

**City of Phillips**  
**Committee of the Whole Meeting & Public Hearing**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**November 2, 2021**  
5:00 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 \_\_\_\_.

1. Motion to open the Public Hearing for discussion on resolution 1217: Amending Fire inspection Ordinance 5.10. Time: \_\_\_\_\_
2. Motion to close the Public Hearing. Time: \_\_\_\_
3. Acting regarding Resolution 1217: Amending Fire Inspection Ordinance 5.10
4. Motion to open the Public Hearing for discussion on the 2022 Budget. Time: \_\_\_\_\_
5. Motion to close the Public Hearing. Time: \_\_\_\_\_
6. Action regarding the 2022 Budget

Public Comment:

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month’s meeting date and time: Tuesday December 7<sup>th</sup>, 2021, at 5:30 p.m.
2. Motion to approve the minutes from the October 5<sup>th</sup>, 2021, meeting.

3. Mayor updates:

4. Clerk updates:

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

5. DPW and Water/Sewer Updates:

6. Wastewater Treatment Plant Upgrade Update:

- a. Pay Request #3 for Staab Construction in the amount of \$401,552.65

**Public Safety - Heitkemper**

7. Fire Department updates:

- a. Discussion/Action regarding necessary repairs to fire trucks

8. Police Department Updates:

**Licensing/Permits – Elliott.**

9. Discussion/Action regarding Class A retail license for Medford Cooperative

**Personnel/Budget/Finance – Clark**

**Legal**

10. Discussion/Action regarding Room Tax Ordinance

11. Discussion and possible action upon Resolution Discontinuing an Unbuilt Portion of Fayette Street being an Unbuilt Public Way in Shaw's Addition between and including parts of Blocks 1 and 4.

**City Council**

12. Council Update

13. Adjournment: Time: \_\_\_\_\_

Mayor Peterson called the meeting of the Committee of the Whole to order at 5:01p.m.

Members Present: Charles Peterson, Jerry Clark, Richard Heitkemper, Laura Tomaszewski, Marty Stephan (Arrived 5:06), Bill Elliott, John Klimowski (arrived 5:39), Shelby Prochnow, Bruce Marshall.  
Also Present: Michael Hauschild, Todd Toelle, Jim Heizler, David Lontcoski, Joe Perkins, Becky Puhl, Travis Abraham, and Patricia Stephan.

1. Elliott/ Tomaszewski moved to open the Public Hearing for discussion on resolution 1217: Amending Fire inspection Ordinance 5.10. Time: 5:03 pm. Roll Call: Clark- aye, Heitkemper – aye, Tomaszewski – aye, Stephan – absent, Elliott – aye, Klimowski – absent. Carried

Discussion on how this is a change to reduce the number of required fire inspections from 2 per year to 1 per year, thus saving money in the salaries expense for the Fire department.

2. Heitkemper/ Clark moved to close the Public Hearing. Time: 5:05pm Roll Call: Clark – aye, Heitkemper - aye, Tomaszewski – aye, Stephan – absent, Elliott – aye, Klimowski – absent. Carried

3. Acting regarding Resolution 1217: Amending Fire Inspection Ordinance 5.10  
Elliott/ Clark moved to recommend to the Common Council to approve Resolution #1217 Amending Fire Inspection Ordinance 5.10. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – absent, Elliott – aye, Klimowski – absent. Motion Carried

4. Clark/ Elliott moved to open the Public Hearing for discussion on the 2022 Budget. Time: 5:07pm  
Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Carried

Discussion on setting money aside to redo a couple alleys next year. Adding \$3,400 to Fire contract service line item to have an annual truck inspection done by a company to keep up with maintenance. Ensure Director of Public Works, Water/Sewer Superintendent, and Clerk/Treasurer are at the same wage.

5. Heitkemper/ Tomaszewski moved to close the Public Hearing. Time: 5:19pm Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Carried
6. Action regarding the 2022 Budget  
Elliott/Clark moved to recommend to the Common Council to adopt the 2022 Budget pending the discussed amendments to be presented at the Common Council meeting 11/9/2021. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Motion Carried

Public Comment: None

#### **DISCUSSION-ACTION ITEMS:**

##### **General-Mayor/Clerk**

1. Set next month's meeting date and time: Tuesday December 7<sup>th</sup>, 2021, at 5:30 p.m.
2. Stephan/ Elliott moved to approve the minutes from the October 5<sup>th</sup>, 2021, meeting. Carried
3. Mayor updates: None

4. Clerk updates: Deputy Clerk/Treasurer Sonja will be officially retiring. Will be posting the job this week for applications to be due on November 30<sup>th</sup> and having interviews at the December Committee of the Whole Meeting.

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

5. DPW and Water/Sewer Updates:
 

DPW: Working on flushing sewers in town. Campground water is now off, and the new street sweeper is in and being used.

W/S: Planting construction is going good, should have the concrete work done by the end of the week. Well #5 had a valve break and the main line is down. This well hasn't been online for 7 years but to fix it, we would need to dig it up either now or this spring. This matter will be added to the 11/9 Common Council agenda.
  
6. Wastewater Treatment Plant Upgrade Update:
  - a. Pay Request #3 for Staab Construction in the amount of \$401,552.65  
Clark/ Heitkemper moved to recommend to the Common Council to approve pay request #3 for Staab Construction in the amount of \$401,552.65. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Motion Carried

**Public Safety - Heitkemper**

7. Fire Department updates:
  - a. Discussion/Action regarding necessary repairs to fire trucks: North Star came in to do an inspection on the fire trucks and they found quite a few issues that need to be addressed. Right now the main truck is down and the back up rig needs repairs as well. One truck needs to be completed first, so they are not completely down. The necessary repairs total just under \$20,000 but these repairs are just the items that need to be done to get them up and running again, there may be a few other things that need to be fixed after that. Council questioned where the funding would come from to fix the trucks. Clerk Prochnow will look at the General fund account to see if there is any room to use that to get fixed, otherwise she suggested maybe we borrow from the Fire equipment savings account.  
Heitkemper/ Elliott moved to recommend to the Common Council to move forward with the necessary repairs and determine where the money will come from. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried.

Fire Department also received a donation from Heritage Credit Union and BW Paper systems for PPE Gear

8. Police Department Updates:
 

Calls for Service	2021	2020
Oct	182	171
YTD	1745	1790

House at 140 Center should have a completed sale of property tomorrow and then the new owner will start the demolition. Working with 316 S Argyle Ave to get the property cleaned up and the owner is receiving some assistance for a dumpster, and they have been very compliant. Also, they may be able to get their water line repaired to get them water as well. The 2015 explorer squad vehicle has been having a lot of issues this year. Line item for all squad repair is only \$3000 a year and they are way over that this year.

**Licensing/Permits – Elliott.**

9. Discussion/Action regarding Class A retail license for Medford Cooperative  
Klimowski/ Heitkemper moved to approve the Class A retail license for Medford Cooperative. Roll  
Call: Clark – opposed, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye,  
Klimowski – aye. Motion Carried 5-1

**Personnel/Budget/Finance – Clark**

**Legal**

10. Discussion/Action regarding Room Tax Ordinance: This will be introduced next week in hopes of  
sending it to a public hearing for the December Committee of the Whole meeting.
11. Discussion and possible action upon Resolution Discontinuing an Unbuilt Portion of Fayette Street  
being an Unbuilt Public Way in Shaw's Addition between and including parts of Blocks 1 and 4.  
Elliott/ Heitkemper moved to recommend to the Common council to direct the City Attorney and  
Clerk/Treasurer to move forward with the publication for a Resolution Discontinuing an Unbuilt  
Portion of Fayette Street being an Unbuilt Public Way in Shaw's Addition between and including  
parts of Blocks 1 and 4. Motion Carried

**City Council**

12. Council Update  
Stephan questioned when the library would be open to the public. Library Director Puhl said they will  
open when active covid cases are under 60.
13. Klimowski/ Clark moved for adjournment: Time: 6:00pm



Shelby Prochnow  
Clerk/Treasurer