

**City of Phillips**  
**Committee of the Whole Meeting**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**April 6<sup>th</sup>, 2021**  
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, May 4<sup>th</sup>, 2021 at 5:30 p.m.
2. Motion to approve the minutes from the March 2<sup>nd</sup>, 2021 meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Action regarding CSM for Mary Hahn, Minor Subdivision recommendation from Phillips Planning Commission.
6. Discussion/Action regarding Welcome to Phillips sign south of town.
7. Discussion/Action regarding Price County Rodeo

8. Discussion/Action regarding Disallowance of insurance claim.

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

9. DPW and Water/Sewer Updates:

10. Discussion/Action regarding the downtown sidewalks project:

11. Discussion/Action regarding necessary street projects:

12. Wastewater Treatment Plant Upgrade Update:

a. Discussion/Action regarding the Wastewater Contract Amendment with Town & Country.

**Public Safety - Heitkemper**

13. Fire Department updates:

14. Police Department Updates:

a. Discussion/Action regarding Razing of Staples Property

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

**Legal  
City Council**

15. Council Update

16. Adjournment: Time: \_\_\_\_\_

Committee of the Whole  
Meeting Minutes  
April 6, 2021

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

Members Present: Charles Peterson, Jerry Clark, Richard Heitkemper, Laura Tomaszewski, Marty Stephan, Bill Elliott, John Klimowski, Shelby Prochnow, Bruce Marshall.

Also Present: Mike Stoffel, Jim Heizler, Todd Toelle, Travis Abraham, David Lontcoski, Dolores Gradinjan, Waldemar Madsen, Mike Hauschild, Blaine Peterson, Patricia Zeitner, Adam Speer, and Lynn Ludwig.

Public Comment: None

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month's meeting date and time: Tuesday, May 4<sup>th</sup>, 2021 at 5:30 p.m.
2. Tomaszewski/ Heitkemper moved to approve the minutes from the March 2<sup>nd</sup>, 2021 meeting. Carried
3. Mayor updates: Mayor Peterson informed the council that he had been reached out to by an individual that is interesting in the Phillips Lionite property and was looking for any incentive programs the City might have available for them. Peterson told the council that Clerk Prochnow was looking into anything available and would be emailing the person.
4. Clerk updates: None
5. Discussion/Action regarding CSM for Mary Hahn, Minor Subdivision recommendation from Phillips Planning Commission. Peterson informed Council of the Phillips Planning Commission's decision to approve the CSM (certified survey map) for Mary Hahn, allowing her to split her back lake lot of her property into 2 out lots.
6. Discussion/Action regarding Welcome to Phillips sign south of town. Dolores Gradinjan came before the Council to request some financial help of approximately \$1,000 to replace the Welcome to Phillips sign south of town. A few years ago the Ladies Auxiliary was able to fundraise and pay for the sign and installation; however, that sign is now completely faded. Ladies Auxiliary would put in some money along with some donations from individuals they have received for the property. The existing sign is actually a banner, and they would be replacing with a sign that is painted and will have some uv protection coat to try to help with the fading.  
Elliott/ Heitkemper moved to help fund the Welcome to Phillips sign south of town up to \$1,000 and see if our Department of Public Works crew can help with the deconstruction of the existing sign to save some money. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
7. Discussion/Action regarding Price County Rodeo: Price County Rodeo member was not able to attend but Prochnow let the council know that they will be asking for a sponsorship and she handed out a packet of sponsorship options and information.
8. Discussion/Action regarding Disallowance of insurance claim.  
Heitkemper/ Elliott moved for disallowance of the insurance claim for Vonda Johnson. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

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

9. DPW and Water/Sewer Updates:  
DPW: Working on sweeping and patching the roads. They expanded the parking lot down at Elk Lake Park. Snowblower should be fixed now and other than that everything is status quo.  
W/S: Planting is running good, getting ready for the upgrade. They have also been working on replacing water meters and trying to do some home inspections for the cross connections program.
10. Discussion/Action regarding the downtown sidewalks project:  
Prochnow and Heizler (DPW) spoke regarding the downtown sidewalks. When the City last talked about redoing the sidewalks, the business owners and the City had decided to wait until the State redid 13 and then look at redoing all of them. However, the state has pushed that repair back another year to 2023 and Jeff Williams fears that the sidewalks will not hold up that long and would like the City to reconsider this decision. Williams would like to see something done this year yet, Council feels that might be too tight of a time frame. Council asked about funding options. Engineer Mike Stoffel stated we cannot do a CDBG grant since we used that for the Treatment plant and couldn't reapply until 2022 with a 2023 construction. We could maybe look at some other grants or using the MSRP program, but that would take funding away from redoing a street. We could possibly use some of the Cares act money to start the project depending on when it would be given to the City. Council decided to set up a special meeting with the owners to discuss the project. Did not pick a date.
11. Discussion/Action regarding necessary street projects:  
Prochnow and Heizler discussed with the council that Jeff Williams has been looking into redoing Peterson Drive and Balsam street with a road repair process called a slurry. Mike Stoffel noted that the slurry would not qualify for MSRP funding, but this technology has been around for a while.
12. Wastewater Treatment Plant Upgrade Update:  
a. Discussion/Action regarding the Wastewater Contract Amendment with Town & Country. The original contract that was approved was just for design services, now this amendment would be for the services provided preconstruction and during construction.  
Clark/ Tomaszewski moved to recommend to the Common Council to accept the contract amendment #1 for Town and Country. Carried  
Update on project: Contracts have been signed, no tentative date for preconstruction meetings yet, there will be more behind the scenes work prior to equipment showing up. Thinking that will be around mid to late summer.

**Public Safety - Heitkemper**

13. Fire Department updates: Very busy lately, they burned along highway 13 in the ditches. Siren at the airport need to be repaired as it was down for about a month. 4 new firefighters have joined the department. Chamber reached out and requested doing the 4<sup>th</sup> of July fireworks down at Elk Lake Park this year, fire department thinks it is doable just have to look into some boat traffic control to keep them back. Will probably shoot off from by the drainage ditch.
14. Police Department Updates:  
Calls for Services: 2021 2020  
March 166 159  
YTD 509 526  
a. Discussion/Action regarding Razing of Staples Property: Hauschild gave Staples a month long extension to continue to tear down the property; however that extension has now past and no more work as been done. Hauschild got quotes to for the tear down of the building. Lepke's & Esterholm's are too busy to get to it this year and the only other quote received was from Janak's and that was \$7,288 to tear down and fill the property. No fill would be a little less.

Condemned a property on 165 N Eyder, notice is posted on building, renter needs to move out and the homeowner has been notified. Hauschild does have more properties on his list to look into as well.

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

**Legal**  
**City Council**

15. Council Update:

Elliot: Just asked about the American Rescue Money that the City should be getting, seeing if we heard anything on that yet.

16. Klimowski/ Elliott moved for adjournment: Time: 6:34pm



Shelby Prochnow  
Clerk/Treasurer