

**City of Phillips**  
**Committee of the Whole Meeting**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**July 5<sup>th</sup>, 2022**  
5:30 pm

Mayor: Charles Peterson

Committee Members: Jerry Clark, Richard Heitkemper, Laura Tomaszewski, Marty Stephan, Bill Elliott, John Klimowski.

City Attorney: Bryce Schoenborn

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 \_\_\_\_.

Public Comment:

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month’s meeting date and time: Tuesday August 2<sup>nd</sup>, 2022, at 5:30 p.m.
2. Motion to approve the minutes from the June 7<sup>th</sup>, 2022, meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/ Potential Action regarding Verizon Lease, use of Water Tower for antenna.
6. Discussion/ Potential Action regarding Hotel Feasibility Study.

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

7. Discussion/Potential action regarding potential update of Elk Lake Park playground equipment:  
Kristen Harper

8. DPW and Water/Sewer Updates:

9. Wastewater Treatment Plant Upgrade Update:

- a. Discussion/Action regarding Pay request #9 for Staab Construction in the amount of \$14,975.00 for the Wastewater Treatment Plant Upgrade.

**Public Safety - Heitkemper**

10. Fire Department updates:

11. Police Department Updates:

**Licensing/Permits – Tomaszewski**

**Personnel/Budget/Finance – Clark**

12. Discussion/Potential Action Delinquent Personal Property Write-offs

**Legal**

13. Discussion/Potential Action regarding resolution for Sale of Springs Drive Property

**City Council**

14. Council Update

15. Adjournment: Time: \_\_\_\_\_

Committee of the Whole  
Meeting Minutes  
July 5<sup>th</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, Shelby Kosmer and Bryce Schoenborn

Also Present: David Lontcoski, Travis Abraham, Blaine Peterson, Michael Hauschild, Joe Perkins, Tom LaVenture, Todd Toelle, Michael Stoffel, Autumn Gedde, Patricia Stephan, Kristen Harper, Jeff Williams, Greg Meskill, John Carlson, Nick Gabay, Lyn Ludwig, Laura Palzill, and Barb Alm.

Public Comment: John Carlson came to speak about boat parking down at Elk Lake Park when events are going on. He would like to see some sort of standardized plan to avoid the boat ramping being blocked during larger events.

Nick Gabay also spoke in favor of a standardized boat ramp parking requirement for events.

Mike Stoffel thanked the City council for the memorial trees planted in memory of his son.

Laura Palzkill: Wanted to thank the City DPW, Fire, Police on behalf of the Chamber, for all their awesome work over the 4<sup>th</sup> of July to help make it a success.

Greg Meskill: requested the council consider an ordinance amendment for chickens to be allowed in the City Limits. Chicken ordinance will be placed on the August Committee of the Whole agenda.

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month's meeting date and time: Tuesday August 2<sup>nd</sup>, 2022, at 5:30 p.m.
2. Elliott/ Clark moved to approve the minutes from the June 7<sup>th</sup>, 2022, meeting. Carried
3. Mayor updates: None
4. Clerk updates: None
5. Discussion/ Potential Action regarding Verizon Lease, use of Water Tower for antenna. Council was presented with the Water Tower Lease agreement from Verizon for a cell phone antenna. City attorney Bryce Schoenborn updated the council that former city attorney Bruce Marshall went over the agreement extensively and made a few changes that Verizon has included in the presented agreement.  
Elliott/ Heitkemper moved to recommend to the Common Council to accept the lease agreement terms with Verizon regarding the use of the water tower for an antenna. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Motion Carried
6. Discussion/ Potential Action regarding Hotel Feasibility Study. Kosmer provided the council with a list of companies that Cobblestone Hotels recommended to work with regarding the hotel feasibility study. The total cost of the study would be around 10-12K and would be reimbursed to the City if a hotel is built by Cobblestone. Elliott believed since there are local investors interested, we should continue to consider doing the study. We could utilize the money from the recent sale of City of property to pay for the study up front.  
Elliott/ Heitkemper moved to recommend to the Common Council to move forward with the hotel feasibility study process. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – nay, Elliott – aye, Klimowski – absent. Motion Carried 4-1

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

7. Discussion/Potential action regarding potential update of Elk Lake Park playground equipment:  
 Kristen Harper  
 Playground equipment was last updated in 1995, Kristen is looking to do some fundraising to upgrade the equipment but looking to see if the City has anything to help assist. It would be a group similar to the splash pad fundraising group. Kosmer did inform the council that we have a Recreation savings fund that we contribute to by collecting cans and cashing them in. Harper has been in contact with companies that can provide plans and looking to see what type of equipment we can get with funds being raised.  
 Heitkemper/ Tomaszewski moved to recommend to the Common Council to contribute \$5,000 towards the start of the fundraising efforts for new playground equipment at Elk Lake Park, with the funds coming from the Recreation Savings account. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Motion Carried.
8. DPW and Water/Sewer Updates:  
 DPW: Alley behind the Post office has been redone and is back in good condition. Working on painting lines and still finishing curbs. No new truck yet.  
 W/S: Well #5 is officially abandoned. Toelle updated the council on the water/sewer problem on Avon and Chestnut, this is all stemming from the poor construction work done by Jake's. Problem is fixed but road still needs to be paved. July 11<sup>th</sup> the PFAs testing is scheduled. DNR coming in to do a full inspection in the next week or so.
9. Wastewater Treatment Plant Upgrade Update: Work at the plant is coming to an end, just waiting on a few more parts that have been backordered to finish up.  
 a. Discussion/Action regarding Pay request #9 for Staab Construction in the amount of \$14,975.00 for the Wastewater Treatment Plant Upgrade.  
 b. Clark/ Tomaszewski moved to recommend to the Common Council Pay to approve request #9 for Staab Construction in the amount of \$14,975.00 for the Wastewater Treatment Plant Upgrade. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – aye, Klimowski – absent. Motion Carried

**Public Safety - Heitkemper**

10. Fire Department updates: Lontcoski reported to the Council that the report from Ayres Associates regarding the building is in and the building is structurally in shape, and we should be able to just do an update on the building to replace the door to solve a lot of the problems they are having with space. Should have a proposal next week to review. Did lose some older hosing while responding to a fire call last week. They believe they know who has it, yet, they are saying the department has to buy it back.
11. Police Department Updates:

	<u>2022</u>	<u>2021</u>
June	149	157
YTD	877	1022

Attended the rodeo Friday-Sunday and no issues. Spirit of America went well. Lots of people in town of the 4<sup>th</sup> and there were no law enforcement issues. Did get the new interview room equipment in and setup, as well as the squad laptops and the radar system. Department was issued a grant of \$7,000, there is specific equipment you can use the funding on and they are going to update the body cams for the most beneficial utilization of the funding.

**Licensing/Permits – Tomaszewski**

**Personnel/Budget/Finance – Clark**

12. Discussion/Potential Action Delinquent Personal Property Write-offs

Clerk Kosmer presented the Council with some old Personal Property taxes to propose writing them off. These debts presented are too old to try to collect through small claims system. The office actively tries to collect these by sending notices out.

Heitkemper/ Tomaszewski moved to recommend to the Common Council to discontinue trying to collect the presented Delinquent Personal Property Taxes. Carried

**Legal**

13. Discussion/Potential Action regarding resolution for Sale of Springs Drive Property

Property is in position to close, best practice is to record a resolution for the sale of the property.

Elliott/ Tomaszewski moved to recommend to the Common Council to approve Resolution #1221 for the sale of the Springs Drive Property. Carried

**City Council**

14. Council Update: Stephan suggested that for next year 4<sup>th</sup> of July that we have more garbage cans along the parade route. He also questioned the garbage receptacles that were on depot street and how they were removed. Kosmer explained this was a private service being provided by Cenex and not a City garbage collection service.

15. Elliott moved for adjournment: Time: 6:32pm



Shelby Kosmer  
Clerk/Treasurer