27/2022	131031	Maritime Plumbing and Mechanical LLC	Supplies - Elec	660-59598-2900	43965	369.00
01/27/2022	131031	Maritime Plumbing and Mechanical LLC	Supplies - Wtr	650-59642-2900	43966	3,250.00
Total 131031:						4,253.00
01/27/2022	131032	Office Depot	Supplies-PD	100-52100-3100	186261540001	31.19
Total 131032:						31.19
01/27/2022	131033	Pat Bannen	Refund of credit balance du to overpaym	660-21130	1/21/2022	108.37



Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131033:						108.37
01/27/2022	131034	Penworthy Company LLC, The	Jef-Lib	280-55112-3530	0578091-IN	372.24
Total 131034:						372.24
01/27/2022	131035	Philbert, Ann	Fusion Strength Instructor - 11/17/21-12/	100-55300-2900	01/21/2022	198.00
Total 131035:						198.00
01/27/2022	131036	Quadient Inc	Ink Cartridge IX5-7	100-51900-3900	16588881	368.46
Total 131036:						368.46
01/27/2022	131037	Quarles & Brady LLP	Review TID 14 Plan	243-56700-2900	6442053	1,422.50
01/27/2022	131037	Quarles & Brady LLP	Review TID 10 Plan Amendment	239-56700-2900	6442054	1,177.00
01/27/2022	131037	Quarles & Brady LLP	Review TID 15 Plan	244-56700-2900	6442056	2,310.00
01/27/2022	131037	Quarles & Brady LLP	Review TID 16 Plan	245-56700-2900	6442058	1,513.50
Total 131037:						6,423.00
01/27/2022	131038	Schnuelle, Travis & Nicole	Refund due to overpayment on final bill	660-21130	1/21/2022	173.02
Total 131038:						173.02
01/27/2022	131039	Schroeder Bros Co	Ridge Boot - PD	100-52115-3850	95331	135.95
Total 131039:						135.95
01/27/2022	131040	StopStick Ltd.	Shipping & Handling	461-52100-8150	0023357-IN 1/6/22	28.00
Total 131040:						28.00
01/27/2022	131041	Sue Reichel	Refund due to overpayment	660-21130	1/21/2022	44.69
Total 131041:						44.69
01/27/2022	131042	Two Rivers Automotive Inc.	Trufuel 50 1 premix - FD	100-52210-3410	5172-266291	13.98
01/27/2022	131042	Two Rivers Automotive Inc.	Trufuel 50 1 premix - FD	100-52210-3410	5172-266292	27.96
01/27/2022	131042	Two Rivers Automotive Inc.	repair hose - FD	100-52210-2410	5172-266765	5.00

Check Issue Date	Check Number	Payee	Description	Invoice GL Account	Invoice Number	Invoice Amount
Total 131042:						46.94
01/27/2022	131043	Two Rivers Historical Society	Dec 2021 Monthly Support Pymt	291-56700-2910	DEC2021	250.00
01/27/2022	131043	Two Rivers Historical Society	Jan 2022 Monthly Support Pymt	291-56700-2910	JAN2022	250.00
Total 131043:						500.00
01/27/2022	131044	Two Rivers School District	DNR-payment in lieu of taxes	100-41320	1/11/2022	15.57
Total 131044:						15.57
01/27/2022	131045	Wisconsin Public Service	114 DAVIS STREET	100-55400-2220	0401271669-01;1/22	59.90
01/27/2022	131045	Wisconsin Public Service	3801 Mishicot Rd.	100-54910-2220	0401271669-09;1/22	361.33
01/27/2022	131045	Wisconsin Public Service	GENERATOR	660-59588-2220	0401271669-38;1/22	26.25
01/27/2022	131045	Wisconsin Public Service	PAVILLION	100-55200-2220	0401271669-42;1/22	19.00
Total 131045:						466.48
Grand Totals:						4,468,141.18

**DRAFT - 02/14/2022**

**ORDINANCE**

**AN ORDINANCE** to amend Municipal Code Sections 10-1-20 and 10-1-21, entitled " R-1 Single-Family Residence District and R-2 Single- and Double-Family Residence District" to include Conservation Subdivision as a conditional use. These provisions were unintentionally deleted during the 2020 code codification process.

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

**SECTION 1.** That Section 10-1-20A of the Municipal Code shall hereby be amended as follows:

- (10) Conditional uses.
- (d) Conservation subdivision.

and to renumber subsequent sections as appropriate.

**SECTION 2.** That Section 10-1-21A of the Municipal Code shall hereby be amended as follows:

- (5) Conditional uses.
- (c) Conservation subdivision.

and to renumber subsequent sections as appropriate.

**SECTION 3.** This ordinance shall take effect and be in force from and after its date of passage and publication of same.

Dated this 7th day of March, 2021.

\_\_\_\_\_  
Adam Wachowski  
President, City Council

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

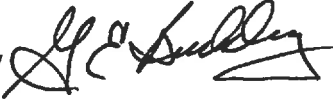
Attest:

\_\_\_\_\_  
Jamie Jackson  
City Clerk

Approved as to form and legality:

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

--MEMORANDUM--

TO: City Council  
FROM: Gregory E. Buckley   
City Manager

DATE: February 18, 2022

SUBJECT: Questions About 5G Small Wireless Facilities and the City’s Ability to Regulate Them

(Agenda requested by Council Member Larry Thomas)

The City’s ability to regulate placement of small wireless facilities within public street rights of way or on utility poles owned by the City and located within the right-of-way, and to charge fees for the placement of such facilities, is significantly limited by FCC regulations and Wisconsin Law.

The FCC Small Cell Order 18-133, issued in 2018 and effective January 2019, imposed significant limitations on the ability of local governments to regulate placement of small wireless facilities, in the interest of facilitating the nationwide roll-out of fifth generation (5G) cellular communications technology.

5G technology provides faster speeds and more capacity on cellular communications systems, not just for personal communications devices and internet browsing, but for linked devices ranging from home security systems to home appliances, health monitors, smart equipment used in industry and on farms, and remote energy metering—the so-called “Internet of Things.” 5G technology requires a network of small cell wireless facilities, placed in much closer proximity to one another than the facilities used for 4G service.

Wisconsin, like most states, has also adopted legislation to streamline permitting and regulation related to 5G facilities. Act 15 of 2019 (Wisc. Stats.66.0414) established uniform rules for installing so-called small-cell nodes, which 5G wireless networks rely on to operate. A copy of that law is attached (p. 3).

The City of Two Rivers in December 2021 adopted a new ordinance on Wireless Communications Facilities in the Right-of-Way, which is contained in Section 4-1-14 of City Ordinances. This ordinance was prepared by the Boardman law firm of Madison, based on a model ordinance that Boardman developed for the Municipal Electric Utilities of Wisconsin. A copy of the ordinance is attached (p. 5).

The ordinance includes provisions on aspects of such installations that the City CAN regulate, such as the height at which an antenna can be installed (50 feet or less, or no more than 10percent higher than adjacent structures), the size of the antenna (no more than 3 CF in volume), and the same of associated equipment, sometimes located nearby at ground level (no more than 28 CF in volume).

While there have been concerns raised about possible health impacts of radiofrequency energy from 5g facilities, Federal law precludes local jurisdiction from regulating small cell facilities based on such concerns. Such standards/regulations are set at the Federal level. There is a lot of conflicting information in popular media regarding possible health impacts of radio frequency energy, whether from existing, “old” technology or from 5G. See attached article from the American Cancer Society (p. 18).

So far, the City has received one application for placement of a 5G wireless facility on an existing electric utility pole, on the north side of 29<sup>th</sup> Street just east of Forest Avenue. This application was from a company installing such facilities for local service provider NSight Communications.

The Electric Utility responded by proposing that it would place a second, stand-alone pole in that area, to hold the planned small cell antenna. The installation meets all requirements for approval under the City's ordinance. A map showing the planned location and a profile of the proposed pole and antenna are included in the attached application materials (p, 24).

Fees for use of City poles and right-of-way must be uniformly charged to all users—current users include Frontier, NSight and Spectrum. Those charges are as follows:

Permit for Placement of Antenna:	\$300.00
Annual License Fee Per Antenna:	\$250.00

(Note: in the case of the installation described above, the telcom company will also pay the Electric Utility's cost for installing the new pole: \$3,700)

Annual pole contact fee (applies to each pole used by user other than TR Electric)

Pole with single company contact:	\$ 28.35
Pole with double company contact:	\$ 14.17
Pole with triple company contact:	\$ 8.33

Electric Utility Director Brian Delleman will be present at Monday's meeting to answer questions. We also expect to have a representative of NSight Communications present.

- (4) COLLOCATION OF SMALL WIRELESS FACILITIES ON GOVERNMENTAL POLES AND UTILITY POLES FOR DESIGNATED SERVICES.**
- (a) A person owning or controlling a governmental pole or a utility pole for designated services may not enter into an exclusive arrangement with any person for the right to attach to, or use, such poles.
- (b) The fees or rates charged by the owner of a pole described under par. (a), and the terms and conditions for such attachment or use, may not be discriminatory.
- (c) The rate a political subdivision may charge a wireless provider to collocate a small wireless facility on a utility pole for designated services shall be governed by an agreement between the political subdivision and the wireless provider. If there is a failure to agree on the rate, the public service commission shall determine the compensation pursuant to the procedures in s. 196.04 and the determination shall be reviewable under s. 196.41.
- (d)
1. The rate an owner of a governmental pole other than a utility pole for designated services charges another person to collocate on the owner's pole shall be sufficient to recover the actual, direct, and reasonable costs related to the applicant's application for, and use of, space on the pole, except that subject to subd. 2., the total annual rate for a collocation and any related activities may not exceed the lesser of the actual, direct, and reasonable costs related to the collocation or \$250 per year per small wireless facility. If a dispute arises concerning the appropriateness of a rate charged by the state or political subdivision under this subdivision, the governmental unit bears the burden of proving that the rate is reasonably related to the actual, direct, and reasonable costs incurred by the governmental unit.
  2. Beginning on July 12, 2019, the owner of a governmental pole other than a utility pole for designated services may adjust a rate allowed under subd. 1. by 10 percent every 5 years, rounded to the nearest multiple of \$5. During each 5-year period, the adjustment may be applied incrementally or as a single adjustment.
  3. If the federal communications commission adjusts its levels for rates that are presumptively lawful under 47 USC 253 or 332 (c) (7), the state or a political subdivision may adjust any impacted rate under subd. 1. on a pro rata basis, consistent with the federal communications commission's action.
- (e)
1. Except as provided in subd. 2., by the later of October 1, 2019, or 3 months after receiving its first request to collocate a small wireless facility on a governmental pole, other than a utility pole for designated services, the state or a political subdivision shall implement rates, fees, and terms for the collocation of small wireless facilities on governmental poles that comply with this subsection.
  2. Agreements between a wireless provider and the state or a political subdivision that are in effect on July 12, 2019, and that relate to the collocation of small wireless facilities in the right-of-way, including the collocation of small wireless facilities on governmental poles, remain in effect, subject to applicable termination provisions, except that by August 1, 2021, the state or political subdivision shall amend any such agreement to comply with the rates, fees, and terms required under this subsection.
- (f) With regard to a governmental pole that supports aerial cables used for video, communications, or electric service, and with regard to utility poles for designated services, the parties shall comply with the process for make-ready work under 47 USC 224 and its implementing regulations, including 47 CFR 1.1420 and 1.1422. The good faith estimate of the person owning or controlling such poles for any make-ready work necessary to enable the pole to support the requested collocation must include pole replacement if necessary.
- (g) With regard to a governmental pole that does not support aerial cables used for video, communications, or electric service, the state or political subdivision shall provide a good faith estimate for any make-ready work necessary to enable the pole to support the requested collocation, including pole replacement if necessary, not later than 60 days beginning after receipt of a complete application, except that the governmental unit may provide the applicant with access to the governmental pole that is necessary for the applicant to make that estimate. Make-ready work, including any pole replacement, must be completed within 60 days after the applicant's written acceptance of a good faith estimate provided by the governmental unit or within 60 days after the applicant makes the estimate.
- (h) A person owning or controlling a governmental pole other than a utility pole for designated services may not require more make-ready work than required to meet applicable codes or industry standards. Fees for make-ready work may not include any costs that are related to preexisting conditions, prior damage, or noncompliance with currently applicable standards. Fees for make-ready work, including any pole replacement, may not exceed actual costs or the amount charged to other communications service providers for similar work, and may not include any consultant fees or expenses.
- (5) DISPUTE RESOLUTION.** Except as provided in sub. (4) (c), and notwithstanding ss. 182.017 (8) (a) and 196.58 (4) (a), a court of competent jurisdiction shall determine all disputes arising under this section. Unless otherwise agreed to by the parties

to a dispute, and pending resolution of a right-of-way access rate dispute, a political subdivision controlling access to a use of a right-of-way shall allow the placement of a small wireless facility or utility pole at a temporary rate of one-half of the political subdivision's proposed annual rate, or \$20, whichever is less. Rates shall be reconciled and adjusted upon final resolution of the dispute. Pending the resolution of a dispute concerning rates for collocation of small wireless facilities on governmental poles or utility poles for designated services, the person owning or controlling the pole shall allow the collocating person to collocate on its poles, at annual rates of no more than \$20 per year per pole, with rates to be reconciled and adjusted upon final resolution of the dispute.

- (6) **INDEMNIFICATION.** A wireless provider shall indemnify and hold harmless a political subdivision against any and all liability and loss from personal injury or property damage resulting from or arising out of, in whole or in part, the use or occupancy of rights-of-way by the wireless provider or its employees, agents, or contractors arising out of the rights and privileges granted under this section. A wireless provider has no obligation to indemnify or hold harmless against any liabilities and losses as may be due to or caused by the sole negligence of the political subdivision or its employees or agents.
- (7) **FEDERAL LAW; CONTRACTS.** Nothing in this section adds to, replaces, or supersedes federal laws regarding utility poles owned by investor-owned electric utilities nor shall this section impose or otherwise affect any rights, controls, or contractual obligations investor-owned electric utilities may establish with respect to their utility poles.
- (8) **PRIVATE PROPERTY OWNERS.** Nothing in this section is intended to authorize a person to place, maintain, modify, operate, or replace a privately owned utility pole or wireless support structure or to collocate small wireless facilities on a privately owned utility pole, a privately owned wireless support structure, or other private property without the consent of the property owner.
- (9) **COMMUNICATIONS SERVICES.**
- (a) This section may not be construed or interpreted to authorize any entity to provide communications service without compliance with all applicable laws or to authorize the collocation, installation, placement, operation, or maintenance of any communications facilities, including wireline backhaul facilities, other than small wireless facilities and associated utility poles.
- (b) Except as it relates to small wireless facilities subject to the permit and fee requirements established under this section and except as otherwise authorized by federal or state law, a political subdivision may not do any of the following:
1. Adopt or enforce any regulation or requirement on the placement or operation of communications facilities in rights-of-way by a communications service provider authorized under federal, state, or local law to operate in rights-of-way.
  2. Regulate any communications service.
  3. Impose or collect any tax, fee, or other charge for the provision of additional communications services over a communications service provider's communications facilities in a right-of-way.

**History:** 2019 a. 14; s. 35.17 correction in (1) (d) and (z) 2. (intro.), (3) (c) 4. (intro.) and a.

**ORDINANCE**

**AN ORDINANCE** repealing Municipal Code Section 10-1-18.5 and recreating it as 4-1-14, entitled "Wireless Communications Facilities in the Right-of-Way".

The Council of the City of Two Rivers ordains that: Municipal Code Section 4-1-14 read as follows:

**SECTION 1.** Municipal Code Section 4-1-14 be created to read as follows:

**Chapter 4-1-14: Wireless Communications Facilities in the Right-of-Way**

A. Definitions. For the purposes of this Chapter, the terms below shall have the following meanings:

- “**Administrator**” means the City Manager of Two Rivers or his or her designee.
- “**Application**” means a formal request, including all required and requested documentation and information, submitted by an applicant to the City of Two Rivers for a wireless permit.
- “**Applicant**” means a person or entity filing an application for a wireless permit under this Chapter.
- “**Base Station**,” consistent with 47 C.F.R. § 1.6100(b)(1), means a structure or wireless equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. This definition does not include towers or any equipment associated with a tower.
- “**Eligible Facilities Request**,” consistent with 47 C.F.R. § 1.6100(b)(3), means any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving: (i) collocation of new transmission equipment; (ii) removal of transmission equipment; or (iii) replacement of transmission equipment.
- “**FCC**” means the Federal Communications Commission.
- “**Governmental Pole**,” consistent with Wis. Stat. § 66.0414(1)(n), means a utility pole that is owned or operated by the City of Two Rivers in the right-of-way.
- “**Historic District**,” consistent with Wis. Stat. § 66.0414(3)(c)5, means an area designated as historic by the City of Two Rivers, listed on the national register of historic places in Wisconsin, or listed on the state register of historic places.
- “**Right-of-Way**” means the surface of, and the space above and below the entire width of an improved or unimproved public roadway, highway, street, bicycle lane, landscape terrace, shoulder, side slope, public sidewalk, or public utility easement over which the City of Two Rivers exercises any rights of management and control or in which the City of Two Rivers has an interest.
- “**Small Wireless Facility**,” consistent with 47 C.F.R. § 1.6002(l), means a facility that meets each of the following conditions:

- (1) The structure on which antenna facilities are mounted, measured from ground level:



- i. is 50 feet or less in height, or
- ii. is no more than 10 percent taller than other adjacent structures, or
- iii. is not extended to a height of more than 50 feet or by more than 10 percent above its preexisting height, whichever is greater, as a result of the collocation of new antenna facilities;

- (2) Each antenna (excluding associated antenna equipment) is no more than three cubic feet in volume;
- (3) All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is cumulatively no more than 28 cubic feet in volume;
- (4) The facility does not require antenna structure registration under 47 C.F.R. part 17;
- (5) The facility is not located on Tribal land as defined in 36 C.F.R. § 800.16(x); and
- (6) The facility does not result in human exposure to radiofrequency radiation in excess of the applicable safety standards specified by federal law.

**“Support Structure”** means any structure in the right-of-way (other than an electric transmission structure) capable of supporting wireless equipment, including a utility pole, a wireless support structure as defined in Wis. Stat. § 66.0414(1)(zp), or a base station.

**“Tower,”** consistent with 47 C.F.R. § 1.6100(b)(9), means any structure built for the sole or primary purpose of supporting any Federal Communication Commission (FCC) licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site. This definition does not include utility poles.

**“Transmission Equipment,”** consistent with 47 C.F.R. § 1.6100(b)(9), means equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

**“Underground District,”** consistent with Wis. Stat. § 66.0414(3)(c)5, means an area designated by the City of Two Rivers in which all pipes, pipelines, ducts, wires, lines, conduits, or other equipment, which are used for the transmission, distribution, or delivery of electrical power, heat, water, gas, sewer, or telecommunications equipment, are to be located underground.

**“Utility Pole,”** means a pole that is used in whole or in part by a communications service provider; used for electric distribution, lighting, traffic control, signage, or a similar function; or used for the collocation of small wireless facilities. “Utility pole” does not include a wireless support structure or an electric transmission structure.

**“Utility Pole for Designated Services”** means a utility pole owned or operated in a right-of-way by the City of Two Rivers that is designed to, or used to, carry electric distribution lines, or cables or wires for telecommunications, cable, or electric service.

**“Wireless Equipment”** means an antenna facility at a fixed location that enables wireless services between user equipment and a communications network, and includes all of the following: (a) equipment associated with wireless services; (b) radio transceivers, antennas, or coaxial, metallic, or fiber-optic cable located on, in, under, or otherwise adjacent to a support structure; (c) regular and backup power supplies; (d) equipment that is comparable to equipment specified in this definition regardless of technical configuration. “Wireless Equipment” does not include (a) the structure or improvements on, under, or within which the equipment is collocated; (b) wireline backhaul facilities; or (c) coaxial, metallic, or fiber-optic cable that is between utility poles or wireless support structures or that is not adjacent to a particular antenna. The definition of “Wireless Equipment” in this ordinance is consistent with the definition of “wireless facility” in Wis. Stat. § 66.0414(1)(z).

**“Wireless Facility”** or **“Facility”** means an installation at a fixed location in the right-of-way consisting of wireless equipment and the support structure, if any, associated with the wireless equipment.

**“Wireless Infrastructure Provider”** means any person or entity, other than a wireless services provider, that builds or installs wireless communications transmission equipment, antenna equipment, or wireless support structures.

**“Wireless Permit”** or **“Permit”** means a permit issued pursuant to this Chapter and authorizing the placement or modification of a wireless facility of a design specified in the permit at a particular location within the right-of-way, and the modification of any existing support structure to which the wireless facility is proposed to be attached.

**“Wireless Provider”** means a wireless infrastructure provider or a wireless services provider.

**“Wireless Regulations”** means those regulations adopted pursuant to Section 5(b)(1) to implement the provisions of this Chapter.

**“Wireless Services”** means any service using licensed or unlicensed wireless spectrum, including the use of a Wi-Fi network, whether at a fixed location or by means of a mobile device.

**“Wireless Service Provider”** means a person or entity that provides wireless services.

Definitions in this Section may contain quotations or citations to 47 C.F.R. §§ 1.6100 and 1.6002 and Wis. Stat. § 66.0414. In the event that any referenced section is amended, creating a conflict between the definition as set forth in this Chapter and the amended language of the referenced section, the definition in the referenced section, as amended, shall control.

- B. Purpose. In the exercise of its police powers, the City of Two Rivers has priority over all other uses of the right-of-way. The purpose of this Chapter is to provide the City of Two Rivers with a process for managing, and uniform standards for acting upon, requests for the

placement of wireless facilities within the right-of-way consistent with the City of Two Rivers' obligation to promote the public health, safety, and welfare; to manage the right-of-way; and to ensure that the public's use is not obstructed or incommoded by the use of the right-of-way for the placement of wireless facilities. The City of Two Rivers recognizes the importance of wireless facilities to provide high-quality communications and internet access services to residents and businesses within the City of Two Rivers. The City of Two Rivers also recognizes its obligation to comply with applicable Federal and State laws regarding the placement of wireless facilities in the right-of-way including, without limitation, the Telecommunications Act of 1996 (47 U.S.C. § 151 et seq.), Section 6409(a) of the Middle Class Tax Relief and Job Creation Act of 2012, Wis. Stat. § 182.017, Wis. Stat. § 196.58, and Wis. Stat. § 66.0414, as amended, and this Chapter shall be interpreted consistent with those provisions.

C. Scope.

(1) **Applicability.** Unless exempted by Section 3(b), below, every person who wishes to place a wireless facility in the right-of-way or modify an existing wireless facility in the right-of-way must obtain a wireless permit under this Chapter.

(2) **Exempt Facilities.** The provisions of this Chapter (other than Sections 10-13) shall not be applied to applications for the following:

(a) Installation, maintenance, operation, or replacement of a small wireless facility strung on cables between two existing utility poles in compliance with the National Electrical Safety Code, provided that the small wireless facility does not exceed 24 inches in length, 15 inches in width, and 12 inches in height and has no exterior antenna longer than 11 inches.

(b) Installation of a mobile cell facility (commonly referred to as "cell on wheels" or "cell on truck") for a temporary period in connection with an emergency or event, but no longer than required for the emergency or event, provided that installation does not involve excavation, movement, or removal of existing facilities.

(c) Placement or modification of a wireless facility by City of Two Rivers staff or any person performing work under contract with the City of Two Rivers.

(d) The replacement of an existing small wireless facility with a small wireless facility that is substantially similar to, or the same size or smaller than, the existing small wireless facility, provided that there is no change to the support structure on which the small wireless facility is placed.

(e) Routine maintenance of a wireless facility.

(3) **Placement on City of Two Rivers-Owned or –Controlled Support Structures.** Any applicant who wishes to place wireless equipment on a support structure owned or controlled by the City of Two Rivers, including governmental poles and utility poles for designated services, must obtain a wireless permit under this Chapter and enter into an attachment agreement with the City of Two Rivers. The agreement shall include provisions regarding make-ready work and specify the compensation to be paid to the City of Two Rivers for use of the support structure in accordance with the standards set out in Wis. Stat. § 66.0414(4), as amended. Unless prohibited by state or federal law, the person or entity

seeking the agreement shall reimburse the City of Two Rivers for all costs the City of Two Rivers incurs in connection with its review of and action upon the request for an agreement.

D. **Nondiscrimination.** In establishing the rights, obligations, and conditions set forth in this Chapter, it is the intent of the City of Two Rivers to treat each applicant and right-of-way user in a competitively neutral and nondiscriminatory manner, to the extent required by law, while taking into account the unique technologies, situation, and legal status of each applicant or request for use of the right-of-way.

E. **Administration.**

(1) **Administrator.** The administrator is responsible for administering this Chapter.

(2) **Powers.** As part of the administration of this Chapter, the administrator may:

(a) Adopt wireless regulations governing the placement and modification of wireless facilities in addition to but consistent with the requirements of this Chapter, including regulations governing collocation, the resolution of conflicting applications for placement of wireless facilities, and aesthetic standards. The regulations must be published in advance of their enforcement.

(b) Interpret the provisions of the Chapter and the wireless regulations.

(c) Develop forms and procedures for submission of applications for wireless permits consistent with this Chapter.

(d) Collect any fee required by this Chapter.

(e) Establish deadlines for submission of information related to an application, and extend or shorten deadlines where appropriate and consistent with federal laws and regulations.

(f) Issue notices of incompleteness or requests for information in connection with any wireless permit application.

(g) Select and retain an independent consultant or attorney with expertise in telecommunications to review any issue that involves specialized or expert knowledge in connection with any permit application.

(h) Coordinate and consult with other City of Two Rivers staff, committees, and governing bodies to ensure timely action on all other required permits under Section 6(b)(11) of this Chapter.

(i) Negotiate attachment agreements for the placement of wireless equipment on governmental poles or utility poles for designated.

(j) Subject to appeal as provided in Section 8(d) of this Chapter, determine whether to grant, grant subject to conditions, or deny an application.

(k) Take such other steps as may be required to timely act upon wireless permit applications, including issuing written decisions and entering into agreements to mutually extend the time for action on an application.

F. **Application.**

(1) **Format.** Unless the wireless regulations provide otherwise, the applicant must submit both a paper copy and an electronic copy (in a searchable format) of any application, as well as any amendments or supplements to the application or responses to requests for information regarding an application, to the Administrator. An application is not complete until both the paper and electronic copies are received by the Administrator.

(2) **Content.** In order to be considered complete, an application must contain:

(a) All information required pursuant to the wireless regulations.

(b) A completed application cover sheet signed by an authorized representative of the applicant.

(c) The name of the applicant (including any corporate or trade name), and the name, address, email address, and telephone number of a local representative and of all duly authorized representatives and consultants acting on behalf of the applicant with respect to the filing of the application. If the applicant is a wireless infrastructure provider, the name and contact information for the wireless service provider(s) that will be using the wireless facility must also be provided.

(d) A statement of which state or federal deadline(s) apply to the application.

(e) A separate and complete description of each proposed wireless facility and the work that will be required to install or modify it, including but not limited to detail regarding proposed excavations, if any; detailed site plans showing the location of the facility and technical specifications for each element of the facility, clearly describing the site and all structures and equipment at the site before and after installation or modification and identifying the owners of such preexisting structures and equipment; and describing the distance to the nearest residential dwelling unit. Before and after 360-degree photo simulations must be provided for each facility.

(f) A certification by the applicant that the wireless facility will not materially interfere with the safe operation of traffic control equipment or sight lines or clear zones for transportation of pedestrians, and will fully comply with the federal Americans with Disabilities Act or similar federal or state standards regarding pedestrian access or movement.

(g) A certification by the applicant that the wireless facility will comply with relevant FCC regulations concerning radio frequency emissions from radio transmitters and unacceptable interference with public safety spectrum, including compliance with the abatement and resolution procedures for interference with public safety spectrum established by the FCC set forth in 47 C.F.R. §§ 22.97 to 22.973 and 47 C.F.R. §§ 90.672 to 90.675.

(h) A statement that the wireless facility will comply with the state electrical wiring code, as defined in Wis. Stat. § 101.80(4), as amended; the state plumbing code specified in Wis. Stat. § 145.13, as amended; the fire prevention code under Wis. Admin. Code § SPS 314, as amended; the Wisconsin commercial building code under Wis. Admin. Code §§ SPS 361 to 366, as amended; the Wisconsin uniform dwelling code under Wis. Admin. Code §§ SPS 320 to 325, as amended; and all local amendments to those codes

enacted solely to address imminent threats of destruction of property or injury to persons.

(i) A structural report performed by a professional engineer registered in the State of Wisconsin evidencing that the support structure on which the wireless equipment will be mounted will structurally support the equipment, or that the structure may and will be modified to meet structural requirements, in accordance with applicable codes, including the National Electric Safety Code and the National Electric Code.

(j) If the support structure on which the wireless equipment will be mounted is owned by a third party, a certification that the applicant has permission from the owner to mount its equipment on the structure. This is not required if the support structure is a governmental pole or a utility pole for designated services, as permission will be evidenced by the executed attachment agreement referenced in Section 3(c).

(k) To the extent that filing of the wireless permit application establishes a deadline for action on any other permit that may be required in connection with the wireless facility, the application must include complete copies of applications for every required permit (including without limitation electrical permits, building permits, traffic control permits, and excavation permits), with all engineering completed.

(l) Payment of all required fees.

(3) **Waivers.** Requests for waivers from any requirement of this Section 6 shall be made in writing to the Administrator. The Administrator may grant a request for waiver if it is demonstrated that, notwithstanding the issuance of the waiver, the City of Two Rivers will be provided with all information necessary to understand the nature of the construction or other activity to be conducted pursuant to the wireless permit sought.

(4) **Eligible Facilities Requests.** If the applicant asserts in writing that its application is an eligible facilities request, the City of Two Rivers will only require the applicant to provide that information set forth in subsection (b) to the extent reasonably related to determining whether the request meets the definition of “eligible facilities request” under 47 C.F.R. § 1.6100(b)(3). The applicant will be required to submit evidence that the application relates to an existing tower or base station that has been approved by the City of Two Rivers. Before and after 360-degree photo simulations must be provided with detailed specifications demonstration that the modification does not substantially change the physical dimensions of the existing approved tower or base station.

(5) **Fees.** Applicant must pay an application fee in an amount set by the Two Rivers City Council to allow recovery of the City of Two Rivers’ direct costs of processing the application, subject to the limits contained in state and federal law, including Wis. Stat. § 66.0414(3)(d), as amended.

(6) **Public Records.** Applications are public records that may be made publicly available pursuant to state and federal public records law. Notwithstanding the foregoing, the applicant may designate portions of the application materials that it reasonably believes contain proprietary or confidential information by clearly marking each portion of such materials accordingly, and the City of Two Rivers shall endeavor to treat the information as proprietary and confidential, subject to applicable state and federal public records laws and

the Administrator's determination that the applicant's request for confidential or proprietary treatment of the application materials is reasonable. The City of Two Rivers shall not be required to incur any costs to protect the application from disclosure.

G. General Standards.

(1) **Generally.** Wireless facilities shall meet the minimum requirements set forth in this Chapter and the wireless regulations, in addition to the requirements of any other applicable law or regulation.

(2) **Regulations.** The wireless regulations and decisions on wireless permits shall, at a minimum, ensure that the requirements of this Chapter are satisfied, unless it is determined that the applicant has established that denial of an application would, within the meaning of federal law, prohibit or effectively prohibit the provision of telecommunications or personal wireless services, or otherwise violate applicable laws or regulations. If that determination is made, the requirements of this Chapter and the wireless regulations may be waived, but only to the extent required to avoid the prohibition.

(3) **Standards.**

(a) Wireless facilities shall be installed and modified in a manner that:

- (1) Minimizes risks to public safety;
- (2) Ensures that placement of wireless equipment on existing support structures is within the tolerance of those structures;
- (3) Ensures that new support structures will not be installed when the applicant has the right to place its wireless facility on an existing structure on reasonable terms and conditions and placement in that location is technically feasible and not materially more expensive;
- (4) Avoids installation or modification of a utility pole that would exceed the height limits set forth in Wis. Stat. § 66.0414(2)(e)2, as amended;
- (5) Avoids placement of aboveground wireless facilities in historic districts and underground districts (except for placing equipment on or replacing pre-existing support structures, so long as the collocation or replacement reasonably conforms to the design aesthetics of the original support structure);
- (6) Avoids placement of wireless facilities in residential areas when commercial or industrial areas are reasonably available;
- (7) Maintains the integrity and character of the neighborhoods and corridors in which the facilities are located;
- (8) Ensures that the City of Two Rivers bears no risk or liability as a result of the installations; and
- (9) Ensures that applicant's use does not obstruct or hinder travel, drainage, maintenance, or the public health, safety, and general welfare; inconvenience the public; interfere with the primary uses of the right-of-way; or hinder the ability of the City of Two Rivers or other government entities to improve, modify, relocate,

abandon, or vacate the right-of-way or any portion thereof, or to cause the improvement, modification, relocation, vacation, or abandonment of facilities in the right-of-way.

(b) In no event may ground-mounted equipment interfere with pedestrian or vehicular traffic and at all times must comply with the requirements of the Americans with Disabilities Act of 1990.

(4) **Standard Permit Conditions.** All wireless permits, whether granted under this Chapter or deemed granted by operation of state or federal law, are issued subject to the following minimum conditions:

(a) **Compliance.** The permit holder shall at all times maintain compliance with all applicable Federal, State, and local laws, regulations, and other rules.

(b) **Construction Deadline.** The permit holder shall commence the activity authorized by the permit no later than 365 days after the permit is granted and shall pursue work on the activity until completion.

(c) **Contact Information.** The permit holder shall at all times maintain with the City of Two Rivers accurate contact information for the permit holder and all wireless service providers making use of the facility, which shall include a phone number, mailing address, and email address for at least one natural person.

(d) **Emergencies.** The City of Two Rivers shall have the right to support, repair, disable, or remove any elements of the facilities in emergencies or when the facility threatens imminent harm to persons or property.

(e) **Indemnification.** The permit holder, by accepting a permit under this Chapter, agrees to indemnify and hold harmless the City of Two Rivers, its elected and appointed officials, officers, employees, agents, representatives, and volunteers (collectively, the "Indemnified Parties") from and against any and all liability and loss from personal injury or property damage resulting from or arising out of, in whole or in part, the use or occupancy of rights-of-way by the permit holder or anyone acting under its direction or control or on its behalf arising out of the rights and privileges granted under this Chapter, even if liability is also sought to be imposed on one or more of the Indemnified Parties. The obligation to indemnify, and hold harmless the Indemnified Parties shall be applicable even if the liability results in part from an act or failure to act on the part of one or more of the Indemnified Parties. However, the obligation does not apply if the liability results from the sole negligence or willful misconduct of an Indemnified Party.

(f) **Adverse Impacts on Adjacent Properties.** The permit holder shall undertake all reasonable efforts to avoid undue adverse impacts to adjacent properties and/or uses that may arise from the construction, operation, maintenance, modification, or removal of the facility.

(g) **General Maintenance.** The wireless facility and any associated structures shall be maintained in a neat and clean manner and in accordance with all approved plans and conditions of approval.



(h) **Graffiti Removal.** All graffiti on facilities shall be removed at the sole expense of the permit holder within 48 hours after notification from the City of Two Rivers.

(i) **Relocation.** At the request of the City of Two Rivers pursuant to Section 10 of this Chapter, the permit holder shall promptly and at its own expense permanently remove and relocate its wireless facility in the right-of-way.

(j) **Abandonment.** The permit holder shall promptly notify the City of Two Rivers whenever a facility has not been in use for a continuous period of 60 days or longer and must comply with Section 11 of this Chapter.

(k) **Restoration.** A permit holder who removes or relocates a facility from the right-of-way or otherwise causes any damage to the right-of-way in connection with its activities under this Chapter must restore the right-of-way in accordance with Section 12 of this Chapter.

(l) **Record Retention.** The permit holder shall retain full and complete copies of all permits and other regulatory approvals issued in connection with the facility, which includes without limitation all conditions of approval, approved plans, resolutions, and other documentation associated with the permit or regulatory approval. In the event the City of Two Rivers cannot locate any such full and complete permits or other regulatory approvals in its official records, and the permit holder fails to retain full and complete records in the permit holder's files, any ambiguities or uncertainties that would be resolved through an examination of the missing documents will be conclusively resolved against the permit holder.

(m) **Radio Frequency Emissions.** Every wireless facility shall at all times comply with applicable FCC regulations governing radio frequency emissions, and failure to comply with such regulations shall be treated as a material violation of the terms of the permit.

(n) **Certificate of Insurance.** A certificate of insurance sufficient to demonstrate to the satisfaction of the Administrator that the applicant has the capability to cover any liability that might arise out of the presence of the facility in the right-of-way.

H. Application Processing and Appeal.

(1) **Rejection for Incompleteness.** Notices of incompleteness shall be provided in conformity with state, local, and federal law, including 47 C.F.R. § 1.6003(d) and Wis. Stat. § 66.0414(3)(c), as amended.

(2) **Processing Timeline.** Wireless permit applications (including applications for other permits under Section 6(b)(11) necessary to place or modify the facility) and appeals will be processed in conformity with the deadlines set forth in state, local, and federal law, as amended, unless the applicant and the City of Two Rivers agree to an extension.

(3) **Written Decision.** In the event that an application is denied (or approved with conditions beyond the standard permit conditions set forth in Section 7(d)), the Administrator shall issue a written decision with the reasons therefor, supported by substantial evidence contained in a written record. If the permit is for a small wireless facility, the applicant may cure the deficiencies identified in the written decision denying the permit and re-submit the

application no later than 30 days after receipt without being required to pay an additional application fee.

(4) **Appeal to City of Two Rivers Council.** Any person adversely affected by the decision of the Administrator may appeal that decision to the City of Two Rivers Council, which may decide the issues *de novo*, and whose written decision will be the final decision of the City. An appeal by a wireless infrastructure provider must be taken jointly with the wireless service provider that intends to use the wireless facility. If an applicant contends that denial of the application would prohibit or effectively prohibit the provision of service in violation of federal law, or otherwise violate applicable law, the documentation accompanying the appeal must include that contention and provide all evidence on which the applicant relies in support of that claim.

(5) **Deadline to Appeal.**

(a) Appeals that involve eligible facilities requests must be filed within three business days of the written decision of the Administrator.

(b) All other appeals not governed by Section 8(e)(1), above, must be filed within seven business days of the written decision of the Administrator, unless the Administrator extends the time therefor. An extension may not be granted where extension would result in approval of the application by operation of law.

(6) **Decision Deadline.** All appeals shall be conducted so that a timely written decision may be issued in accordance with the applicable deadline.

I: Revocation.

(1) **Revocation for Breach.** A wireless permit may be revoked for failure to comply with the conditions of the permit or applicable federal, state, or local laws, rules, or regulations. Upon revocation, the facilities for which the permit has been revoked must be removed within 30 days of receipt of written notice from the City of Two Rivers. All costs incurred by the City of Two Rivers in connection with the revocation, removal, and right-of-way restoration shall be paid by the permit holder.

(2) **Failure to Obtain Permit.** Unless exempted from permitting by Section 3(b) of this Chapter, a wireless facility installed without a wireless permit must be removed within 30 days of receipt of written notice from the City of Two Rivers. All costs incurred by the City of Two Rivers in connection with the notice, removal, and right-of-way restoration shall be paid by the entities who own or control any part of the wireless facility.

J. Relocation. Except as otherwise prohibited by state or federal law, a permit holder must promptly and at its own expense, with due regard for seasonal working conditions and as directed by the City of Two Rivers, permanently remove and relocate any of its wireless facilities in the right-of-way whenever such relocation is necessary to prevent the wireless facility from interfering with a present or future City of Two Rivers use of the right-of-way; a public improvement undertaken by the City of Two Rivers; an economic development project in which the City of Two Rivers has an interest or investment; when the public health, safety, or welfare require it; or when necessary to prevent interference with the safety and convenience of ordinary travel over the right-of-way. Notwithstanding the foregoing, a permit holder shall not be required to remove or relocate its facilities from any right-of-way that has

been vacated in favor of a non-governmental entity unless and until that entity pays the reasonable costs of removal or relocation to the permit holder.

K. Abandonment.

(1) **Cessation of Use.** In the event that a permitted facility within the right-of-way is not in use for a continuous period of 60 days or longer, the permit holder must promptly notify the City of Two Rivers and do one of the following:

- (a) Provide information satisfactory to the Administrator that the permit holder's obligations for its facilities under this Chapter have been lawfully assumed by another permit holder.
- (b) Submit to the Administrator a proposal and instruments for dedication of the facilities to the City of Two Rivers. If a permit holder proceeds under this Section 11(a)(2), the City of Two Rivers may, at its option:
  - (1) Accept the dedication for all or a portion of the facilities;
  - (2) Require the permit holder, at its own expense, to remove the facilities and perform the required restoration under Section 12; or
  - (3) Require the permit holder to post a bond<sup>1</sup> or provide payment sufficient to reimburse the City of Two Rivers for reasonably anticipated costs to be incurred in removing the facilities and undertaking restoration under Section 12.
- (c) Remove its facilities from the right-of-way within one year and perform the required restoration under Section 12, unless the Administrator waives this requirement or provides a later deadline.

(2) **Abandoned Facilities.** Facilities of a permit holder who fails to comply with Section 11(a) and which, for one year, remain unused shall be deemed to be abandoned. Abandoned facilities are deemed to be a nuisance. In addition to any remedies or rights it has at law or in equity, the City of Two Rivers may, at its option:

- (a) abate the nuisance and recover the cost from the permit holder or the permit holder's successor in interest;
- (b) take possession of the facilities; and/or
- (c) require removal of the facilities by the permit holder or the permit holder's successor in interest.

L. Restoration. In the event that a permit holder removes or is required to remove a wireless facility from the right-of-way under this Chapter (or relocate it pursuant to Section 10), or otherwise causes any damage to the right-of-way in connection with its activities under this Chapter, the permit holder must restore the right-of-way to its prior condition in accordance with City of Two Rivers specifications. However, a support structure owned by another entity authorized to maintain that support structure in the right-of-way need not be removed but must instead be restored to its prior condition. If the permit holder fails to make the restorations required by this Section 12, the City of Two Rivers at its option may do such

work after providing 15 days' written notice to the permit holder. In that event, the permit holder shall pay to the City of Two Rivers, within 30 days of billing therefor, the cost of restoring the right-of-way.

M. Severability. If any section, subsection, clause, phrase, or portion of this Chapter is for any reason held to be illegal or otherwise invalid by any court or administrative agency of competent jurisdiction, such illegal or invalid portion shall be severable and shall not affect or impair any remaining portion of this Chapter, which shall remain in full force and effect.

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

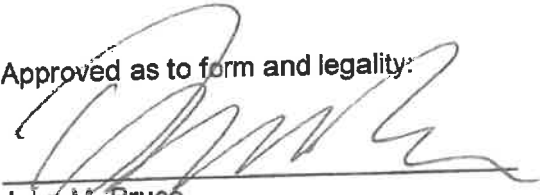
Dated this 6th day of December, 2021.

  
Adam Wachowski  
President, City Council

  
Gregory E. Buckley  
City Manager

Attest:

\_\_\_\_\_  
Jamie Jackson  
City Clerk

Approved as to form and legality:  
  
John M. Bruce  
City Attorney

# Cell Phone Towers

The widespread use of cell phones in recent decades has led to a large increase in the number of cell phone towers (also known as base stations) being placed in communities. These towers have electronic equipment and antennas that receive and transmit cell phone signals using radiofrequency (RF) waves.

Cell phone towers are still relatively new, and many people are understandably concerned about whether the RF waves they give off might possibly have health effects.

At this time, there's no strong evidence that exposure to RF waves from cell phone towers causes any noticeable health effects. However, this does not mean that the RF waves from cell phone towers have been proven to be absolutely safe. Most expert organizations agree that more research is needed to help clarify this, especially for any possible long-term effects.

## How do cell phone towers expose people to RF waves?

Cell phone base stations can be free-standing towers or mounted on existing structures, such as trees, water tanks, or tall buildings. The antennas need to be high enough to adequately cover a certain area. Base stations are usually from 50 to 200 feet high.

Cell phones communicate with nearby cell towers mainly through RF waves, a form of energy in the electromagnetic spectrum between FM radio waves and microwaves. Like FM radio waves, microwaves, visible light, and heat, they are forms of **non-ionizing radiation**. This means they do not directly damage the DNA inside cells, which is how stronger (ionizing) types of radiation such as x-rays, gamma rays, and ultraviolet (UV) rays are thought to be able to cause cancer.

## ELECTROMAGNETIC SPECTRUM

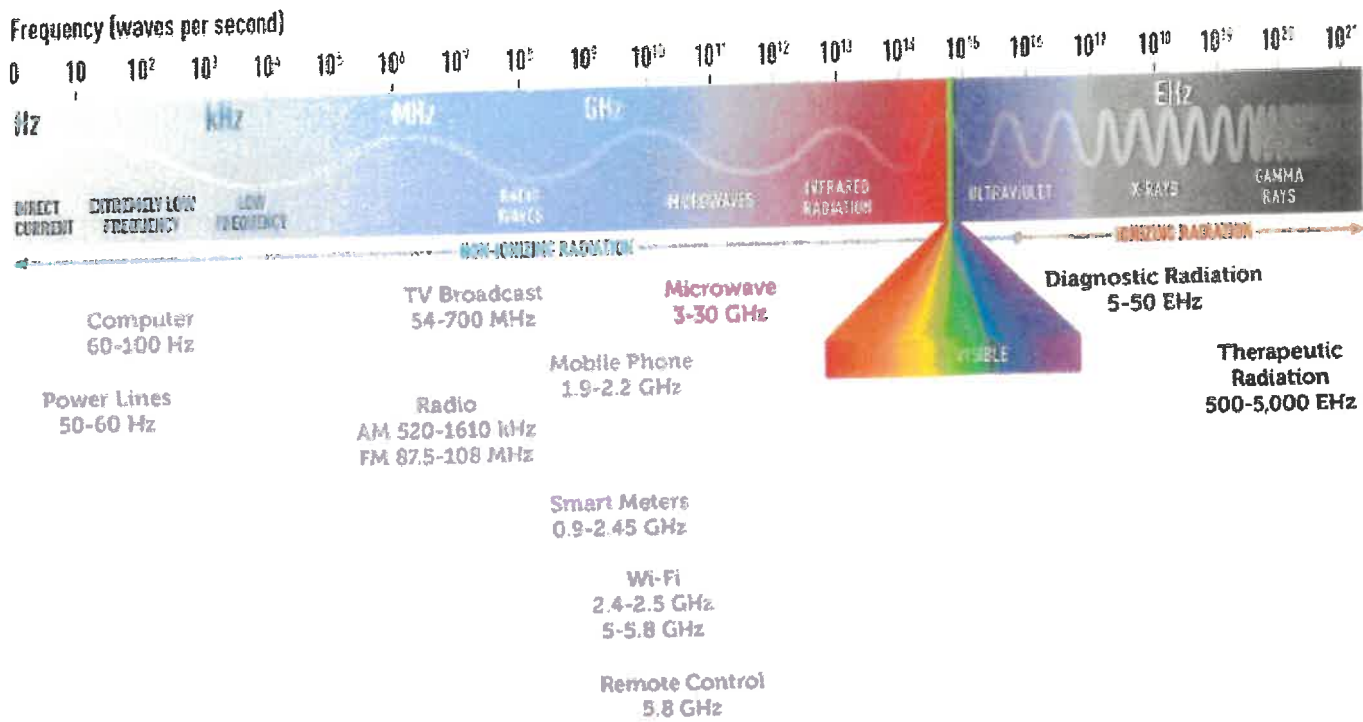


Image credit: National Cancer Institute

The electromagnetic spectrum illustration above shows the possible frequencies of electromagnetic energy, ranging from extremely low frequencies (such as those from power lines) to extremely high frequencies (such as x-rays and gamma rays), and includes both non-ionizing and ionizing radiation.

At very high levels, RF waves can heat up body tissues. But the levels of energy used by cell phones and towers are much lower.

When a person makes a cell phone call, a signal is sent from the phone's antenna to the nearest base station antenna. The base station responds to this signal by assigning it an available RF channel. RF waves transfer the voice information to the base station. The voice signals are then sent to a switching center, which transfers the call to its destination. Voice signals are then relayed back and forth during the call.

When RF signals are transmitted back and forth to the base station during calls, the RF waves produced at the base station are given off into the environment, where people can be exposed to them.

### On the ground near a cell phone tower

RF waves from a cell phone tower antenna, like those from other telecommunication antennas, are directed toward the horizon (parallel to the ground), with some downward scatter. Base station antennas use higher power levels than other types of land-mobile antennas, but much lower levels than those from radio and television broadcast stations. The amount of energy from RF waves decreases rapidly as the distance from the antenna increases. As a result, the level of exposure to RF waves at ground level is much lower than the level close to the antenna.

At ground level near typical cellular base stations, the amount of energy from RF waves is hundreds to thousands of times less than the limits for safe exposure set by the US Federal Communication Commission (FCC) and other regulatory authorities. It is very unlikely that a person could be exposed to RF levels in excess of these limits just by being near a cell phone tower.

### On a roof with a cellular antenna

When a cellular antenna is mounted on a roof, it is possible that a person on the roof could be exposed to RF levels greater than those typically encountered on the ground. But even then, exposure levels approaching or exceeding the FCC safety guidelines are only likely to be found very close to and directly in front of the antennas. If this is the case, access to these areas should be limited.

### Indoors with a base station mounted on the outside of the building

The level of energy from RF waves inside buildings where a base station is mounted is typically much lower than the level outside, depending on the construction materials of the building. Antennas are pointed away from the side of the building, and the energy level behind the antenna is hundreds to thousands of times lower than in front. On top of this, wood or cement block reduces the exposure to energy from RF waves by a factor of about 10. Therefore, if an antenna is mounted on the side of a building, the exposure level in the room directly behind the wall is typically well below the recommended exposure limits.

### Near a 5G base station

Newer, smaller versions of base stations (often referred to as **small cells**), which are part of fifth generation (5G) cellular networks, are discussed below.

## Do cell phone towers cause cancer?

Some people have expressed concern that living, working, or going to school near a cell phone tower might increase the risk of cancer or other health problems. At this time, there isn't a lot of evidence to support this idea. Still, more research is needed to be sure.

### What expert agencies say

The American Cancer Society (ACS) does not have any official position or statement on whether or not radiofrequency (RF) radiation from cell phones, cell phone towers, or other sources is a cause of cancer. ACS generally looks to other expert organizations to determine if something causes cancer (that is, if it is a carcinogen), including:

- The International Agency for Research on Cancer (IARC), which is part of the World Health Organization (WHO)

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- The **US National Toxicology Program (NTP)**, which is formed from parts of several different government agencies, including the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), and the Food and Drug Administration (FDA)

Section 12, Item A.

Other major organizations might also comment on the ability of certain exposures to cause cancer.

## What they say about cell phone towers

So far, neither IARC nor the NTP have classified the cancer-causing potential of RF waves from cell phone towers specifically. However, some other agencies have commented on cell tower safety.

The **US Federal Communications Commission (FCC)** has said this about cell phone towers near homes or schools:

"[R]adiofrequency emissions from antennas used for cellular and PCS [personal communications service] transmissions result in exposure levels on the ground that are typically thousands of times below safety limits. These safety limits were adopted by the FCC based on the recommendations of expert organizations and endorsed by agencies of the Federal Government responsible for health and safety. Therefore, there is no reason to believe that such towers could constitute a potential health hazard to nearby residents or students."

## What they say about RF radiation in general

Based on a review of studies published up until 2011, the **International Agency for Research on Cancer (IARC)** has classified RF radiation as "possibly carcinogenic to humans," based on limited evidence of a possible increase in risk for brain tumors among cell phone users, and inadequate evidence for other types of cancer. (For more information on the IARC classification system, see [Known and Probable Human Carcinogens](#).)

More recently, the **US Food and Drug Administration (FDA)** issued a technical report based on results of studies published between 2008 and 2018, as well as national trends in cancer rates. The report concluded: "Based on the studies that are described in detail in this report, there is insufficient evidence to support a causal association between radiofrequency radiation (RFR) exposure and [tumor formation]."

So far, the **National Toxicology Program (NTP)** has not included RF radiation in its *Report on Carcinogens*, which lists exposures that are known to be or reasonably anticipated to be human carcinogens.

## What studies have shown

Researchers generally use two types of studies when trying to determine if something might cause cancer:

- **Studies looking at groups of people**
- **Studies done in the lab (using lab animals or cell cultures)**

*The following is a brief summary of the major studies that have looked at this issue to date. However, this is not a comprehensive review of all studies that have been done.*

## Studies in people living near cell phone towers

So far, not many studies in people have focused specifically on cellular phone towers and cancer risk, and the results of these studies have not provided clear answers.

- A large British study comparing families of young children with cancer with families of children without cancer found no link between a mother's exposure to the towers during pregnancy (based on the distance from the home to the nearest tower and on the amount of energy from RF waves given off by nearby towers) and the risk of early childhood cancer.
- Researchers in Taiwan compared children with cancer to a group of similar children without cancer. They found slightly higher overall risk of cancer in those who lived in towns that had an estimated RF exposure from cell phone towers that was above the midpoint level in the study. However, this finding was less apparent when RF exposure was categorized in other ways.

Both of these studies relied on estimates of RF exposure. Neither of them measured the actual exposure of people to RF waves from nearby cell phone towers. This limitation makes it harder to know what the results of these studies might mean.

## Studies looking at cell phone use

The amount of exposure from living near a cell phone tower typically is many times lower than the exposure from using a cell phone. Several dozen studies have looked at possible links between cell phone use and tumors in people. Most studies to date have not found a link between cell phone use and cancer, although these studies have had some important limitations. This is an area of active research. For more information, see [Cellular \(Cell\) Phones](#).

## Lab studies on RF waves

RF waves given off by cell phone towers don't have enough energy to damage DNA directly or to heat body tissues. Because of this, it's not clear how cell phone towers might be able to cause cancer. Some studies have found possible increased rates of certain types of tumors in lab animals exposed to RF radiation, but overall, the results of these types of studies have not provided clear answers so far.

Large studies published in 2018 by the US National Toxicology Program (NTP) and by the Ramazzini Institute in Italy exposed groups of lab rats (as well as mice, in the case of the NTP study) to RF waves over their entire bodies for many hours a day, starting before birth and continuing for most or all of their natural lives. Both studies found an increased risk of uncommon heart tumors called malignant schwannomas in male rats, but not in female rats (nor in male or female mice, in the NTP study). The NTP study also reported possible increased risks of certain types of tumors in the brain and in the adrenal glands.

While both of these studies had strengths, they also had limitations that make it hard to know how they might apply to humans being exposed to RF waves from cell phone towers. A 2019 review of these two studies by the International Commission on Non-Ionizing Radiation Protection (ICNIRP) determined that the limitations of the studies didn't allow conclusions to be drawn regarding the ability of RF energy to cause cancer.

Still, the results of these studies do not rule out the possibility that the RF waves used in cell phone communication might somehow impact human health.

## What about 5G networks?

Fifth generation (5G) cellular networks are now being rolled out in many parts of the United States and in other countries. 5G networks are capable of transmitting much larger amounts of data over shorter periods of time than previous generations (4G, 3G, etc.).

Earlier generation networks have used RF wavelengths below 6 gigahertz (GHz). 5G networks will use some wavelengths in this range, but will also use some higher frequency wavelengths, at the lower end of the millimeter wave spectrum (which ranges from 30 GHz to 300 GHz). While these RF waves are higher frequency (higher energy) than those used by older generations, they are still forms of non-ionizing radiation, so they still lack the ability to directly damage DNA.

The higher frequency waves used by 5G travel shorter distances and don't go through objects (such as buildings, or even tree leaves) as well as lower frequency waves. Because of this, 5G networks require many more, smaller versions of base stations (often referred to as small cells) in some places, especially in densely populated areas. These small cells can be mounted on streetlights, utility poles, buildings, and other structures. This could result in the antennas being closer to people, although small cells typically operate at much lower power levels than the larger (macro) base stations.

The addition of the higher wavelengths from 5G networks could also expose people to more RF waves overall.

At the same time, these higher frequency RF waves are less able to penetrate the body than lower frequency waves, so in theory they might be less likely to have any potential health effects. But so far this issue has not been well studied.

At this time, there has been very little research showing that the RF waves used in 5G networks are any more (or less) of a concern than the other RF wavelengths used in cellular communication.

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### Additional resources



Along with the American Cancer Society, other sources of information include:

**Federal Communications Commission**

RF Safety FAQ: [www.fcc.gov/engineering-technology/electromagnetic-compatibility-division/radio-frequency-safety/faq/rf-safety](http://www.fcc.gov/engineering-technology/electromagnetic-compatibility-division/radio-frequency-safety/faq/rf-safety)

**Food and Drug Administration**

Cell Phones: [www.fda.gov/radiation-emitting-products/home-business-and-entertainment-products/cell-phones](http://www.fda.gov/radiation-emitting-products/home-business-and-entertainment-products/cell-phones)

**National Cancer Institute**

Cell Phones and Cancer Risk: [www.cancer.gov/about-cancer/causes-prevention/risk/radiation/cell-phones-fact-sheet](http://www.cancer.gov/about-cancer/causes-prevention/risk/radiation/cell-phones-fact-sheet)

Electromagnetic Fields and Cancer:

[www.cancer.gov/about-cancer/causes-prevention/risk/radiation/electromagnetic-fields-fact-sheet](http://www.cancer.gov/about-cancer/causes-prevention/risk/radiation/electromagnetic-fields-fact-sheet)

**National Institute of Environmental Health Sciences**

Electric and Magnetic fields: [www.niehs.nih.gov/health/topics/agents/emf/index.cfm](http://www.niehs.nih.gov/health/topics/agents/emf/index.cfm)

Cell Phone Radio Frequency Radiation: [www.niehs.nih.gov/health/topics/agents/cellphones/index.cfm](http://www.niehs.nih.gov/health/topics/agents/cellphones/index.cfm)

*\* Inclusion on this list does not imply endorsement by the American Cancer Society*

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**Resources**

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Food & Drug Administration. Review of Published Literature between 2008 and 2018 of Relevance to Radiofrequency Radiation and Cancer. 2020. Accessed at <https://www.fda.gov/media/135043/download> on March 19, 2020.

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International Agency for Research on Cancer. IARC Monographs on the Evaluation of Carcinogenic Risks to Humans. Volume 102: Non-ionizing Radiation, Part 2: Radiofrequency Electromagnetic Fields. 2013. Accessed at <https://publications.iarc.fr/126> on December 4, 2019.

International Commission on Non-Ionizing Radiation Protection (ICNIRP). Health Issues related to the use of hand-held radiotelephones and base transmitters. *Health Phys*. 1996;70:587-593.

International Commission on Non-Ionizing Radiation Protection (ICNIRP). ICNIRP Note: Critical Evaluation of Two Radiofrequency Electromagnetic Field Animal Carcinogenicity Studies Published in 2018. *Health Phys*. 2019 Aug 27. [Epub ahead of print]

IRPA, 1988, International Radiation Protection Association. Guidelines on limits of exposure to radio frequency electromagnetic fields. IEEE United States Activities, COMAR, Washington, DC.

Li CY, Liu CC, Chang YH, Chou LP, Ko MC. A population-based case-control study of radiofrequency exposure in relation to childhood neoplasm. *Sci Total Environ*. 2012 Oct 1;435-436:472-478.

National Council on Radiation Protection (NCRP). 1986. Biological effects and exposure criteria for radiofrequency electromagnetic fields. Report 86, (Bethesda, MD: National Council on Radiation Protection and Measurements) pp. 1-382.

National Institute of Environmental Health Sciences. Cell Phone Radio Frequency Radiation Studies. 2019. Accessed at [https://www.niehs.nih.gov/health/materials/cell\\_phone\\_radiofrequency\\_radiation\\_studies\\_508.pdf](https://www.niehs.nih.gov/health/materials/cell_phone_radiofrequency_radiation_studies_508.pdf) on December 27, 2019.

Repacholi M, van Deventer E, Ravazzani P, eds. Base stations and wireless networks: Exposures and health consequences. World Health Organization. Accessed at [http://whqlibdoc.who.int/publications/2007/9789241595612\\_eng.pdf?ua=1](http://whqlibdoc.who.int/publications/2007/9789241595612_eng.pdf?ua=1) on December 30, 2019.

Röösli M, Frei P, Mohler E, Hug K. Systematic review on the health effects of exposure to radiofrequency electromagnetic fields from mobile phone base stations. *Bull World Health Organ*. 2010 Dec 1;88(12):887-896F.

Last Revised: June 1, 2020

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# NSight - Summary of Proposed Project (REVISED)

**Project Name:** NSight – Two Rivers North  
**Project Location:** City of Two Rivers, WI  
**Project Type:** Attach Wireless Facilities to Two Rivers Water & Light Utility Pole  
**Date:** June 29, 2021

On behalf of our client, NSighttel (NSight dba Cellcom), Mi-Tech Services, Inc. submits to Two Rivers Water & Light (TRW&L), this application request for the (revised) proposed attachment of wireless facilities to one existing utility pole owned by TRW&L, and located within the City of Two Rivers ROW. The term “wireless facilities” refers to one or more antennas and associated wireless equipment (e.g. radio transceivers in this case), installed at a fixed location (utility pole in this case), which allows wireless service (e.g. authorized voice, video, or data services) to occur between user equipment and a communications network.

The purpose of this submittal is to provide the required documentation as needed to obtain approval from TRW&L. This request involves the replacement of one existing wooden utility pole (by TRW&L), with a similar, taller wooden pole (60-2); attachment of a top-mounted antenna, and two side-mounted radios, and all applicable hardware (see the attached map for proposed pole location).

Revised Construction Plans, as well as maps and photos for the proposed pole project are also attached; the following (revised) Table summarizes the specifications associated with this (revised) request. ***(The previous request was for replacement of existing pole to a 50-2; this revised request is for a new 60-2 pole).***

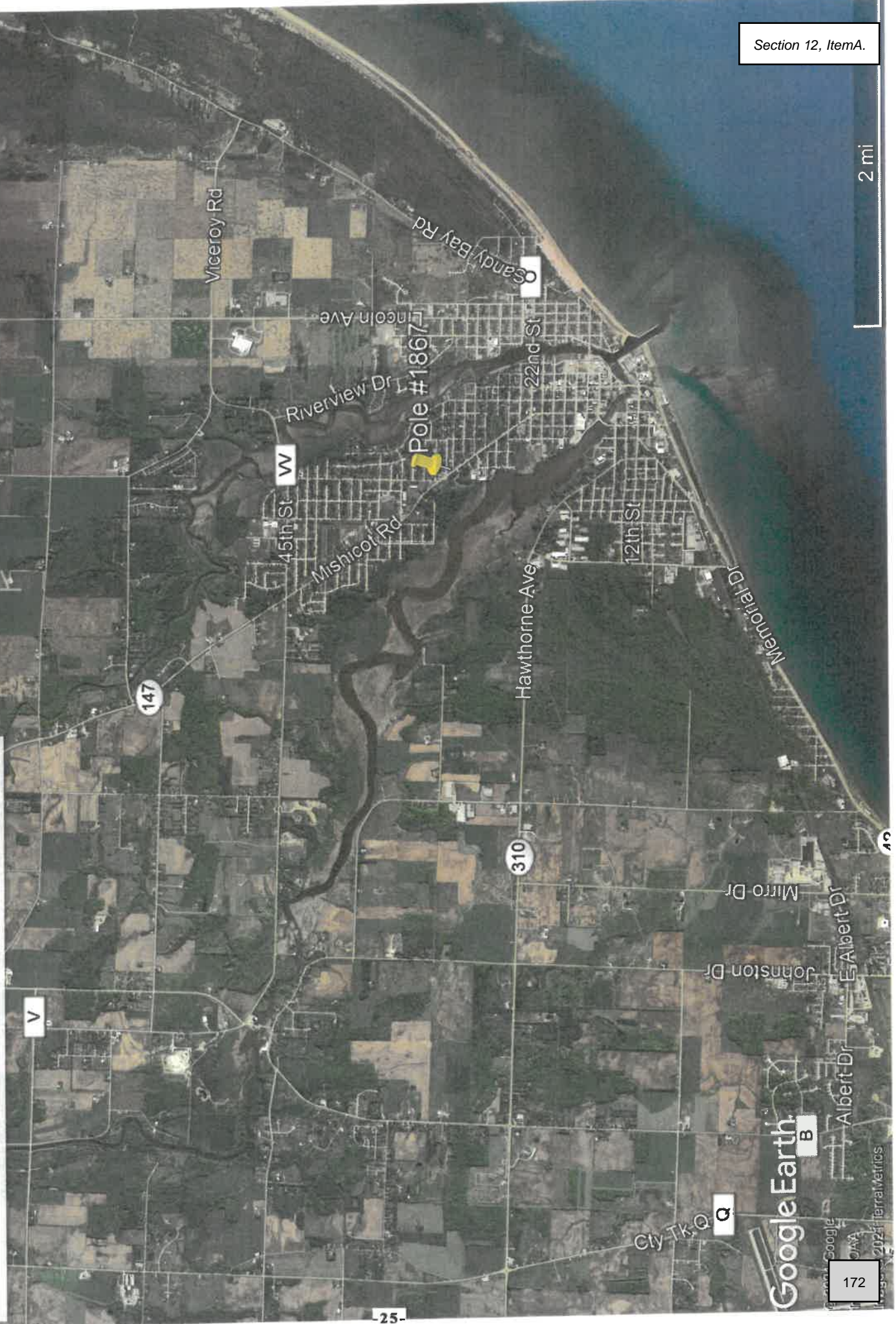
**(Revised) Table 1**

TRW&L Pole Tag #	Structure Name and ROW Location	Nearest Intersection	Pole Type	Replace Existing Pole?	Current Pole Height (AGL)	Attachment & New Structure Height (AGL)
1867	Two Rivers North ROW on the north side of 29 <sup>th</sup> Street (near 2112 29 <sup>th</sup> St.)	North side of 29 <sup>th</sup> Street near the Forest Avenue intersect	Wood	Yes – TRW&L to Change Out Pole to 60-2	33'6"	Top-Mount Antenna Total Revised Height 50'

2 mi

# Site Location Two Rivers - Pole #1867

Located in ROW at 2112 29th St.  
Two Rivers, WI



Google Earth

200 ft

# Two Rivers - Pole #1867

Located in ROW at 2112 29th St.  
Two Rivers, WI

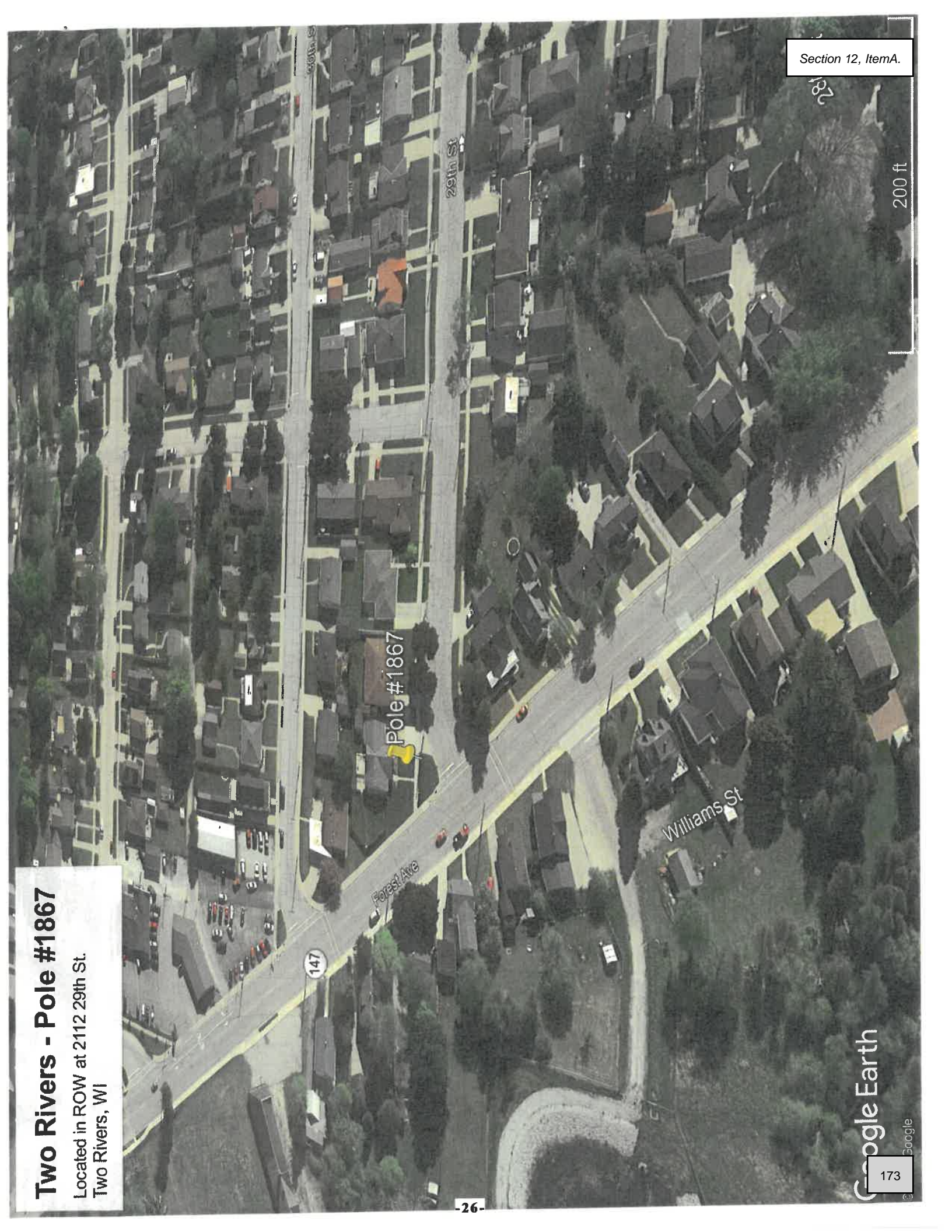
Pole #1867

147

Forest Ave

29th St

Williams St





**Existing TRW&L Pole #1867**





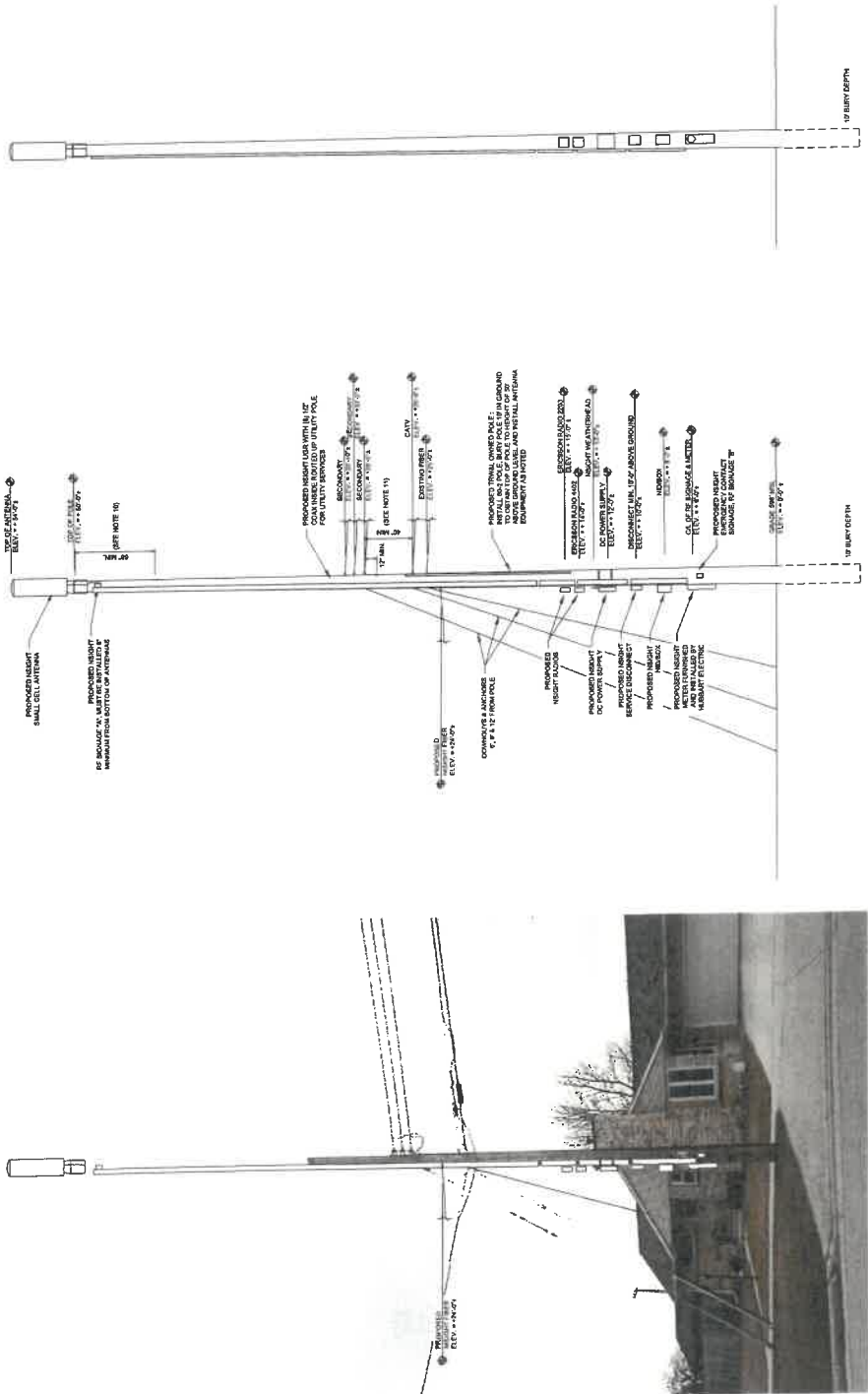
PROJECT: TWO RIVERS NORTH  
 DRAWN BY: AL  
 CHECKED BY: AS  
 REV/DATE DESCRIPTION

SHEET TITLE  
**PROPOSED  
 POLE**

SHEET NUMBER  
**PP-5**

**NOTES:**

1. THIS INSTALLATION SHALL COMPLY WITH ALL APPLICABLE ELECTRICAL CODE AND STATE, CITY, VILLAGE, TOWN AND UTILITY REQUIREMENTS. SEE UTILITY SERVICE RULES BOOK.
2. ALL MATERIALS SHALL BE FURNISHED AND INSTALLED BY LICENSEE EXCEPT METER.
3. SERVICE ENTRANCE CONDUCTORS SHALL EXTEND 30" BEYOND WEATHERHEAD AND HAVE 600 VOLT RATED INSULATION. UTILITY WILL MAKE CONNECTIONS TO 120/240 V OR 120/208 V SOURCE AS AVAILABLE.
4. 6" MAXIMUM BETWEEN SERVICE ENTRANCE CONDUIT AND COMMUNICATION CABLE.
5. USE UTILITY APPROVED METER SOCKET. SEE SERVICE RULES FOR DETAILS. ONLY THE LINE SIDE CONDUCTORS SHALL ENTER THE TOP OF THE SOCKET.
6. GROUNDING SHALL BE IN ACCORDANCE WITH NATIONAL ELECTRIC CODE ARTICLE 250, WIS. STATE ELECTRICAL CODE AND UTILITY SERVICE RULES.
7. POLE LOCATION AND FRAMING TO BE APPROVED BY UTILITY.
8. PROOF OF COMPLETION SHALL BE CERTIFIED BY AN ELECTRICAL INSPECTOR OR A CERTIFICATE OF COMPLIANCE FROM THE ELECTRICIAN WHO PERFORMED THE WORK.
9. LICENSEE IS RESPONSIBLE FOR VERIFYING THE UTILITY SUPPLY VOLTAGE BEFORE ORDERING EQUIPMENT.
10. THE GENERAL INTENTION BEHIND THIS 8" IS TO ALLOW ROOM FOR QUALIFIED CONTRACTOR TO SAFELY INSTALL AND WORK ON WIRELESS FACILITIES ABOVE UTILITY LINES. IT ALSO SERVES AS A SEPARATION BETWEEN ANTENNAS AND UTILITY FACILITIES.
11. COMMUNICATION WORKER SAFETY ZONE IS 40' BELOW LOWEST SUPPLY CONDUCTOR PRESENT. THIS COULD BE A SECONDARY RISER DRIP LOOP OR THE SECONDARY RUN OR THE SYSTEM NEUTRAL.
12. 10' TO ALLOW LINEMAN WORK AREA (CLEAR DROP ZONE).
13. POWER DISCONNECT CAN BE OMITTED IF A METER SOCKET WITH DISCONNECT OR MAIN BREAKER IS UTILIZED PER UTILITY SERVICE RULES.
14. BESIDES MOUNTING THE CATEGORY 1 GENERAL PUBLIC INFORMATION SIGN, THE CATEGORY 2 OCCUPATIONAL WORKER NOTICE SIGN, THE CATEGORY 3 SPECIALIZED WORKER/CAUTION SIGN AND THE CATEGORY 4 SPECIALIZED WORKER/WARNING OR DANGER SIGN WITH THE CONTENT AND AT LOCATIONS LISTED IN THE SERVICE RULES BOOK, THE INSTALLER SHALL INDICATE THE ANTENNAS OPERATORS NAME, EMERGENCY 24-HOUR CONTACT NUMBER, AND A UNIQUE IDENTIFIER FOR THE WIRELESS FACILITY SITE. A CAUTION SIGN SHALL BE MOUNTED AT EACH WIRELESS FACILITY AS SERVICE DISCONNECT AND ON EACH PAD-MOUNTED EQUIPMENT CABINET, AND A WARNING SIGN SHALL BE MOUNTED WITHIN 24" OF EACH ANTENNA.



DRAWING FILE: C:\Users\aleng\appdata\local\Temp\AKR\PL\164\_121583\Two Rivers North.dwg LAYOUT: P ELEV PLOTTED: Jun 29, 2021 11:51am PLOTTED BY: aleng



**ORDINANCE**

**AN ORDINANCE** to amend Municipal Code Section 9-6-5B(4), entitled "Enforcement " to allow notices regarding public nuisance violations to be sent first class mail to the owner, agent or occupant of the premises affected by the notice.

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

**SECTION 1.** That Section 9-6-5B(4) of the Municipal Code shall hereby be amended as follows:

- (4) Be served upon the owner, his agent or the occupant, provided the notice shall be deemed to properly served upon the owner agent or occupant if a copy if service upon him personally, **sent by first class mail to his last-known address**, sent by certified mail to his last-known address or if a copy thereof is posted in a conspicuous place on the premises affected by then notice, or if he is served with such notice by any other method authorized of required under state law.

and to renumber subsequent sections as appropriate.

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

Dated this 21st day of February, 2022.

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Adam Wachowski  
President, City Council

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Gregory E. Buckley  
City Manager

Attest:

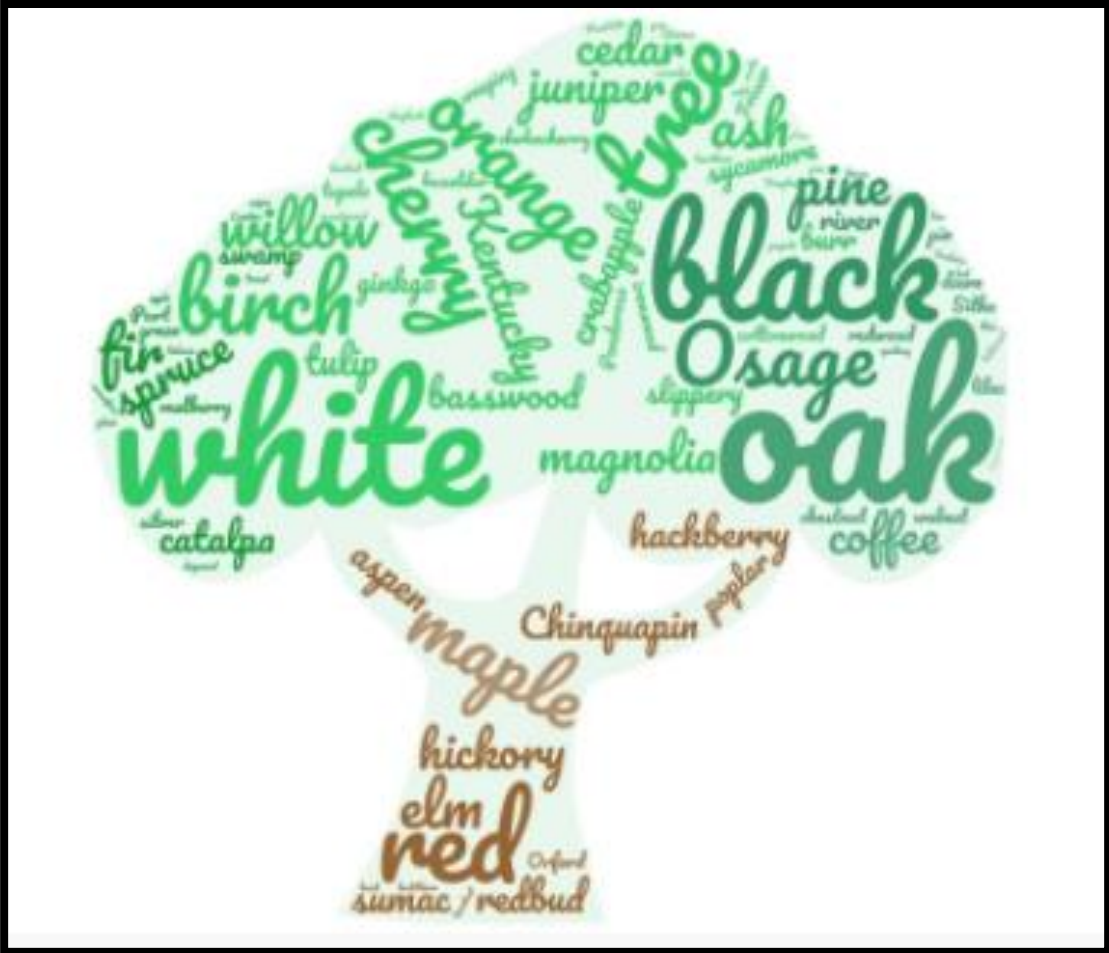
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Jamie Jackson  
City Clerk

Approved as to form and legality:

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John M. Bruce  
City Attorney



CITY OF TWO RIVERS PARK & OPEN SPACE PLAN 2022

PARK AND OPEN SPACE PLAN  
FOR THE  
CITY OF TWO RIVERS

ADVISORY RECREATION BOARD

- KATHY PETERSON
- ROBERT REED
- CHASE MATTHIAS
- BRIAN GALLAGHER
- DAN CORTTE
- JUSTIN KLINKNER
- DOROTHY TINKHAM DELO

TRAVIS KADOW  
JASON SHARPING  
ADAM WACHOWSKI-CITY COUNCIL REPRESENTATIVE  
JEFF DAHLKE-CITY COUNCIL REPRESENTATIVE

CITY COUNCIL

LARRY THOMAS  
MARK BITTNER  
JEFF DAHLKE  
DARLA LECLAIR  
BILL LECLAIR  
TRACEY KOACH  
JAY REMIKER  
BONNIE SHIMULUNAS  
ADAM WACHOWSKI

GREGORY BUCKLEY, CITY MANAGER  
TERRI VOSTERS, DIRECTOR OF PARKS AND RECREATION

THIS PARK AND OPEN SPACES PLAN WAS APPROVED FOR SUBMISSION TO THE TWO RIVERS  
CITY COUNCIL BY THE TWO RIVERS ADVISORY RECREATION BOARD  
ON FEBRUARY 8, 2022.

THIS PARK AND OPEN SPACES PLAN WAS ADOPTED BY THE TWO RIVERS CITY ON  
FEBRUARY 21, 2022.

## History

The natural resources of the Two Rivers area have continually attracted inhabitants wishing to take advantage of them. The early inhabitants, primarily the Menominee, but also the Ottawa, Chippewa, Winnebago, and Potawatomi tribes, were drawn by the plentiful virgin forests, waterways, and tillable soil; for hunting, fishing, and the cultivation of crops. The first white men to come to the area were fur traders, pioneers, and French-Canadian fishermen who were attracted by such things as the close proximity of the harbor to the fishing banks.

In 1837, Mr. Clark and Mr. Edwards started a commercial fishery utilizing French-Canadian Fisherman. They were able to ship 2,000 barrels of fish to Detroit at a price of \$12.00 a barrel, for total revenue of \$24,000.00.

Also in 1837 a log house and sawmill were erected along the river and lumbering became Two Rivers' primary industry. Tanning, based on the abundant Hemlock resource prospered from 1850 until almost 1900 when the Hemlock was depleted. As the timber resources dwindled and were not replaced, the local people turned to shipbuilding, and furniture-making, using raw materials imported from elsewhere. Two Rivers has always had a strong processing and manufacturing economy. Lumbering, fishing, ship-building, furniture-making, tanning, brick and tile manufacturing, net making, and various other industries have prospered in the city at some time or another.

Two Rivers was incorporated as a village on March 31, 1858, with a city charter being granted on March 18, 1878. In 1925, the city adopted the council-city manager form of government, which it still utilizes, and is one of the oldest cities in the United States with this form of government.

## Physiographic Features

The area's topography was greatly determined by past glacial actions. The great ice sheets scoured out the Lake Michigan basin and left the Two Rivers area as a flat, sandy peninsula. The average elevation of the city is only 17 feet higher than the elevation of Lake Michigan. Topographic relief is provided by the valleys which were cut by the East and West Twin Rivers. These rivers are the principal interior landscape features of the city, and it should be noted that they dissect Two Rivers into three distinct segments. The rivers provide excellent open space corridors through the city, but they are also natural barriers which tend to limit access from one segment of the community to another. Though serious flooding does not occur in the city, large areas to the west and north are swampy, poor soil areas, which are a result of poor drainage.

Another interesting topographic feature is the shoreline of Lake Michigan which extending northward are a series of low sand ridges and shallow valleys paralleling the shoreline formed by the wave action of Lake Michigan at its former higher levels. When the Lake receded due to geologic changes, these formations remained. Point Beach State Forest, immediately north of the city, and Neshotah Park in Two Rivers, preserve these ridges in their natural condition. Similar topographic characteristics are found southwest of the city and this area is being preserved by a non-profit group as a nature study area.

### **Population Characteristics**

The City of Two Rivers has had a varying growth rate since 1900. From 1900 to 1930 the city experienced a sizable expansion from 3,784 persons, in 1900 to 10,183 persons in 1930. The depression and Second World War decades, however, stifled population growth completely and the city gained only 219 people from 1930 to 1940 and actually lost 59 people between 1940 and 1950. The population in 1950 was 10,243 persons. A steady, moderate growth rate characterized Two Rivers in the 1950's decades as it grew to 12,393 persons by 1960. Growth continued in the 1960's but at a slower rate, with the city having a 1970 Census population of 13,553. The city again experienced a loss in population at the 1980 Census with a population of 13,354 persons and a 1990 Census with a population of 13,030. The 2010 Census shows the city of Two Rivers with of population of 11,525. The decline in manufacturing has contributed to this decline. In 2021, the population of the City of Two Rivers showed a slight decline to 11,154.

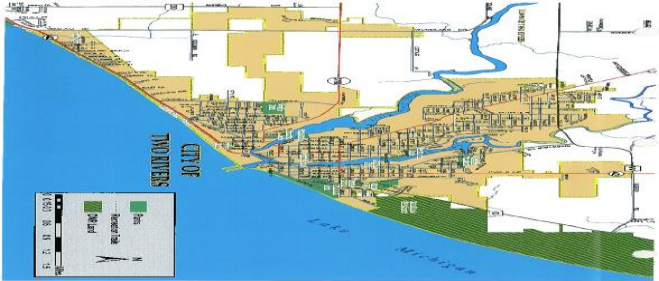
### **General Land Use Patterns**

The City of Two Rivers is dissected into three segments by the East and West Twin Rivers. These segments have distinctive land use patterns which are noteworthy in considering park and open space needs.

The City is focused principally around the Central Business District (CBD) which is along the major highways going through the city. The CBD still functions as the governmental and commercial center of Two Rivers. The primary employment and industrial centers of Two Rivers were located between the rivers adjacent to the CBD area but have begun to move west along Columbus Street, out along STH 310 and North along STH 42. To the north-northwest of the CBD between the two rivers lies a majority of the City's residential development. The significant continuing trend to locate residences in the area between the rivers is due to such factors as: the availability of developable land, the ease of access to the center of the city, and the desire to locate somewhat away from Lake Michigan and its micro-climatic effects of fog and cooler temperatures. Residential subdivisions west of Forest Avenue and in the vicinity of 45<sup>th</sup> Street have been the locations where most of the new single-family construction have

occurred. The segment of Two Rivers east of the East Twin River contained about one-fifth of the City's residents in 1990 according to the U.S. Census counts. As in the other areas, growth began in the south near the commercial-industrial center and proceeded to the north in subsequent years. With the exception of commercial development on 22<sup>nd</sup> and Lincoln Streets, this segment is mainly residential in character. Neshotah Park, Van Der Brohe Arboretum, Walsh Field, Vietnam Veterans Park and the adjacent State Forest make this part of the city well supplied with open space and recreational land. There is some suitable land available to the north, so it can be assumed that some additional residential growth will occur east of the East Twin River.

The third segment is the area south and west of the West Twin River and harbor area. The area contains industrial and residential development. About one-fourth of the City's 1980 population resided in the area generally bounded by Columbus Street on the west, Madison Street on the east, and Roosevelt Avenue on the south. The area east of Madison Street is primarily industrial and considered part of the CBD-industrial complex on the city. The newer industrial development in the city has occurred along and near Columbus Street. There is little available land for additional residential or industrial development in this segment of the city.



**Inventory of Existing Recreational Facilities**

With the guiding policies and recreation standards established and the general character of the city described, the next step in the process of developing a Two Rivers Park and Open Space Plan is to study the existing facilities. An urban parks system consists of both neighborhood level parks and playgrounds and community level parks and playfields. The facilities found in the City of Two Rivers have been classified by park types and are described below accordingly. Some of the general characteristics of the park sites are described, followed by a detailed listing of the facilities and special characteristics of each site.

### Community Parks

There are three parks in Two Rivers which have been classified as community parks: Neshotah Park, Washington Park and Zander Park.

Neshotah Park is the principal facility in the City's Park system because of its large size and numerous facilities. The park is located on the east side of Two Rivers adjacent to Lake Michigan. It has an excellent sandy beach nearly three-quarters of a mile long and 200

feet deep at some points. The park site consists of 50 acres, purchased in the early 1920's for about \$12,000.00 and offers a variety of passive and active recreation facilities. Neshotah Park is bordered on the west and north by residential development that consists primarily of single-family structures.



Washington Park is a 7.93 acre park in the center section of Two Rivers. This park was built on the existing football field / track and practice field of the Washington High School location, in 2000. This site consists of half-court basketball, one tennis court, four pickleball courts, and shelter with small concession area, bathrooms, play equipment and a walking trail. Washington Park is bordered by single family housing, condominiums, and apartments

Zander Park is a 22.55 acre park site in the southwest section of Two Rivers. The site is flat and wooded with some wet areas and at present a majority of the site is developed with picnic facilities, basketball court and a dog park. Some active recreation facilities are available with the remainder of the site being a natural area with hiking trails, etc.

### I. Neshotah Park

- (1) 50 acres
- (2) Lighted softball diamond
- (3) Beach house with concession stand
- (4) Tennis Courts
- (5) Rotary Pavilion
- (6) Horseshoe courts
- (7) Play apparatus
- (8) Picnic sites
- (9) Basketball area
- (10) Off-street parking / On-street parking
- (11) Three fourths (3/4) miles of sandy beach
- (12) 4 shelter buildings
- (13) Bike lane
- (14) Walking trails
- (15) Beach Walking Trail
- (16) Boat/Jet Ski Launch



### II. Washington Park

- (1) 7.93 acres
- (2) Basketball area
- (3) Toilets
- (4) Shelter building with small concession area
- (5) Play apparatus
- (6) Walking Trail
- (7) Observation pier
- (8) One Tennis Court
- (9) Four Pickle Ball Courts
- (10) Picnic Sites
- (11) Off street parking (paved)



### III. Zander Park

- (1) 22.55 acres with walking trail
- (2) Shelter with toilets
- (3) Off-street parking (paved)
- (4) Picnic sites
- (5) Basketball court
- (7) Dog Park



### Community Playfields

The City of Two Rivers has one recreation area which has been classified as performing the community playfield function: Walsh Field/Neshotah Park. Walsh Field and the northern portion of Neshotah Park form the playfield in Two Rivers. This site consists of approximately 17.5 acres. Walsh Field is a formal baseball diamond with lighting, and is also used for touch football, flag football and semi pro football in the fall. The northern portion of Neshotah Park offers a lighted softball diamond, tennis courts, a variety of play equipment, and toilet facilities.

#### I. Walsh Field/Neshotah Park

- (1) A combination of Walsh Field and that part of Neshotah Park that is used for play field activities contains approximately 17.5 acres
- (2) Lighted baseball diamond with bleachers, press box, and off-street parking are available at Walsh Field.
- (3) Shelter
- (4) Restrooms
- (5) Lighted softball diamond, open play field, tennis courts, horseshoe pits, play equipment, toilets, and off-street parking are available at Neshotah Park.

### Neighborhood Playgrounds

There are ten sites designated as neighborhood playgrounds spread throughout Two Rivers. With a total acreage of 72.39 acres, the sites average 7.2 acres each; however, some of the acreages include the area devoted to school buildings. Though each site has its own individual characteristics, most sites are relatively flat and treeless and provide the basic facilities of play apparatus for school-aged children, an open space area for free play, and an area for some type of field sports. Four of the ten neighborhood playgrounds are located adjoining elementary or middle schools, which maximizes their usefulness. Two other playgrounds, Neshotah Park and Washington, serve dual purposes since both are part of area community level recreation facilities.

#### I. Koenig School

- (1) 2.88 acres
- (2) Play apparatus
- (3) Off-street parking
- (4) Sidewalk around play area
- (5) Basketball Courts

## II. Magee School

- (1) 6.15 acres
- (2) Off-street parking
- (3) Open play area
- (4) Basketball area
- (5) Play apparatus
- (6) Football / Soccer field
- (7) Storage Shed
- (8) Baseball practice field

## III. Riverside Park

- (1) 9.0 acres
- (2) Play apparatus
- (3) Open Play area
- (4) Basketball area (lighted)
- (6) Rest benches
- (7) Off-street parking
- (8) Skate Park
- (9) Walking Path through park
- (10) Bathrooms
- (11) Open Air Shelter



## IV. L.B. Clarke School

- (1) 14.0 acres
- (2) Two ball practice fields
- (3) Football and soccer field
- (4) Off-street parking
- (5) Play apparatus
- (6) Basketball court

#### IV. Vet's Park

- (1) 4.77 acres
- (2) Off-street parking
- (3) Boat launch with trailer and vehicle parking
- (4) Fish cleaning station
- (5) Toilet building
- (6) Shelter building
- (7) Play apparatus
- (8) River walkway

#### VI. Vietnam Veterans Memorial Park

- (1) 26.16 acres
- (2) Two ball diamonds with fencing, lighting, scoreboards, dugouts, and score booths (Red & White)
- (3) Shelter with concession stand and restrooms
- (4) Off-street parking
- (5) Landscaping and trees planted
- (6) Open Space area for sport programming
- (7) Practice ball diamond
- (8) Play apparatus
- (9) Off-street parking
- (10) Ball diamond with scoreboard and score booth (Purple)
- (11) Youth ball diamond (Gold & Blue)
- (12) Basketball area

#### VII. Taylor Park

- (1) 0.33 acres
- (2) Shelter with benches
- (3) Play apparatus

#### IX. Neshotah Park

A portion of Neshotah Park (about 6.9 acres) functions as a neighborhood playground. The play facilities are listed under Community Parks-Neshotah Park.

## Neighborhood Parks

A neighborhood park is intended to provide an attractive open space setting for passive recreation for all age groups. There are seven sites designated as such in the city at present. They include Central Park, Lakeshore Park, Harbor View Park, Coast Guard Park, River Walkway, and parts of Zander and Neshotah Parks. These sites are concentrated in the southern part of the city. The five-acre figures for Neshotah and Zander Parks were included in the total neighborhood park acreages, because these parks serve a passive recreation function for their immediate neighborhoods in addition to their community functions. Central, Lakeshore, and Harbor Parks, however, serves primarily as neighborhood parks only.

Central Park serves the few residents of the CB area with an open space island in the urban core. It takes its form from the old village squares so often found in the early 19<sup>th</sup> century villages. The park has benches, fountains, shade trees and flower beds. Also, a band shell for several special events, Summer Concert Series, Cool City Classic Car Show, Bryan Lee Day and the home of the Farmers Market, walks, benches, flower plants, water fountains, and a bandstand. The Park is located on each side of Washington Street with the community center adjacent to the eastern portion. This parcel of land is site of a renovation to include a Seasonal Splash Pad and Ice-Skating Rink.

### I. Central Park

- (1) 1.24 acres
- (2) Bandstand
- (3) Benches
- (4) Walkways
- (5) Shade Trees
- (6) Flowers
- (7) Community Christmas tree



### II. Lakeshore Park

- (1) 6.86 acres
- (2) Play apparatus
- (3) Off-street parking
- (4) Bike and walking path

### III. Coast Guard Park

- (1) 0.4 acres
- (2) Benches

IV. Harbor View

- (1) 0.4 acres
- (2) Benches
- (3) Off-street parking
- (4) Shelter building
- (5) Storage shed
- (6) Scenic walkway

V. River Walkway

- (1) 800 foot long walkway along West Twin River
- (2) Benches
- (3) Staircase

VI. Neshotah Park and Zander Park

A portion of these parks function as a neighborhood park for residents within reasonable walking distance of each park. Their facilities are listed under Community Parks.

**Other Outdoor Recreation Facilities**

A few facilities in or adjacent to Two Rivers do not fit into the four preceding public park types, but they do meet certain demands for outdoor recreation activities. They are, for the most part, either privately owned or owned by quasi-public groups and are open to the general public. There are five marina facilities, four on the West Twin River (Seagull Marina, Beacon Marine, Stop and Dock) and two on the East Twin River (Rogers Street Fishing Village and Stan’s Marina) which offers services to boating and fishing enthusiasts.

The Two Rivers Family Swim Center offers the use of three pools with dressing and toilet facilities, on a membership basis. Woodland Dunes, which is located within and west of the southwestern portion of Two Rivers, is a nature study area which is being acquired by a non-profit group, whose purpose is to preserve the large, wooded area in its natural state. Woodland Dunes offer hiking trails, cross country ski trails, nature center, and a viewing tower. The Van Der Brohe Arboretum is on the Northeast side of Two Rivers. It offers nature walks, art spots and is a bird sanctuary. Picnic Hill is a large recreation/open space area owned by the city which is located just north of Walsh Field. The area is primarily undeveloped woodland, containing walking trails, disc golf course, and picnic area.

Mariners Trail is placed between the West Coast of Lake Michigan and SHT 42. 4.4 miles of paved trail connects the city of Manitowoc to the city of Two Rivers and on to Point Beach State Park. The Ice age trail enters Two Rivers on the Southern side of Columbus and 12 Street, and continues through the city to Point Beach State Forest (include map of ice age trail and Mariner’s trail)



A Community Garden was added to the Forest View / Holy Cross Cemetery land in the 2014.

### Deficiencies and Recommended Plan

There are three major considerations in measuring the adequacy of existing neighborhood and community-level recreation facilities which form an urban park system. These considerations include: park location, park size, and the number and type of facilities offered in a park. This section will analyze the existing facilities in each park type in relation to the standards presented earlier. General recommendations on park locations and improvements are also included which consider and are compatible with the resource base and development pattern of the community.

### Community Parks

#### ZANDER

The facilities provided at the existing community parks in Two Rivers seem basically adequate. Neshotah Park and Washington Park have a variety of modern facilities and needs only minor improvements and replacement of facilities and equipment as they may become damaged or obsolete. Neshotah Park users could benefit from additional shelter facility and overall park beautification. Land acquisition should be considered prior to the development of the entire area.

While community parks in Two Rivers would appear to be adequate based on size and number of facilities, the location of the parks in relation to growth areas does present a problem. The growth that has occurred over the years to the north in Two Rivers lies outside of the recommended service area for community parks. The community parks area is outside of the normal service radius of one and one-half miles, and the problem is further accentuated by the barrier-effect the rivers may play for residents in the central segment of the city. The general location of this park should be in the north central or northwest section of the community.

A similar need for a community facility may also emerge in the more distant future for the eastern segment of Two Rivers depending upon residential growth patterns. A potential site along the river would be more desirable. The city should continue to monitor growth trends in this area, as well as the availability of land for another community park.

**Community Playfield**

Essentially the same situation exists for community playfields in Two Rivers as described previously for community parks. The amount and quality of facilities offered at the sites also seems adequate, especially with the improved lighting and a more efficient use of land at Walsh Field.

The major problem with the community playfields is one of location and the fact that two areas within the city are outside of the service radii of the playfields. The area south of the West Twin River is not within a reasonable distance of a community playfield. This area is, however, served by two facilities classified as neighborhood playgrounds: the Koenig School and Riverside Park sites. Renovation and additional improvements to Riverside Park has helped to meet most of the active recreation needs of this area. The second area outside the service radii of the playfields is the new residential development area of the northern part of the city. This deficiency can be remedied with acquisition and development of the proposed northwest community park-playfield complex.

**Neighborhood Playground**

**VIETNAM**

The abundance of neighborhood playgrounds, both independent and in conjunction with schools is evident in the inventory of existing facilities. This is further substantiated by the fact that the existing acreage (72.39 acres) is over three times the amount required to meet the standard of one and one-half acres per 1000 population.

Neighborhood playgrounds to serve new residential development should be included in the proposed community park-playfield complex. The remaining playground needs centers on improving and expanding the facilities offered at existing sites. Recommendations on specific improvements such as renovation and future construction needs are listed in the following section on the priority listing of projects.

Even though neighborhood playground acreage has been identified as sufficient to meet the need, there may be potential to expand Riverside Playground into a neighborhood park by the acquisition of properties bordered by School Street, 14<sup>th</sup> Street, and the West Twin River (this acquisition would ultimately allow for the extension of the Riverwalk which would ultimately connect the township area with Woodland Dunes).

### Neighborhood Parks

The City of Two Rivers has a deficiency in the area of their neighborhood parks. With the development of Vietnam Veterans Memorial Park and that portion of each community park (five acres for each community park), devoted to neighborhood functions the total acreage available (approximately 23 acres), for neighborhood parks is slightly above the recreation standards of one and one-half acres per 1000 population.

However, of great significance is the fact that the entire northwest portion of the city is without neighborhood parks. It is recommended, therefore, that the city establish a neighborhood park in addition to or at least in conjunction with the community park which has also been proposed for the north central or northwest part of the City of Two Rivers. Potential future development site for neighborhood parks in this area are the properties known as Streu property, adjacent to existing City property, and the L.B. Clarke School property.

The long-range need for additional neighborhood parks at the very northern extremes of the city may also emerge depending on residential growth patterns.

### Summary of Priorities

Specific priorities for projects consistent with the general recommendations contained in the plan section have been discussed by the Recreation Board and Planning Commission of the City of Two Rivers and are listed below with proposed completion dates. The availability of land, labor, and funding may affect the completion and priority of the proposed projects. Cameras and new self-locking steel doors will be replaced/added at all shelter/restroom buildings throughout the Parks.

#### A. Community Parks

##### 1. Neshotah Park

- Ongoing - Landscape, picnic areas, general upkeep of park and facilities
- 2021 -Phase 1 of 3, playground equipment
- 2023 -Phase 2 of 3, playground equipment replacement
- 2024 -Phase 3 of 3, playground equipment replacement



- 2027 - Construct additional mini-shelter/gazebos facilities at Neshotah Beach. Location TBA.
- 2028 - Construct a walkway and boardwalk system that would extend from 22<sup>nd</sup> Street to the northern most breakwaters
- 2029 -Develop a Nature trail through the wooded areas
- 2030- -Develop Master Plan

**2. Zander Park**

Ongoing- Landscape, picnic areas, general upkeep of park and facilities

- 2021 -Playground equipment removed
- 2026 - Develop the westerly portion into walkway trails that ultimately would make the connection to the Woodland Dunes property for hiking and cross-country skiing
- 2027 - Update dog park area
- 2032 - Connect trail with Two Rivers/Manitowoc bike trail

**B. Community Playfields**

Ongoing maintenance

**C. Neighborhood Playgrounds**

**1. Riverside Park**

Ongoing- Landscape, picnic areas, general upkeep of park and facilities

2020- Major shoreline renovation with accessible fishing piers

2021-Playground equipment updated. Shelter converted into a garage.

**2. Vets Park**

2020- Pay Kiosk installed

2022-New kayak launch install

2025-Improve storm management along the River. Define the area that is owned by Metalware in comparison to the Public Access.

2032 - Resurface parking lot

**3. L.B. Clarke School**

2022- Gift partial land parcel to Two Rivers School District for proposed School District land expansion.

**4. Magee School**

Ongoing- Landscape, picnic areas, general upkeep of park and facilities

**5. Vietnam Vets Park**

2021-Lighting upgrades began

2025- Upgrade and replace playground equipment

2028 – Upgrade lighting at the ball diamonds

2031-Pave parking lot

**6. Taylor Park**

Ongoing- Landscape, picnic areas, general upkeep of park and facilities

**D. Neighborhood Parks**

**6. Central Park**

2022/2023- Complete reconstruction of Central Park West, including: Splash Pad, Ice Rink, Bandshell, Restroom Facilities and landscaping

**2. Lakeshore Park**

Ongoing- Landscape, picnic areas, general upkeep of park and facilities

2030- New playground equipment & Restroom facility

**7. Coast Guard Park**

2015 - Reconstruction of seawall/retaining wall from 17<sup>th</sup> Street to the Coast Guard Station

2020-Pay Kiosk installed

**4. Harbor View Park**

2015 - Complete demolition of old Hamilton structures and provide for initial grading, adding landscaping of extensive park area

**5. Paddlers Park**

2022-New Kayak Launch Installed

2024- ADA accessible Kayak Launch

2029 - Add restrooms and small picnic pavilion

**E. Continuing Development**

1. Development of a community park in the northwest area of the city, which could serve neighborhood playground and neighborhood park needs, as well.
2. Future development to the north or along the east side of the community may warrant additional neighborhood playgrounds or parks.
3. Continuation of the River Walkway system according to the Comprehensive Plan through easements and dedications, acquisition, and existing public right of way.

4. Picnic Hill should continue to be developed for passive recreation. Access Rawley Trail from Picnic Hill on the Sandy Bay lot side. Construct a walkway of sorts.
5. Continue to promote parks, beach, waterways and trails to community and event planners.
6. Develop land behind Public Works facilities to include green space / trail.
7. Include green space in the redevelopment of the Hamilton property. This could be a passive park, a pocket park or play equipment, will depend on the development plan.
8. Use the Bike / Ped plan to ensure there are safe places to bike throughout the community
9. Repave the parking lot at Zander Park.
10. Add small gazebo buildings or change the existing Beach House at Neshotah for large rentals to use as registration for their events. This would then become a facility that we would rent as a building vs. a shelter.
11. Create a new large and small dog park on the East/north side of town.
12. Continue to work with Woodland Dunes on invasive species, specifically on Memorial Drive.
13. Continue to maintain Tree City, Monarch City, and Bird City status.
14. Update Vietnam: more ballfields, storage building, paved parking (permeable pavement). Explore land acquisition from Vinton. Add batting cages and continue to work on lighting.
15. Evaluate parking payment option for non-resident visitors to the beach. Evaluate current parking/restrooms at Neshotah Beach. Evaluate utilizing a trolley or some other type of circulatory system for transportation from the beach to downtown.
16. Create an ice rink at Washington Park.

17. Continue to identify possible open space for an additional dog park.
18. Discuss Zander Park possibilities with Woodland Dunes.
19. Communicate with Ice Aged Trail community on connecting Mariners Trail to Spirit of the Rivers.
20. Improve bike and pedestrian connections within the City.

**DRAFT**  
**Facade Improvement Program (FIP) Proposal**

**Goal:** To encourage improvements that stress the historic significance and uniqueness of downtown and near downtown structures through building improvements.

**Enhancements:** To support investments in buildings that will enhance the appearance of the downtown and near downtown area. These areas include retail / commercial businesses with frontage along the following streets: *(discuss any other areas to add)*

- 22nd Street (School St. to Polk St)
- Madison Street (STH 42 to 14th St)
- Madison (W. River Street to 16th Street)
- 12th Street (School Street to Washington St)

**Financial Assistance & Incentives:** Intended to assist with the rehabilitation of property exteriors with the intention of enhancing the historical character of the property and the overall downtown area. Award maximum is \$10,000.

Eligible Improvements, but not limited to:

- Exterior painting
- Masonry repair, tuck pointing
- Other Repairs That May Improve the Aesthetic Quality of the Building including front, side, rear facades
- Removal of metal, wood, covering historic facades
- Signage removal, repair or replacement as a part of a comprehensive improvement project

Ineligible, but not limited to:

- Sidewalks, Parking lots
- Installation of vinyl siding
- Roofing

**Program Operates on a Reimbursement Basis:**

Approved applicant can request reimbursement for a pre-approved project expenses by submitting a reimbursement request form with documentation project expenses has been paid.

**Possible Application Reviewers:**

- Community Development Authority (CDA)
- Main Street Design Committee (implements Main Street Facade review)
- Another Ad hoc Committee, or City Council, Other



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

February 21, 2022

From: Elizabeth Runge, Community Development Director  
Re: Requesting Council Approval of Project Award for Senior Center Improvements (CDBG-CV21-24)

A Request for Sealed Bids for improvements to the City's Senior Center. The project is for the installation of a drive through window and parking lot modifications. Sealed bids for the project were opened on February 15, 2022 at 10:00 am in City Hall.

Two bids were received, and the lowest and responsible bidder is Phillip Quality Construction, Inc.

Alternative Bids:

Alternative 1: Reverse door swing of the women's restroom	\$3,452.00
Alternative 2: Transfer air grills and ductwork in corridor	\$1,934.00

\*Alternative 3: Parking lot modifications                                      \*DEDUCT is \$31,750.00  
If City/Owner electors to use own forces to complete.

Staff is recommending the project be awarded to Phillip Quality Construction, Inc. for the base bid, Alternative 1 Bid, and Alternative 2 Bid in the amount of \$49,084.00.

The Public Works Department has elected to complete the Alternative 3 parking lot work as force account work.



**City of Two Rivers**  
**Senior Center Improvements**  
**Bid Results**

**Bids Opened: February 15, 2022, 10:00 a.m.**

<i>Contractor</i>		<b>KOENIG</b>		<b>PHILIPPI</b>
<i>Bid Signed</i>		yes		yes
<b>Addendum(s) Acknowledged</b>		2		1 of 2
<b>Bid Bond Present</b>		Yes		Yes
<b>Base Bid</b>	<b>Base</b>	\$87,200.00		\$75,448.00
<b>Alt 1 - Reverse Swing of Door</b>	<b>Add</b>	\$2,046.00		\$3,452.00
<b>Alt 2 - Transfer Air Grilles</b>	<b>Add</b>	\$1,244.00		\$1,934.00
<b>Alt 3 - Parking Lot by Owner</b>	<b>Deduct</b>	\$35,000.00		\$31,750.00

Base Bid + Alt 1 & 2	\$90,490.00	\$80,834.00
Less Parking Lot (DPW constructs Concrete Work)	(35,000.00)	(31,750.00)
Net Contractor Cost (Award Amount)	\$55,490.00	\$49,084.00
Force Account	35,000.00	31,750.00
<b>Total Construction Project</b>		<b>\$80,834.00</b>





**RESOLUTION OF COMMENDATION**

*Acknowledging and Commending Selection of Lieutenant Karen Elsenpeter as the Two Rivers Police Officer of the Year.*

**WHEREAS**, Karen Elsenpeter was hired as a part-time police officer in March of 1993 with the Two Rivers Police Department and later hired full-time in October of 1994. Karen then promoted to lieutenant in 2002. Karen holds a Bachelor’s Degree from Silver Lake College, completed her Law Enforcement Academy at Fox Valley Technical College, and is a graduate of Northwestern University’s School of Police Staff and Command; and

**WHEREAS**, annually the Two Rivers Police Department awards an “Employee of the Year Award” for a Police Officer or Police Employee in the City of Two Rivers; and

**WHEREAS**, the “Officer of the Year Award – 2020” was presented at a dinner held on January 19<sup>th</sup>, 2022 to Lieutenant Karen A. Elsenpeter; and

**WHEREAS**, Lieutenant Elsenpeter was selected for this honor based on her personal commitment to the Police Department and the Community in numerous respects, including:

Karen Elsenpeter was nominated for her professional public service and for routinely going above and beyond the basic job expectations. Her nomination was reviewed by all of the supervisory staff of the department and she was unanimously selected as the Officer of the Year.

Karen Elsenpeter was specifically nominated because: “Karen is always positive and she is never heard complaining;” “Karen genuinely cares for those she works with and routinely helps out others and their families;” and “Karen is always there to help and will drop whatever she is doing...letting others know that they are important and respecting other’s needs.”

Karen Elsenpeter is best known for her full dedication to this department and her profession, and her unwavering delivery of professional and outstanding service. Her years of experience, knowledge, and ability are clearly evident to all she works beside.

Karen Elsenpeter is a two-time recipient of the Officer of the Year Award, receiving her first in 2000, and she is the third Two Rivers Police Department member to have achieved this honor in the history of the award.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Two Rivers to express its appreciation to Lieutenant Karen Elsenpeter for her exemplary work in the Two Rivers Police Department and ultimately, for the citizens of Two Rivers; and

**BE IT FURTHER RESOLVED that** Lieutenant Karen Elsenpeter is provided with a copy of this resolution.

Adopted this 21<sup>st</sup> day of February, 2022.

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## **RESOLUTION DESIGNATING SIGNERS ON CITY BANK ACCOUNTS**

**WHEREAS**, in the course of business for the City of Two Rivers ("City"), it establishes relationships with various financial institutions ("banks") for purposes including, but not limited to depository of City funds, investment of funds, borrowing money, or making payments on bonds and other debt issued by the City; and

**WHEREAS**, banks with whom the City does business normally require a City resolution designating which City officials are authorized to open bank accounts and to execute checks and other orders for payment of City funds; and

**WHEREAS**, the City desires to designate certain City officials to open bank accounts and execute checks and other orders for payment of City funds;

### **NOW, THEREFORE, BE IT RESOLVED:**

1. As used in this Resolution, the term "Bank" shall mean any financial institution with whom, pursuant to this Resolution, the City establishes a banking relationship.
2. The City Manager and Finance Director are hereby authorized to open or cause to be opened one or more accounts with a Bank on such terms, conditions, and agreements as the Bank may now or hereafter require and to make any other agreements deemed advisable regarding any of the foregoing.
3. That checks, drafts, or other orders for the payment, transfer, or withdrawal of any of the funds or other property of the City on deposit with a Bank shall be binding on the City when signed, manually or by use of a facsimile or mechanical signature or otherwise authorized, by any one of the individuals listed below as Authorized Signers, and the Bank is hereby authorized to pay and charge to the account of the City any such checks, drafts or other orders so signed or otherwise authorized, including those payable to the individual order of the same person or persons signing or otherwise authorizing the same and including also those payable to the Bank or to any other person for application, or which are actually applied to the payment of any such indebtedness owing the Bank from the person or persons who signed such checks, drafts, or other withdrawal orders or otherwise authorized such withdrawals. In particular, and not in limitation of foregoing, such persons may authorize payment, transfer, or withdrawal by oral or telephonic directions to the Bank complying with such rules and regulations relating to such authorization as the Bank may communicate to the City from time to time.
4. That City Manager or Finance Director will certify to a Bank the names and signatures (either actual or any form or forms of facsimile or mechanical signatures adopted by the person authorized to sign) of the Authorized Signers listed below and shall from time-to-time hereafter, upon a change in the facts so certified, immediately certify to the Bank the names and signatures (actual or facsimile) of the persons then authorized to sign or to act. The Bank shall be fully protected in relying on such certificates and on the obligation of the certifying officer (set forth above) to immediately certify to the Bank any change in any facts so

certified, and the Bank shall be indemnified and saved harmless by the City from any claims, demands, expenses, loss or damage resulting from or growing out of honoring or relying on the signature of other authority (whether or not properly used and, in the case of any facsimile signature, regardless of when or by whom or by what means such signature may have been made or affixed) of any officer or person whose name and signature was so certified or refusing to honor any signature or authority not so certified.

5. That the holders of the following positions with the City are authorized to sign or act on behalf of the City ("Authorized Signers"):

- City Manager
- Finance Director
- City Clerk
- Acting City Manager

6. That this Resolution shall continue in force until express written notice of its rescission or modification has been furnished to and received by a Bank.

Dated this 21<sup>st</sup> day of February 2022

\_\_\_\_\_  
City Council Member

\_\_\_\_\_  
City Manager

**PRELIMINARY RESOLUTION UNDER SECTION 66.0703 WISC. STATS.**

**RESOLVED**, by the Council of the City of Two Rivers, Wisconsin:

1. The Council hereby declares its intention to exercise its police power under Section 66.0703 Wisc. Stats. to levy special assessments upon the properties fronting on the following streets:

**17th STREET, FROM EAST PARK STREET TO JEFFERSON STREET AND  
17<sup>th</sup> STREET, FROM EAST STREET TO ZLATNIK DRIVE**

2. Said assessable public improvements shall consist of removing existing pavement, excavation, installation of storm and sewer services, grading and graveling, Portland Cement concrete paving, driveway approaches, replacements of carriage walks, repair of sidewalk, restoration, and miscellaneous related work. Costs which will not be assessed include repair or replacement of sanitary sewer mains and services within the right of way, water mains and services within the right of way and storm sewer main.
3. The total amount assessed against each parcel fronting on said streets shall not exceed the total cost of the City's cost of the improvements and engineering oversight.
4. The assessments against any parcel may be paid in full or in ten annual installments, to include interest at a rate to be determined by the City Council.
5. The Director of Public Works is directed to prepare a report consisting of:
  - a. Plans and specifications for said improvements
  - b. An estimate of the entire cost of each type of proposed improvements
  - c. A statement that the properties against which the assessments are proposed are benefited and a schedule of proposed assessments

Upon completing such report, the Director of Public Works is directed to file a copy in the Office of the City Clerk for public inspection.

6. On receiving the report of the Director of Public Works, the Clerk is directed to give notice of public hearing on such report as specified in Section 66.0703(7) Wisc. Stats. The hearing shall be held at the Council Chambers in the City Hall at a time set by the Clerk in accordance with Section 66.0703(7) Wisc. Stats.

Dated this 21<sup>st</sup> day of February 2022.

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Council Member

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Gregory E. Buckley  
City Manager