

City of Phillips
Committee of the Whole Meeting
Municipal Building, Municipal Hall
174 S Eyder Avenue
December 7th, 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 Kosmer.

Following the open session of the meeting the Common Council will convene into closed session pursuant to Wis. Stat. Section 19.85(1)(c) to consider the employment, Interviews of Deputy Clerk/Treasurer Applicants.

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 January 4th, 2022, at 5:30 p.m.
2. Motion to approve the minutes from the November 2nd, 2021, meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Action regarding annual review of the City Fee Schedule
6. Discussion/Action regarding approval of 2022-2023 election inspectors list

Board of Public Works/Recreation –Klimowski/Tomaszewski

7. DPW and Water/Sewer Updates:
8. Discussion regarding introduction of potential to purchase property located behind the city garage.
9. Wastewater Treatment Plant Upgrade Update:
 - a. Pay Request #4 for Staab Construction in the amount of \$276,327.61 for the Wastewater Treatment Plant Upgrade.

Public Safety - Heitkemper

10. Fire Department updates:

11. Police Department Updates:

Licensing/Permits – Elliott.

Personnel/Budget/Finance – Clark

12. Water/Sewer 2022 Budget Approval

13. 2021 Budget Amendments

Legal

14. Discussion/Action regarding Room Tax Ordinance

15. Discussion/Potential Action regarding Well Head Protection Ordinance.

City Council

16. Council Update

17. Motion to convene into closed session. Authority: Wisconsin § Section 19.85(1)(c) to consider the employment, interviews for Deputy Clerk/Treasurer.

Jerry Clark___ Richard Heitkemper ___ Laura Tomaszewski ___ Marty Stephan ___ Bill Elliott ___
John Klimowski____. Time: _____

18. Motion to reconvene into open session. Authority: Wisconsin §19.85(2). Jerry Clark___ Richard Heitkemper ___ Laura Tomaszewski ___ Marty Stephan ___ Bill Elliott ___ John Klimowski ____.

Time: _____

19. Possible action on the subject matter of the closed session.

20. Adjournment: Time: _____

Mayor Peterson called the meeting of the Committee of the Whole to order at 5:31p.m.

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

Also Present: Todd Toelle, Mike Stoffel, Blaine Peterson, Jeff Williams, David Lontcoski, Joe Perkins, Patricia Stephan, Keith Corcillus, Lyn Ludwig, Laura Palzill.

Public Comment: Lynn Ludwig- just asked for an update on the Comp Plan

Patti Stephan – thanked everyone for the extra effort for the Christmas Parade

Laura Palzill (Chamber Director) thanked the City and all involved for the helping hands for the Christmas Parade. Gave a brief update on Winterfest & 4th of July and a new event in August.

Keith Corcelius – Owner of the bowling alley came because he had a water issue back in August where he had to dig up an old curb stop that was split and never should have been there in the first place. *This will be an agenda item at next Tuesday Common Council meeting.

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month's meeting date and time: Tuesday January 4th, 2022, at 5:30 p.m.
2. Elliott/ Tomaszewski moved to approve the minutes from the November 2nd, 2021, meeting. Carried
3. Mayor updates: None
4. Clerk updates: Busy working on taxes to get those in the mail and working on Water/Sewer bills.
5. Discussion/Action regarding annual review of the City Fee Schedule.
City Council reviewed the 2022 fee schedule. Campground fees will be increased to \$30 per night and the rental of the pavilion has been increased and small pavilion is now rentable.
Klimowski moved to change the Elk Lake Park Pavilion fee to \$35 for under 4 hours and \$70 for 4 or more hours. No second. Motion fails
Heitkemper/ Clark moved to recommend to the Common Council to accept the 2022 fee schedule.
Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
6. Discussion/Action regarding approval of 2022-2023 election inspectors list
Clark/Elliott moved to approve the 2022-2023 election inspectors list. Carried

Board of Public Works/Recreation –Klimowski/Tomaszewski

7. DPW and Water/Sewer Updates:
Water/Sewer: Things are coming in for the upgrade. Finished getting all the water/sewer readings. Received one estimate so far to abandon well #5, cost is approximately \$16,500, but hoping to get at least 1 more quote. Looking to do the abandonment in Spring, and right now the DNR has it under temporary abandonment, so we do not need to get any samples or testing from it, but we need to tell the DNR what our plan is by Mid-January.
DPW: Busy moving snow and trying to get the ice rink flooded. Other than that, everything has been status quo.
8. Discussion regarding introduction of potential to purchase property located behind the city garage.
Jeff Williams informed the Council that the owners of the 9 acres behind the City garage approached him to see if the city would be interested in purchasing the land. That land is majority wetland and

Jeff did remember that when Eyder street was constructed, it actually had to be altered due to wetland encroachment. The city council does not wish to pursue purchasing the land.

9. Wastewater Treatment Plant Upgrade Update: A lot of the work should be completed in December/ January and then finishing touches in Spring.
 - a. Heitkemper/ Elliott moved to recommend to the Common Council to approve Pay Request #4 for Staab Construction in the amount of \$276,327.61 for the Wastewater Treatment Plant Upgrade. Carried

Public Safety - Heitkemper

10. Fire Department updates: Been busy, still working on truck repairs, the backup rig should be getting new tires next week. The inspection has found some significant issues on the main rigs with holes and cracks in the chassis. This is a 10-year-old truck with only 7600 miles on it. They will be reaching out to the company to see what kind of warranty there was on the truck when purchased.

11. Police Department Updates:

Calls for service	<u>2021</u>	<u>2020</u>
Nov	154	202
YTD	1896	1993

Christmas Parade when really well. November 30th the PD executed a successful search warrant. Alex Schmidt has resigned, today was his last day. Right now, they have 2 applicants to bring in for interviews. Thursday December 16 at 6:00pm will be interviews with the council.

Licensing/Permits – Elliott.

Personnel/Budget/Finance – Clark

12. Water/Sewer 2022 Budget Approval
Clerk Kosmer presented a proposed water/sewer budget. She did inform the council that there needs to be an adjustment made to the Interest expenses on the budget but other than that, everything is status quo. Kosmer also brought up to the Council that she thinks the City should start looking into a bill pay program that allows customers to create accounts to log in and see their bill and be able to pay it online. This will allow for them to get email notifications, which sounds very similar to systems that the other utilities utilize, and City residents are remotely used to. The current system she is looking at is approximately \$300 per month, but she will present more information at another meeting.
13. 2021 Budget Amendments. No resolution presented at this time.

Legal

14. Discussion/Action regarding Room Tax Ordinance. No update next month will probably be a public hearing on the mater.
15. Discussion/Potential Action regarding Well Head Protection Ordinance. No update, probably next month.

City Council

16. Council Update: None

17. Heitkemper/ Elliott moved to convene into closed session. Authority: Wisconsin § Section 19.85(1)(c) to consider the employment, interviews for Deputy Clerk/Treasurer. Jerry Clark – aye, Richard Heitkemper – aye, Laura Tomaszewski – aye, Marty Stephan – aye, Bill Elliott – aye, John Klimowski – aye. Time: 6:29pm
18. Clark/ Heitkemper moved to reconvene into open session. Authority: Wisconsin §19.85(2). Jerry Clark – aye, Richard Heitkemper – aye, Laura Tomaszewski – aye, Marty Stephan – aye, Bill Elliott – aye, John Klimowski – aye. Time: 6:49pm
19. Possible action on the subject matter of the closed session. None
20. Elliott moved for adjournment: Time: 6:50pm



Shelby Kosmer
Clerk/Treasurer