

**City of Phillips – AMENDED 1/31/22 2:30PM**

**Committee of the Whole Meeting**

Municipal Building, Municipal Hall

174 S Eyder Avenue

**February 1<sup>st</sup>, 2022**

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, Review 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 March 1<sup>st</sup>, 2022, at 5:30 p.m.
2. Motion to approve the minutes from the January 4<sup>th</sup>, 2022, meeting.
3. Motion to approve/deny the variance request from SRC America as recommended by the Board of Adjustments and Appeals
4. Motion to approve/deny the variance request from Steven & Mary Mephram as recommended by the Board of Adjustments and Appeals
5. Mayor updates:
6. Clerk updates:

7. Discussion/Acting regarding City of Phillips Christmas Party

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

8. DPW and Water/Sewer Updates:

9. Discussion/Potential action regarding County Rd D construction, adding curb and gutter.

10. Wastewater Treatment Plant Upgrade Update:

- a. Pay Request #6 for Staab Construction in the amount of \$278,950.00 for the Wastewater Treatment Plant Upgrade.

11. Potential Discussion/Action regarding a need for easement at 556 S Argyle Ave for a water line.

12. Discussion/Potential Action regarding the Welcome to Phillips sign North of town: Dolores Gradinjan

**Public Safety - Heitkemper**

13. Fire Department updates:

- a. Discussion/Action regarding fire department building condition
- b. Discussion/Action regarding fee schedule
- c. Discussion/Action regarding new fire truck engine
- d. Discussion/Action regarding 10-year plan

14. Police Department Updates:

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

15. Discussion/Action regarding use of ARPA Funding

**Legal**

16. Discussion/Action regarding Room Tax Ordinance Revision

**City Council**

17. Council Update

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

Jerry Clark\_\_\_ Richard Heitkemper \_\_\_ Laura Tomaszewski \_\_\_ Marty Stephan \_\_\_ Bill Elliott \_\_\_ John Klimowski\_\_\_\_. Time: \_\_\_\_\_

19. Motion to reconvene into open session. Authority: Wisconsin §19.85(2). Jerry Clark\_\_\_ Richard Heitkemper \_\_\_ Laura Tomaszewski \_\_\_ Marty Stephan \_\_\_ Bill Elliott \_\_\_ John Klimowski \_\_\_\_.

Time: \_\_\_\_\_

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

21. Adjournment: Time: \_\_\_\_\_

Committee of the Whole  
Meeting Minutes  
February 1<sup>st</sup>, 2022

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 Kosmer and Bruce Marshall

Also Present: Michael Hauschild, Todd Toelle, Jeff Williams, Michael Stoffel, Dolores Gradijan, Joe Perkins, Travis Abraham, Patty Stephan, Laura Palzill, David Lontcoski.

Public Comment: Laura Palzill from the Chamber was there to thank all departments, Police and DPW for all the hard ward and help to make Winterfest a successful event.

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month's meeting date and time: Tuesday March 1<sup>st</sup>, 2022, at 5:30 p.m.
2. Clark/ Klimowski moved to approve the minutes from the January 4<sup>th</sup>, 2022, meeting. Carried
3. Elliott/ Heitkemper moved to approve the variance request from SRC America as recommended by the Board of Adjustments and Appeals. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
4. Klimowski/ Tomaszewski moved to approve the variance request from Steven & Mary Mephram as recommended by the Board of Adjustments and Appeals. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
5. Mayor updates: Had meeting with SRC America, they are looking to expanding the business by about 10-15 more employees and we are looking into seeing what we could do to help.
6. Clerk updates: Busy with tax collections, water/sewer bill collections and the auditors will be here tomorrow.
7. Discussion/Acting regarding City of Phillips Christmas Party: It will be at Club 13 on Thursday February 24<sup>th</sup> drinks starting at 5:30 dinner around 6:30pm.

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

8. DPW and Water/Sewer Updates:  
Water/Sewer: Going well, upgrade is probably in the last 3 weeks at the plant. There was a leak on Hwy 13 that got repaired last week Thursday.  
DPW: Starting off the year with a lot of breakdowns. Did a lot of snow removal today. Was approached by someone interested in doing a fundraiser for new playground equipment at the park and someone looking to do arches for winter (approximately Nov-Winterfest) on the walking trail down at Elk lake Park.
9. Discussion/Potential action regarding County Rd D construction, adding curb and gutter.  
Jeff Williams presented the Council with an estimated cost for doing curb and gutter on County Rd D. He explained that the County is looking for a 50% contribution, roughly \$13,500, to add curb and gutter there. Council questioned the City's benefit from adding curb and gutter and decided not spend money on the project that was no benefit to the City other than beautification.  
Heitkemper/ Tomaszewski moved to deny the request from the County to add curb and gutter on County Rd D.

10. Wastewater Treatment Plant Upgrade Update:
  - a. Pay Request #6 for Staab Construction in the amount of \$278,950.00 for the Wastewater Treatment Plant Upgrade.  
Elliott/Klimowski moved to recommend to the Common Council to approve Pay Request #6 for Staab Construction in the amount of \$278,950.00 for the Wastewater Treatment Plant Upgrade.
  
11. Potential Discussion/Action regarding a need for easement at 556 S Argyle Ave for a water line.  
This was the property we were going to get an easement to run a water line to supply the house behind it with City water. There is potential that the house is selling so we may want to have Bruce get an easement of some sort drafted and then the City could reach out to the new owner after the sale.
  
12. Discussion/Potential Action regarding the Welcome to Phillips sign North of town: Dolores Gradinjan. Dolore Gradinjan approached the Council to request replacing the Welcome to Phillips sign North of Town to match the one South of town. Council discussed giving up to \$1,000 towards the sign.  
Elliott/Clark moved to table this until next week.

**Public Safety - Heitkemper**

13. Fire Department updates:
  - a. Discussion/Action regarding fire department building condition. There is some cracking on the front of the building that is concerning to the fire department. Right now they have it foamed to prevent any heat loss, but they would like it checked out to see if it's a structural issue. Ayres will provide a quote for next weeks Common Council Agenda.
  
  - b. Discussion/Action regarding fee schedule. Fire Department presented their fee schedule, there were some requests for wording changes and some discussion on lift assists to Care facilities. Next week's agenda.
  
  - c. Discussion/Action regarding new fire truck: Fire department informed the council of the need for a new fire truck that was schedule to be purchased in 2025; however, in January of 2024 emissions will be changing, thus increasing prices of fire trucks. Production of the trucks is extremely backed up right now as well so in order to get one before 2024 you would have to get it ordered in the next coming months. It was suggested maybe we look into some funding to see if there is a potential to combine a new truck and a fire building expansion due to use needing to order custom trucks to fit the length of the building.
  
  - d. Discussion/Action regarding 10-year plan: Fire department presented the Council with a 10-year purchasing plan for larger equipment.

14. Police Department Updates:

<u>Calls for Service</u>	<u>2022</u>	<u>2021</u>
Jan	143	184

Drugs are on the uptick again, conducted a successful search warrant on Monday at the Timber Inn Motel. Officer Neil Holm will be coming back to fill in shifts as a part time officer. Chief Hauschild also informed the Council of a Glidden student that is going to be graduating from college soon and would like to put him through the academy, this is paying for it upfront and then the state will reimburse the City.

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

15. Discussion/Action regarding use of ARPA Funding. Clerk Kosmer updated the Council that there have been some recent changes in what the ARPA funding can be spent on. The ruling that has been put out is quite extensive, so this is just a brief update.

**Legal**

16. Discussion/Action regarding Room Tax Ordinance Revision.  
Heitkemper/ Elliott moved to send the Room Tax Ordinance Revision to a public hearing on March 1<sup>st</sup>, 2022.

**City Council**

17. Council Update: None

18. Klimowski/ Clark moved to convene into closed session. Authority: Wisconsin § Section 19.85(1)(c) to consider the employment, review Deputy Clerk/Treasurer applicants.  
Jerry Clark – aye, Richard Heitkemper – aye, Laura Tomaszewski – aye, Marty Stephan – aye, Bill Elliott – aye, John Klimowski – aye. Time: 7:11pm

19. 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: 7:25pm

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

21. Clark moved for adjournment: Time: 7:25pm



Shelby Kosmer  
Clerk/Treasurer