

**City of Phillips**  
**Committee of the Whole Meeting**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**March 3, 2020**  
5:30pm

Mayor: Charles Peterson

Committee Members: Jerry Clark, Richard Heitkemper, Laura Tomaszewski, John Vlach, Bill Elliott, John Klimowski.

City Attorney: Bruce Marshall

Department Heads: Public Works Director–Jeff Williams; Water/Wastewater Supervisor-Todd Toelle; Police Chief-Michael Hauschild; Fire Chief-Jim Pisca; Library Director–Rebecca Puhl; Clerk/Treasurer-Shelby Prochnow.

This meeting is held in compliance with Wisconsin’s Open Meeting Law, WI § Chapter 19, Subchapter V. As such it is open to the public.

*City Council members present may also represent a quorum of any Committee or Board of the City Council listed below and, as such, may proceed to meet and conduct business as listed under that Committee or Board portion of the agenda below, if the full City Council doesn’t have sufficient members present to satisfy quorum requirements to enable it to meet as the Committee of the Whole.*

Call to Order (presiding officer) Time: \_\_\_\_\_

- a. Greeting
- b. Certification of compliance with Open Meeting Law
- c. Pledge of Allegiance

Roll Call: Chuck Peterson \_\_\_\_, Jerry Clark \_\_\_\_, Richard Heitkemper \_\_\_\_, Laura Tomaszewski \_\_\_\_, John Vlach \_\_\_\_, Bill Elliott \_\_\_\_, John Klimowski \_\_\_\_.

Public Comment:

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month’s meeting date and time: Monday April 6<sup>th</sup>, 2020 at 5:30 p.m.
2. Motion to approve the minutes from the February 4, 2020 meeting.
3. Mayor updates:
4. Clerk updates:
  - a. Discussion/ Potential Action regarding Positive Pay program for Forward Bank
5. Discussion/Potential Action: Park Falls Economic Development Corporation. Possible contribution from City of Phillips.
6. Discussion/Potential Action regarding Housing Survey with City of Park Falls.

**Board of Public Works/Recreation –Klimowski/Tomaszewski**

7. DPW and Water/Sewer Updates:
8. Discussion/Action: Cross Connection Program
9. Collin's Well Property Update:
10. Discussion/ Potential action regarding Parking on Lake Ave South of Maple Street.

**Public Safety - Vlach**

11. Fire Department updates:
12. Police Department Updates:
13. Discussion/Action regarding Police Department Lieutenant Contract

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

14. Discussion/Action regarding Employee Handbook

**Legal**  
**City Council**

15. Council Update:
16. Adjournment: Time: \_\_\_\_\_

Mayor Peterson called the meeting of the Committee of the Whole to order at 5:30p.m.

Present: Charles Peterson, Jerry Clark, Richard Heitkemper, Laura Tomaszewski, John Vlach, Bill Elliott, John Klimowski, Rick Morgan, Stephan Willet, Marty Krog, Jeff Klaver, Jim Pisca, Jeff Williams, Travis Abraham, Marty Stephan, Nick Trimmer, Michael & Patty Tyrrell, Patricia Zietner, Anna Marie Hansen, Mark Brzeskiewicz, Jason Lyon, Todd Toelle, Mike Stoffel, Michael Bablick, and Curt Mallow.

Public Comment: Rick Morgan, Phillips School District Superintendent gave a small presentation regarding the upcoming school referendum

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month's meeting date and time: Monday April 6<sup>th</sup>, 2020 at 5:30 p.m.
2. Clark/ Elliott moved to approve the minutes from the February 4, 2020 meeting. Carried
3. Mayor updates: None
4. Clerk updates:
  - a. Discussion/ Potential Action regarding Positive Pay program for Forward Bank: Clerk/Treasurer Shelby Prochnow gave a small presentation to the council about a fraud protection program with Forward Bank, to see if it was something the City should enroll in. The program is \$29.95 per month. Elliott/ Heitkemper moved to recommend to the Common Council to approve enrolling in the positive pay program with Forward Bank. Carried
5. Discussion/Potential Action: Park Falls Economic Development Corporation. Possible contribution from City of Phillips.  
Jeff Klaver, Mark Brzeskiewicz and Michael Bablick discussed the possibility of the City of Phillips contributing annually to the Park Falls Economic Development Corporation to cover operating expenses being incurred. Currently the City used to contribute \$2,000 to the Phillips Economic Development Corp before it dissolved, so the City will take that contribution and move it to the Park Falls Corp. The City can than look further into if funds are available for a larger donation.
6. Discussion/Potential Action regarding Housing Survey with City of Park Falls.  
Park Falls Mayor Michael Bablick came to update the Council on the meeting they had regarding the Housing Survey with the companies they received quotes from. The group, which consisted of Park Falls, the County, and the City, made the decision to narrow down the quotes to the MSA Company. The City's portion of the survey would be roughly \$6,367 after Park Falls' grant is received. The City of Phillips could make doing the survey contingent if Park Falls received the grant. Park Falls would pay for the initial cost upfront and then the City could pay it back in 2021 if funding is not currently available.

**Board of Public Works/Recreation –Klimowski/Tomaszewski**

7. DPW and Water/Sewer Updates:

DPW: They are getting bids for a new dump truck. Been working over at the fields by the bus garage. Band Shell is moving forward, they want to start construction in April and Open on the 4<sup>th</sup> of July. The guys at the shop are catching up on vehicle maintenance.

W/S: Everything is going well; they are working on industrial discharge permits right now. Clerk Prochnow also mentioned that there was a company that reached out about doing our water/sewer bill mail outs for the City; however, the City does not have any interest at this time.

8. Discussion/Action: Cross Connection Program

Last month Todd Toelle brought up the need for the City to do Cross Connection inspections for residential, commercial and industrial users; however, the City did not have a set program in place. The Program would entail commercial and industrial users to have a plumber doing their own inspections, and our Water Department would handle the residential inspections.

Heitkemper/Elliott moved to recommend to the Common Council to adopt the Public Water Supply Cross Connection Control Program, subject to further review before the Council Meeting.

9. Collin's Well Property Update: City Attorney Bruce Marshall updated that there was some thought this may have to go through the PSC; however it does not, so the final stuff will be going to the court this week.

10. Discussion/ Potential action regarding Parking on Lake Ave South of Maple Street. Michael & Patty Tyrrell were in attendance to present some information they received from the State regarding parking from South of Maple street to Walnut on Hwy 13. There was discussion regarding what sort of expenses would be associated to the City of there was parking there, the major ones are snow removal and painting of parking lines. This item will be tabled until next month.

**Public Safety - Vlach**

11. Fire Department updates: Fire department is going ahead with the firewood raffle again. There was a preconstruction meeting the department attended for the County RD W closure. There will be a landing zone training on May 21<sup>st</sup>.

12. Police Department Updates:

	2020	2019
FEB	173	156
YTD	364	286

Chief Hauschild presented the Council with the 2019 Annual Report.

13. Discussion/Action regarding Police Department Lieutenant Contract. This would be the contract for Blaine Peterson for the Police Lieutenant Position.

Clark/Heitkemper moved to recommend to the Common Council to approve the Lieutenant Contract. Carried

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

14. Discussion/Action regarding Employee Handbook. The Council was presented a final copy of the handbook, after it had been reviewed by City Attorney.

Klimowski/ Elliott moved to recommend to the Common Council to adopt the Employee Handbook, pending changes to the overtime and compensatory time section.

15. Council Update: None

16. Klimowski/ Elliott moved for adjournment: Time: 7:19pm

A handwritten signature in black ink that reads "Shelby Prochnow". The signature is written in a cursive style with a large, looping initial 'S'.

**Shelby Prochnow**  
Clerk/Treasurer