

City of Phillips
Committee of the Whole Meeting & Public Hearing
Municipal Building, Municipal Hall
174 S Eyder Avenue
June 6th, 2023
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–Jim Heizler; 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) Compensation and Evaluation – To review applications for the Street Department/ Water-Sewer Operator Job and to discuss the potential rescinding of resignation from DPW employee 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 the Public Hearing for discussion on the following: Ordinance 23-002, revision of Section 7.17: Parking Limitations. Time:_____
2. Motion to close the Public Hearing. Time: _____
3. Action regarding Ordinance 23-002, Revision of Section 7.17: Parking Limitations

Public Comment:

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

4. Set next month’s meeting date and time: Tuesday July xxx, 2023, at 5:30 p.m.
5. Motion to approve the minutes from the April 4th, 2023, meeting.
6. Mayor updates:
7. Clerk updates:
 - a. 2022 Audit Report and Letter to Council from Auditors

8. Discussion/Potential Action regarding request to put Internet service down at Elk Lake Park in the Pavilion and extension of power in the park from the Phillips Area Chamber of Commerce.
9. Discussion/Potential Action request from Beth Tenut regarding 5k fundraiser route, potential street closures may be needed.
10. Discussion/Potential Action regarding request from Stephen Willett to discuss Phillips Lionite property and introduction of Board of Commissioners of Public Lands (BCPL) loan program.

Board of Public Works/Recreation –Klimowski/Elliott

11. DPW and Water/Sewer Updates:
12. Wastewater Treatment Plant Upgrade Update:
 - a. Final Pay Request #12 from Staab Construction in the amount of \$2,325.00 for the Wastewater Treatment Plant Upgrade.
13. Motion to approve Resolution #1226: Year 2023 Compliance Maintenance Report for the Water/Sewer Department

Public Safety - Heitkemper

14. Fire Department updates:

15. Police Department Updates:

Licensing/Permits – Tomaszewski

16. Motion to recommend to the Common Council to approve the Class B Retail Combination and Class B Beer License applications. The Class A Retail Combination License applications and the Class “A” Retail Fermented Malt License applications. To approve the “Class A” Retail Liquor License application, the Class “B” Retail Beer and “Class C” Wine License applications

Personnel/Budget/Finance – Clark

Legal

City Council

17. Council Update
18. Convene into closed session. Authority Pursuant to Wis. Stat. Section 19.85(1)(c) Compensation and Evaluation – To review applications for the Street Department/ Water-Sewer Operator Job and to discuss the potential rescinding of resignation from DPW employee Kosmer.
Jerry Clark___ Richard Heitkemper ___ Laura Tomaszewski ___ Marty Stephan ___ Bill Elliott ___ John Klimowski ___. Time _____
19. Reconvene into open session. Authority: Wisconsin §19.85(2). Jerry Clark___ Richard Heitkemper ___ Laura Tomaszewski ___ Marty Stephan ___ Bill Elliott ___ John Klimowski ___. Time: ____
20. Motion on the subject of the closed session
21. Adjournment: Time: _____

Committee of the Whole
Meeting Minutes
June 6th, 2023

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, Marty Stephan, Bill Elliott, John Klimowski, Bryce Schoenborn, and Shelby Kosmer.

Also Present: Beth Tenut, Larry Tenut, Jason Thomas, Blaine Peterson, Michael Hauschild, Todd Toelle, Jim Heizler, Joe Perkins, Travis Abraham, Nick Trimner, Laura Palzill, Alex Baratka, Darin Baratka, Scott, Stephen Willett, John Baxter, Anne Baxter, Shirley Smith, Patty Stephan, Tammy Rodetzke, and Tom LaVenture

1. Klimowski/Clark moved to open the Public Hearing for discussion on the following: Ordinance 23-002, revision of Section 7.17: Parking Limitations. Time: 5:31pm Clark – aye, Heitkemper – aye, Tomaszewski – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Carried
2. Elliott/Klimowski Motion to close the Public Hearing. Time: 5:32pm Clark – aye, Heitkemper – aye, Tomaszewski – absent, Stephan – aye, Elliott – aye, Klimowski – aye.
3. Action regarding Ordinance 23-002, Revision of Section 7.17: Parking Limitations
Clark/ Heitkemper moved to approve ordinance 23-002 revision of section 7.17: Parking Limitations.
Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

4. Set next month's meeting date and time: Monday July 3rd, 2023, at 5:30 p.m.
5. Klimowski/ Elliott moved to approve the minutes from the April 4th, 2023, meeting. Carried
6. Mayor updates: Darin and Alex Baratka had approached the Mayor about the fencing around well 4 & 5 and they have some interest in helping improve the fairground fencing area. Looking to take it down at their expense and move it. Item will be on the agenda for next Tuesdays, 6/13 Common Council meeting.
7. Clerk updates:
 - a. 2022 Audit Report and Letter to Council from Auditors. Kosmer distributed the 2022 Audit letters to the council from the auditors.
8. Discussion/Potential Action regarding request to put Internet service down at Elk Lake Park in the Pavilion and extension of power in the park from the Phillips Area Chamber of Commerce.
Laura Palzill, the Chamber director, approached the council and discussed that there as been a need/ interest for Internet service down at the park to help with vendors during the craft fair, updating the community during events when there is no cell phone service and would be an added benefit while people are down utilizing the park and pavilion area. Contract for 6 months of active service from May to October for a contract fee of \$600 per year. The moose lodge has stated that they would pay some money towards the installation of the internet service and Norvado. Looking for City to pay the contract fee, or potentially just a portion of the annual contract expense.

Laura also updated the council of the fourth of July events and then also utilizing some room tax funding to help replace the bumpers down at the boat landing.

Chamber is also hoping that there is a chance to extend the power down at the park by adding a few more pedestals to extend the electric and maybe if the playground is getting redone it would be a good time to extend the power and the Chamber may have the capability to help with some funding.

9. Discussion/Potential Action request from Beth Tenut regarding 5k fundraiser route, potential street closures may be needed. Beth Tenut approached the council about doing a fundraiser and instead needing road closers if they can just utilize the whole park and do a color run fundraising down at the Park. Utilize walking trail to north end of the park then they will parallel the train tracks and due loops to get the 5k length. They want to have food trucks down there. And would they be able to do the color run where they throw the color powder. They are not looking to not allow other people to utilize the park but just looking for permission to utilize the whole park facility.

The council directed the group to move forward with their fundraiser utilizing the whole park.

10. Discussion/Potential Action regarding request from Stephen Willett to discuss Phillips Lionite property and introduction of Board of Commissioners of Public Lands (BCPL) loan program. Stephen Willett stated it is their intent to raze the damaged area and continue to rebuild that portion. They are currently facing raze orders from the City and foreclosure processes by the County. Would like to request passing through the loan, the City would take out a loan essentially for Phillips Lionite, give them the money. The loan would allow them to pay up their real estate taxes, their water/sewer utility bills, and cleaning up the property so they can get back operational. 1 million dollars to flow through the City and then we would give the money to Lionite, they would pay up all back taxes, utility bills. Council members raised concerns about the business not being operational and if there is no plan for getting back up and running how would they pay the City back for the loan we would take out and affect our borrowing capacity.

Clark/ Heitkemper moved to not pursue the Board of Commissioners of Public Lands loan program for Phillips Lionite Wood Products. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Board of Public Works/Recreation –Klimowski/Elliott

11. DPW and Water/Sewer Updates:

DPW: Chipper is back up and running and they are working on cleaning up the brush and painting.

Water/Sewer: Plant is up and running as it should be, doing a lot of locates for digger tickets and reading water meters for quarterly bills.

12. Wastewater Treatment Plant Upgrade Update: The warranty items have been finished up and just need to do some training with Town & Country for the new SCADA System.
 - a. Heitkemper/ Elliot moved to recommend to the Common Council to approve final Pay Request #12 from Staab Construction in the amount of \$2,325.00 for the Wastewater Treatment Plant Upgrade. Carried

13. Clark/Elliott moved to recommend to the Common Council to approve Resolution #1226: Year 2023 Compliance Maintenance Report for the Water/Sewer Department. Carried

Public Safety - Heitkemper

14. Fire Department updates: Had truck inspections and they could 442 had some leaky valves. Still selling raffle tickets for their fundraiser.

15. Police Department Updates:

Calls for Service 2023 2022

May	175	180
YTD	753	726

Chief Hauschild gave a sample of the types of calls they had in May. He also received a complaint on the rail road tracks and he did reach out to the Fox Valley Rail and they will be up to fix them. In communication with Verizon Emergency Communications to help 1st responders get better cell service for the 4th because they had no service during Memorial Day.

Licensing/Permits – Tomaszewski

16. Elliott/ Klimowski moved to recommend to the Common Council to approve the Class B Retail Combination and Class B Beer License applications. The Class A Retail Combination License applications and the Class “A” Retail Fermented Malt License applications. To approve the “Class A” Retail Liquor License application, the Class “B” Retail Beer and “Class C” Wine License applications. Roll Call: Clark – opposed, Heitkemper – aye, Tomaszewski – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Personnel/Budget/Finance – Clark

Legal

City Council

17. Council Update: Heitkemper quickly updated that the ambulance service got word that Prentice Ambulance was trying to increase pay and incentivize the work.
18. Klimowski/ Elliott moved to convene into closed session. Authority Pursuant to Wis. Stat. Section 19.85(1)(c) Compensation and Evaluation – To review applications for the Street Department/ Water-Sewer Operator Job and to discuss the potential rescinding of resignation from DPW employee Kosmer.
Jerry Clark- aye, Richard Heitkemper – aye, Laura Tomaszewski -absent, Marty Stephan – aye, Bill Elliott – aye, John Klimowski – aye. Time 6:23pm
19. Clark/ Elliott moved to reconvene into open session. Authority: Wisconsin §19.85(2). Jerry Clark – aye, Richard Heitkemper – aye, Laura Tomaszewski – absent, Marty Stephan – aye, Bill Elliott – aye, John Klimowski – aye. Time: 6:43pm
20. Motion on the subject of the closed session. None
21. Clark moved for adjournment: Time: 6:43pm



Shelby Kosmer
Clerk/Treasurer