

**City of Phillips**  
**Committee of the Whole Meeting & Public Hearing**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**March 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.

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 public hearing for discussion on Room Tax Ordinance Amendment. Time \_\_\_\_
2. Motion to close public hearing. Time \_\_\_\_
3. Action regarding Room Tax Ordinance Amendment

Public Comment:

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month’s meeting date and time: Tuesday April 5<sup>th</sup>, 2022, at 5:30 p.m.
2. Motion to approve the minutes from the February 1<sup>st</sup>, 2022, meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Action regarding NWRP quote for update of City of Phillips Comp Plan
6. Discussion/Action regarding potential agreement with Verizon for an antenna on the Phillips Water Tower

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

7. DPW and Water/Sewer Updates:
  - a. Discussion/Action regarding BIL Grant
  - b. Discussion/Action regarding Fifield St
  - c. Discussion/Action regarding hooking up water/sewer utility to a Town of Worcester Property located just south of town at N8420 State Hwy 13
  - d. Discussion/Action regarding Well #5 Abandonment

8. Wastewater Treatment Plant Upgrade Update:

**Public Safety - Heitkemper**

9. Fire Department updates:
  - a. Fire Call Invoice request to be waived
  - b. Fire Department Building quotes reviewed

10. Police Department Updates:
  - a. Discussion/Action regarding updating Police Department Equipment and the funding options

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

**Legal**

**City Council**

11. Council Update

12. Adjournment: Time: \_\_\_\_\_

Committee of the Whole  
Meeting Minutes  
March 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: Autumn Gedde, Blaine Peterson, Todd Toelle, Jeff Williams, Mike Stoffel, David Lontcoski, Joe Perkins, Ted Kempkes, Patty Stephan, Patti McCormick, Tom LaVenture, Lyn Ludwig, Chris Barton via phone.

1. Klimowski/ Elliott moved to open public hearing for discussion on Room Tax Ordinance Amendment. Time 5:31pm. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye.
2. Clark/Stephan moved to close public hearing. Time 5:33pm. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye.
3. Action regarding Room Tax Ordinance Amendment. Elliott/ Klimowski moved to approve the Room Tax Ordinance Amendment increasing the Room Tax percentage from 3% to 4% effective 4/1/22. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Caried

Public Comment: Patti McCormick came before the council on behalf of the St Therese Church requesting permission to block off Peterson Drive to Lake Avenue to host an event on August 13<sup>th</sup> with a rain date of the 14<sup>th</sup>. Williams stated this would be no issue as there are other accesses to that street for others. \*\* This is be on next week's Common Council Agenda.

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month's meeting date and time: Tuesday April 5<sup>th</sup>, 2022, at 5:30 p.m. Meeting in Training Room
2. Stephan/ Heitkemper moved to approve the minutes from the February 1<sup>st</sup>, 2022, meeting. Carried
3. Mayor updates: None
4. Clerk updates: Kosmer handed out a summary of the final ruling for the COVID funding the City received for the Council to review at their convenience.
5. Discussion/Action regarding NWRP quote for update of City of Phillips Comp Plan. Clerk Kosmer provided the council with a quote from NWRP to update the Comp Plan. The cost of just an update without adding any chapters will be \$16,200. Council appeared to be interested in moving forward with it and looking at different chapters to see where more depth can be added to the plan to allow for actionable goals.  
Heitkemper/ Klimowski moved to move forward with starting the process to update the City of Phillips Comprehensive Plan and see where we can add more depth when funding allows it. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

6. Discussion/Action regarding potential agreement with Verizon for an antenna on the Phillips Water Tower. Chris Barton was available via phone to speak with the Council regarding the potential agreement with Verizon for the antenna. City Attorney Bruce Marshall reviewed the lease agreement as well as the site access agreement and there were only a couple of items in the lease agreement regarding interference and insurance questions that we need to look at more carefully before moving forward. He saw no issues with the site access agreement. Chris stated the next step is for the City to sign the site access agreement so that Verizon can continue to do the research needed to see if this is an option, this is in no way a commitment to the lease or putting up the antenna. There was other discussion regarding airplane interference and other questions asked that will be discussed in more depth at a later time.  
Klimowski/ Elliott moved to approve the site access agreement and allow Verizon to communicate with the County regarding the Counties antenna on our tower. Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Caried

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

7. DPW and Water/Sewer Updates:  
DPW: moving a lot of snow. Williams announced his retirement at some point towards the end of 2022 allowing the council time to decide what to do and Williams suggests promoting from within.  
Water/Sewer: Did have an issue last week with a leak that is under Avon Street. The water line leaked but ended up going down the sewer system and then caused some wash out under the roads that we cannot determine the full extent of the washout until the frost comes out and we can dig up the road. Council decided to post the road for no Truck traffic. DPW will continue to monitor the area. Toelle also informed the Council that the DNR is looking for municipalities to volunteer their water samples to look for PFAs. This testing is free to the volunteers and Toelle will be participating in the study as eventually it will probably be mandatory and then testing will be at the City's expense.
  - a. Discussion/Action regarding BIL Grant: This is a new funding source that the City has never been eligible for before as it is now opened up to local roads, there will be a large applicant pool though. Stoffel briefed the council on a timeline and the types of eligible road projects that the City could do to apply for this BIL Grant.  
Elliott/ Heitkemper moved to direct DPW and Water/Sewer to determine the project and to move forward with applying for the BIL Grant. Carried
  - b. Discussion/Action regarding Fifield St. Williams and Stoffel discussed the need to redo Fifield St and how we could apply for a CDBG to fund this project. The first step would be to do an income survey for the residents on that street.  
Clark/ Elliott moved to start the process to get surveys for Fifield St construction grants.  
Carried
  - c. Discussion/Action regarding hooking up water/sewer utility to a Town of Worcester Property located just south of town at N8420 State Hwy 13. The City was approached to request access to hooking up to water/sewer utility at the listed address; however, per City ordinance, we are not able to hook up non-City properties to our utilities. They ultimately would be to request to be annexed into the City and then there are two other properties between the limits and this property that would need to be annexed in as well. There are other PSC regulations that play into these decisions as well. Cost would be estimated at \$150k-\$200k for a developer to run those utilities. No further action taken at this point.
  - d. Discussion/Action regarding Well #5 Abandonment. Toelle received another quote for the Well #5 abandonment. CTW, who did our Well #7 drilling and abandoned #4 came in at \$4k. Other company quoted us \$16k. CTW did get permission from the DNR already to seal and cap the Well but then City would be responsible for the demo of the building.  
Heitkemper/ Clark moved to move forward with the \$4k quote from CTW to abandon Well #5.  
Carried

8. Wastewater Treatment Plant Upgrade Update: Upgrading is going well; they did the final walk through today and substantial completion has been achieved. Upgrade will sit idle for a while until spring so they can do the external stuff.

**Public Safety - Heitkemper**

9. Fire Department updates:

- a. Fire Call Invoice request to be waived. Fire department received a request for waiving a fire call bill for an accident in which the person had a medical event, and the insurance company only covered half the invoice. Council deliberated and decided we would not be able to waive the invoice. Elliott/ Stephan moved to deny the request to waive the fire call invoice for Travis Martin. Carried
- b. Fire Department Building quotes reviewed. Kosmer presented the council with the quotes comparing Ayres Associates and MSA for the different phases of the fire department building assessment. Ayres was slightly lower, and Klimowski stated they are already familiar with the City and our buildings and that we should continue to work with them. Funding can come from the Fire departments fire building and equipment fund. Klimowski/ Elliott moved to move forward with Phase 1 & 2a for the fire building assessment to review the structural front wall and evaluate and review the entire existing facility with Ayres Associates in the amount of \$11k-\$15k.

Fire Update: Lontcoski updated council of responding to lift assist calls and that David met with the Ambulance director and she informed him that ambulance will not be billing the profit businesses for lift assists as they have a new manager and calls have already decreased. Lontcoski questioned what the City should do and Heitkemper reminded him that last meeting the Council directed him to go speak with the business and if they are still having issues with responding to calls that they need to go speak with the business before they decide anything about billing.

10. Police Department Updates:

Calls for Service:	2022	2021
Feb	127	153
YTD	271	343

Lt. Peterson presented the council with the 2021 annual report. A few highlights were the 2 life saving awards presented in 2021 and that Meth was down. Peterson did inform the council that meth is on the rise again and this year we have already surpassed last year's total seized.

- a. Discussion/Action regarding updating Police Department Equipment and the funding options. Peterson and Kosmer presented the council with some information regarding needing to update some Police department equipment such as the squad computers, as those have not been updated since 2012 and 2014, a software system for the interview room that allows for video redaction as they are unable to do this in house and need to send out any records for video to a separate company to do this, and a new laser for speeding enforcement and measurements. Total cost of the equipment is roughly \$18,700. Kosmer did also inform the council of a sweeper broom needed for the DPW that costs \$6k and that we could do a joint loan for approximately \$25k to obtain the equipment needed. Kosmer provided quotes from 3 different banks. Elliott/ Klimowski moved to move forward with purchasing the PD equipment and DPW broom with a 3 year loan from Community Financial Bank at 1.752% interest in the amount of \$25k. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

**Licensing/Permits – Elliott.**

**Personnel/Budget/Finance – Clark**

Legal  
City Council

11. Council Update: None

12. Klimowski/ Heitkemper moved for adjournment: Time: 7:17 pm

A handwritten signature in black ink that reads "Shelby Kosmer". The signature is written in a cursive, flowing style.

Shelby Kosmer  
Clerk/Treasurer