

**City of Phillips**  
**Committee of the Whole Meeting**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**October 3, 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.

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 November 7<sup>th</sup>, 2023, at 5:30 p.m.
2. Motion to approve the minutes from the September 5, 2023, meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Action regarding bids and proposals for Well 4&5 property at 680 & 690 County Rd H.
6. Discussion/Action regarding approval Of the Joint Powers Agreement with the Price County Sheriff’s Office.

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

7. DPW and Water/Sewer Updates:

**Public Safety - Heitkemper**

8. Fire Department updates:
  - A. Discussion/Action regarding new fire truck purchase
  - B. Discussion/Action regarding SCBA tanks for donated air packs
  - C. Discussion/Action regarding lift assist calls to care facilities, potential charging of calls

9. Police Department Updates:

**Licensing/Permits – Tomaszewski**

**Personnel/Budget/Finance – Clark**

10. Discussion/Action regarding recommendation from the Personnel, Budget – Finance committee recommendation to create a position for a Police Department Secretary.
11. Discussion/Action regarding recommendation from the Personnel, Budget, Finance committee regarding ARPA funding use.
12. 2024 Budget Discussion

**Legal**

**City Council**

13. Council Update

14. Adjournment: Time: \_\_\_\_\_

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, John Klimowski, Bryce Schoenborn, Shelby Kosmer

Also Present: Blaine Peterson, Jim Heizler, Joe Perkins, Travis Abraham, David Lontcoski, Todd Toelle, Michael Stoffel, Marc Peterson, Barb Alm, Lyn Ludwig, Patty Stephan.

Public Comment: Marc Peterson, came to speak in support of Lyn Ludwig's bid for the well property agenda item below as it is a wonderful opportunity for students.

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

1. Set next month's meeting date and time: Tuesday November 7<sup>th</sup>, 2023, at 5:30 p.m.
2. Clark/ Klimowski moved to approve the minutes from the September 5, 2023, meeting. Carried
3. Mayor updates: After this week, since Autumn is done, he will be in the office on Fridays covering the 4 hours 8am to noon.
4. Clerk updates: None
5. Discussion/Action regarding bids and proposals for Well 4&5 property at 680 & 690 County Rd H.  
Bids Received:
  1. Mark & Deb Puls \$25,200. Proposed use: Sell their existing home and build a new home on the property.
  2. Betsy & Greg Ginger: \$50,000. Proposed use: Create a small condo development with a boat house and lake access.
  3. The Meadows of the North LLC: \$30,000. Proposed use: Create 4 residential units, create a community boating center/ recreation center accessible to the public and try to advocate for a trail system. Utilize the property for programming that partners with the school, government, business, and community.

Mike Stoffel said you should consider potential taxable value. Private owned entities are taxable, you run into situations that when places are open to the public, they can become nontaxable properties as the group sometimes apply for tax exemption status.

Heitkemper asked about anticipated completion, Ludwig stated the boat area would be potentially next year, other factors would be dependent on the grants she should be applying for and the matching funds. He asked Lyn if she is applying for grants what kind of match is she going to be coming back asking the City for and she stated none, she fully intends to fund this without requesting money from the City. Klimowski did mention the Meadow offer includes purchasing other properties that our privately owned that would be out of our control. City engineer also mentioned that with any offer you would need a developer's agreement. Stephan/ Tomaszewski moves they table this matter until next week to review the information. Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – absent, Klimowski – aye. Motion Carried

6. Heitkemper/ Klimowski moved to approve the Joint Powers Agreement with the Price County Sheriff's Office.

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

7. DPW and Water/Sewer Updates:  
DPW: Justin got his CDL, got the alley paved, and  
W/S: Jason Lyon did pass his advanced operator courses. Treatment plant update, they are getting the project for the Safe Drinking Water Loan  
Submitted application for the Safe Drinking Water Project for Fifield/Ash street, there as been a lot applicants so the list has not been published yet.

**Public Safety - Heitkemper**

8. Fire Department updates: Finally got through all the truck repairs and they did receive their DNR grant that they are receiving some radios and pagers. So the 50% match for those items will come out of their fundraising funds.
- A. Discussion/Action regarding new fire truck purchase:  
Klimowski/ Tomaszewski moved to recommend to the Common Council to accept the proposal for the Custom Fire chassis in the amount of \$126,801.00 to be paid for out of the fire Equipment Replacement fund to be reimbursed once we get a loan for the full truck expense. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – absent, Klimowski- aye.  
Motion Carried
- B. Discussion/Action regarding SCBA tanks for donated air packs: Life expectancy of the air packs would be roughly 20 years, just need to flow test them every 5 years. To purchase the tanks needed for the 7 air packs, they received two quotes, first being \$20,230 from Pomasl and the second being \$20,254.92 from Jefferson Fire & Safety.  
Klimowski/ Clark moved to recommend to the Common Council to accept the proposal from Pomasl in the amount of \$20,230 for the 14 air tank bottles (30 year tanks). Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – absent, Klimowski – aye.  
Motion Carried
- C. Discussion/Action regarding lift assist calls to care facilities, potential charging of calls. The fire department is running into a situation where a for profit care facility is consistently calling for lift assistance from the ambulance and the fire department because they do not have the staffing to properly lift the patient. The Ambulance Committee is going to discuss this as a potential of charging this facility for lift assist calls. In the last two weeks, the fire department was called 6 times for that facility, only responded 4 times. Mayor Peterson instructed them to determine the cost of responding to these calls to determine a flat rate for For-profit businesses only. There has been some discussion of allowing so many calls prior to charging.
9. Police Department Updates:  
Calls for Service:    2023    2022  
                  September    176    146  
                  YTD       1428   1366

**Licensing/Permits – Tomaszewski**

**Personnel/Budget/Finance – Clark**

10. Discussion/Action regarding recommendation from the Personnel, Budget – Finance committee recommendation to create a position for a Police Department Secretary. The new secretary position would be a joint position to split time with the police department secretary and the deputy.  
Heitkemper/Tomaszewski moved recommended to the Common Council to approve the joint police department secretary/ and deputy clerk treasurer to create a full time position. Roll Call: Clark – aye,

Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – absent, Klimowski – aye. Motion Carried

11. Discussion/Action regarding recommendation from the Personnel, Budget, Finance committee regarding ARPA funding use. Clerk Kosmer presented a list of items that the Budget committee recommended to utilize the funds for various updates like street lighting, police department cameras and tasers, and various fire department facility updates.  
Klimowski to move forward with the recommended list of projects for the ARPA funds in the amount of \$72468.22. Roll Call: Clark – aye, Heitkemper – aye, Tomaszewski – aye, Stephan – aye, Elliott – absent, Klimowski – aye. Motion Carried.
12. 2024 Budget Discussion. No real updates, just provided the two requests for increases to the budgets of the fire department and the library. Should have the worksheet to provide next week to the Common Council.

### Legal

### City Council

13. Council Update: Stephan asked about if a house is condemned and people moved right back into the property.
14. Klimowski moved for adjournment: Time: 6:43pm



Shelby Kosmer  
Clerk/Treasurer