

City of Phillips
Committee of the Whole Meeting
Municipal Building, Municipal Hall
174 S Eyder Avenue
September 1st, 2020
5:30 pm

Mayor: Charles Peterson

Committee Members: Jerry Clark, Richard Heitkemper, Laura Tomaszewski, Marty Stephan, 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-David Lontcoski; 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 ____, Marty Stephan ____, Bill Elliott ____, John Klimowski ____.

Public Comment:

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month’s meeting date and time: Tuesday October 6th, 2020 at 5:30 p.m.
2. Motion to approve the minutes from the August 4th, 2020 meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Potential Action regarding variance request of ECKAM Properties per recommendations from the Phillips Zoning Board of Adjustments and Appeals.
6. Discussion/Potential Action regarding setbacks for ECKAM Properties per recommendations for the Phillips Planning Commission.
7. Discussion/Potential Action regarding the old Wells Fargo Clock.
8. Discussion/Potential Action regard mowing at 301 Storms Rd – Willett

9. Discussion/Potential Action regarding a request from Northwoods Range Rovers ATV club to leave the Hwy 13 bridge section between Fayette St and County Hwy F open for ATV/UTV use.

10. Discussion/Action regarding approval of resolution #1210 approving the Assessor's Plat #1.

Board of Public Works/Recreation –Klimowski/Tomaszewski

11. DPW and Water/Sewer Updates:

12. Discussion/Action regarding acceptance of Dump truck bids

13. Wastewater Treatment Plant Upgrade Update:

- a. Discussion/Action Adopt Resolution #1211 to Reimburse Expenditures with Proceeds from Borrowing for the Wastewater Treatment Plant Upgrade
- b. Discussion/Action Adopt Resolution #1212 for to assign an Authorized Representative for filing applications
- c. Discussion/Approval of Ayres Contract Amendments #1 for CDBG Grant Administration Services

Public Safety - Heitkemper

14. Fire Department updates:

15. Police Department Updates:

16. Discussion/ Potential Action regarding the School Crossing Guard Position

Licensing/Permits – Elliott.

Personnel/Budget/Finance – Clark

17. 2021 Budget Discussion

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City Council**

18. Council Update:

19. Adjournment: Time: _____

Committee of the Whole
Meeting Minutes
September 1st, 2020

Mayor Peterson called the meeting of the Committee of the Whole to order at 5:33p.m.

Present: Charles Peterson, Jerry Clark, Richard Heitkemper, Laura Tomaszewski, Marty Stephan, Bill Elliott, John Klimowski, Shelby Prochnow, Bruce Marshall, Jeff Williams, Todd Toelle, Patricia Zeitner, Stephan Willett, David Lontcoski, Blaine Peterson, Michael Hauschild, Lynne Bohn, Davette Hrabak, Judy Hayton, and Joe Perkins.

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month's meeting date and time: Tuesday October 6th, 2020 at 5:30 p.m.
2. Elliott/ Clark moved to approve the minutes from the August 4th, 2020 meeting. Carried
3. Mayor updates: None
4. Clerk updates: None
5. Discussion/Potential Action regarding variance request of ECKAM Properties per recommendations from the Phillips Zoning Board of Adjustments and Appeals.
Heitkemper/ Elliott moved to accept the recommendation from the Phillips Zoning Board of Adjustments and Appeals to allow the variance request reducing the parking stalls required from 32 to 14. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
6. Discussion/Potential Action regarding setbacks for ECKAM Properties per recommendations for the Phillips Planning Commission.
Heitkemper/ Clark moved to accept the Phillips Planning Commission recommendation to approve the setbacks presented by ECKAM Properties, reducing the South Side lot line from 25' to 10'. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
7. Discussion/Potential Action regarding the old Wells Fargo Clock.
Lynne Bohn, Davette Hrabak, and Judy Hayton gave the Council a brief update regarding the clock. They also discussed their want to donate the clock to the City to be placed on a pole next to the stairs leading down to the Elk Lake Park. Only concerns with that placement is making sure that is in the City portion of the Property to not interfere with State Right-of-Way and that no utility lines are in the way of where it will be placed. Also discussed, that if at any time the City does not want to clock, it would go to one of the 3 girls' heirs. The ladies asked for the City's help in donating time to place the clock as well. Bruce is going to look into if there are any issues with location on the City property.
Clark/Tomaszewski moved to approve the general details of the placement of the Clock subject to final adjustments. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried.
8. Discussion/Potential Action regard mowing at 301 Storms Rd – Willett

Stephan Willett, owner of 301 Storms Rd, came to the council to discuss the mowing of the property and to let them know it is lowland and too wet to mow. There was some discussion regarding an old easement where City assumed maintenance of part of the property. No other decisions or actions were made on the matter.

9. Discussion/Potential Action regarding a request from Northwoods Range Rovers ATV club to leave the Hwy 13 bridge section between Fayette St and County Hwy F open for ATV/UTV use. The City has been asked to review the request to open the Hwy 13 bridge section between Fayette ST and County Hwy F for permanent ATV/UTV use. The City is not sure they have the authority to solely open the section. Police Department does have concerns of it being open due to the traffic in that section. Klimowski stated that other towns have the highway open in much higher speed zones, but the sections are signed very well and if the City were to open it, good signage should stop any issues. Heitkemper also stated that it may be more dangerous for ATV/UTV's to cross traffic there to go down Airport Rd rather than just turn down the highway. This will be added to the October Agenda.
10. Discussion/Action regarding approval of resolution #1210 approving the Assessor's Plat #1. Clark/ Heitkemper moved to recommend to the Common Council to approve Resolution #1210 approve the Assessor's Plat #1. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Board of Public Works/Recreation –Klimowski/Tomaszewski

11. DPW and Water/Sewer Updates:
DPW: Been working on crack sealing, mowing, and trimming lawns. Williams also mentioned to the council that they are spending a lot of time fixing items at the Elk Lake Park Pavilion due to vandalism in the bathrooms. He questioned if it would be a good idea to lock the bathrooms at night, but this vandalism has been a weekly occurrence. Council had given direction to place some warning signs. Bathrooms will be discussed at the September Common Council meeting.
Water/Sewer: Did have a company camera the lines along Hwy 13 and they did find some issues with the piping. There is still 167' of clay pipe in the highway and there are some lateral cracks and joint cracks. There are also a few manholes leaking that would be to be resealed. These are items the City may want to look into bidding out to get repaired prior to the Hwy project getting redone by the State. The Highway 13 lines will be put on the October Agenda.

12. Discussion/Action regarding acceptance of Dump truck bids
The City received bids for the Dump Truck and the Dump Truck Equipment as following:

<u>Truck</u>		<u>Equipment</u>	
I-State	\$94,994	Monroe	\$36,784
Mid-State	\$86,500	Truck Equipment	\$39,475
Quality Truck	\$95,978		

These are just base prices, there will be add-ons to complete the truck.

Clark/ Elliott moved to recommended to the Common Council to accept the dump truck bid from Quality Truck in the amount of \$95,978 and the dump truck equipment bid from Monroe Truck Equipment in the amount of \$36,784. This recommendation was made due to discussion about the long-term maintenance and repair savings the City will have with this recommendation.

13. Wastewater Treatment Plant Upgrade Update:
 - a. Discussion/Action Adopt Resolution #1211 to Reimburse Expenditures with Proceeds from Borrowing for the Wastewater Treatment Plant Upgrade
 - b. Discussion/Action Adopt Resolution #1212 for to assign an Authorized Representative for filing applications

- c. Discussion/Approval of Ayres Contract Amendments #1 for CDBG Grant Administration Services

Elliott/ Clark moved to recommend to the Common Council to approve Resolution #1211, Resolution #1212 and the Ayres Contract Amendment #1 for CDBG Grant Administration Services. Carried

Public Safety - Heitkemper

14. Fire Department updates: Had 2 calls last month. Laurie Hanson won the firewood from the raffle and they are getting the new radios put in tomorrow.

15. Police Department Updates:

	<u>2020</u>	<u>2019</u>
Aug	214	193
YTD	1413	1330

There was a fire at the football field to the bleachers. There were 4 juveniles that were involved. The department is still waiting for the damage estimate, but the school has a \$5,000 deductible.

16. Discussion/ Potential Action regarding the School Crossing Guard Position. The City will Advertise for a new crossing guard. Current one would like to step down but will help out for the time being.

Licensing/Permits – Elliott.

Personnel/Budget/Finance – Clark

17. 2021 Budget Discussion. No insurance information or update yet. The fire department is moving some money from different line items, but it will not affect the bottom line of their budget.

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18. Council Update: None

19. Clark Tomaszewski moved for adjournment: Time: 6:50pm



Shelby Prochnow
Clerk/Treasurer