

City of Phillips
Committee of the Whole Meeting
Municipal Building, Municipal Hall
174 S Eyder Avenue
August 6th 2024
5:30 pm

Mayor: Charles Peterson

Committee Members: Jerry Clark, Richard Heitkemper, Mark Brzeskiewicz, 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 Meetings 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 Meetings Law
- c. Pledge of Allegiance

Roll Call: Chuck Peterson ___, Jerry Clark___, Richard Heitkemper ___, Mark Brzeskiewicz ___, Marty Stephan___, Bill Elliott ___, John Klimowski___.

Public Comment:

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month’s meeting date and time: Tuesday September 3rd, 2024, at 5:30 p.m.
2. Motion to approve the minutes from the July 2nd, 2024, meeting.
3. Mayor updates:
4. Clerk updates:
 - a) Discussion/Action regarding policy on banners hanging on Elk Lake Park Pavilion
5. Discussion on the EPA Cleanup Grant and the EPA Community Change Grant Updates: Price County United Limited

Board of Public Works/Recreation –Klimowski/Elliott

6. Discussion/Action regarding Elk Lake Park Playground Equipment Update: Fundraising update and funding of the remaining balance of the project

7. Discussion/Action regarding placement of a Little Free Library in Elk Lake Park: Juanita Surman
8. DPW and Water/Sewer Updates:
 - a) Discussion/Action: Urban Forestry Catastrophic Storm Grants: Resolution #1235
9. Fifield/Ash Street Reconstruction Updates:
 - a) Discussion/Action regarding Pay Request #3 for Hass Sons, Inc for Fifield & Ash Street Reconstruction in the amount of \$301,795.00.

Public Safety - Heitkemper

10. Fire Department updates:

11. Police Department Updates:

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

12. Discussion/Action regarding loan quotes for the new Police Department Squad Vehicle.
13. Discussion/Action regarding City of Phillips Savings account: Introduction of the Charitable Money Market Accounts at Forward Bank and potential to switch savings to these checking accounts.
14. Discussion/Action regarding moving the Phillips Fire Department Equipment/ Building Savings at Prevail Bank to Forward Bank
15. Discussion/Action regarding approval of allocation of the remaining ARPA funds as follows: \$17k for a larger shop door at the Public Works Garage, \$5k for concrete posts in front of the fire hall garage doors to protect the doors, \$20k to be put towards the Elk Lake Park Playground Update, \$3k to pay for reimbursing the new tables at the municipal building and \$1k to be given to the Phillips Industrial Development Corp to be put towards marketing a parcel of land in the North Business Park as recommended by the Personnel/ Budget/Finance committee.

Legal
City Council

16. Council Update

17. Adjournment: Time: _____

Committee of the Whole
Meeting Minutes
August 6th, 2024

Council President Bill Elliott called the meeting of the Committee of the Whole to order at 5:30 p.m.
Members Present: Jerry Clark, Richard Heitkemper, Marty Stephan, Bill Elliott, John Klimowski, Bryce Schoenborn and Shelby Kosmer

Also Present: Patty Stephan, Michael Hauschild, Todd Toelle, Jim Heizler, Travis Abraham, David Lontcoski, Joe Perkins, Michael Stoffel, Justin Schueneman, Juanita Surman, Barb Alm, Kristen Harper, and Bree Harper

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month's meeting date and time: Tuesday September 3rd, 2024, at 5:30 p.m.
2. Heitkemper/ Clark moved to approve the minutes from the July 2nd, 2024, meeting with the minor corrections. Carried
3. Mayor updates: No updates as Mayor Peterson was not in attendance.
4. Clerk updates:
 - a) Discussion/Action regarding policy on banners hanging on Elk Lake Park Pavilion. Add no religious messages, but not that a church event cannot be advertised. Add graphics and wording. 10 days to file a written request to file an appeal if the Clerk denies. Add remove after 24 hours.
5. Discussion on the EPA Cleanup Grant and the EPA Community Change Grant Updates: Price County United Limited. Kosmer updated the status and has not heard anything new on these grants. Kosmer and Committee did discuss an open records request that was submitted to the EPA by Lyn Ludwig regarding moving the treatment plant. City engineer Mike Stoffel questioned if the public could make requests to move a facility like this. Schoenborn did question the organization's attorney for a status of where they are at with this request, but we have not received a response back yet. Stoffel touched on the long-term operation and maintenance costs of moving a treatment plant like that. To approach Federal Agencies is the bigger issue, as the request had some negative notes in it regarding the current plant. Toelle had to inform the DNR that this was not something the City was pursuing as the DNR wanted an answer by the end of the week of we were looking at relocating the treatment plant.

Board of Public Works/Recreation –Klimowski/Elliott

6. Discussion/Action regarding Elk Lake Park Playground Equipment Update: Fundraising update and funding of the remaining balance of the project:

Kristen Harper gave a quick update on the project. They currently have \$194,000 raised looking for \$222,000 still approximately 30k short. Equipment is in and in the concrete, pouring rubber 6 inches for the base and then the colored portion will be poured tomorrow morning and will get next 24 hours is when no one can be on there at all. Woodchips would be next week and then opening hopefully towards the end of this week. They will be engineered wood chips instead of the rubber mulch that was there. The wood chips still reach ADA compliance. The poured rubber has a 10-year warranty. They can patch the spots if they get damaged. The last expenses coming in will be the remainder of the equipment, the installation and potentially the benches. Klimowski urges that the City contribute from the Recreation savings account. There was discussion regarding reimbursing the recreation funds with money raised or pulling the money to make up the difference.

7. Discussion/Action regarding placement of a Little Free Library in Elk Lake Park: Juanita Surman
 Juanita came before the council to propose a new Little Free Library in Elk Lake Park, it would be the shape of a rocket and she provided examples for the design and spoke a little more on the resources she would like the Little Free Library to feature with the website that will go along with it. 34 minutes: 3 in town currently and its important to get traffic to your Little Free Library. There will be a counter on there to keep tabs on how many visits, Will be adding a Spanish plaque that states Take a Book share a book, like there will be a plaque in English as well. It will have it location, looking on potentially have a website to rate the library and give opinions and give comments. She chose this design as it's a great way to honor her son. It will be made wheelchair accessible. Potentially we could relocate the existing little free library down there, there will be an added metal art image of her son as a younger child. Asking for permission to put the library down there. The rocket can be removed if repairs are needed. Klimowski suggested the existing little free library could be moved to the new baseball fields.
 Heitkemper/ Klimowski moved to recommend to the Common Council to approve the proposed Little Free Library to be donated by Juanita Surman and relocate the existing one in Elk Lake Park. Carried
8. DPW and Water/Sewer Updates:
 - a) Discussion/Action: Urban Forestry Catastrophic Storm Grants: Resolution #1235. Heizler would like to apply to reimburse expenses accrued from the Storm damage.
 Elliott/ Heitkemper moved recommend to the Common Council to approve resolution #1235 and name Jim Heizler as the authorized representative for the grant. Carried.

Water/Sewer: Got all the valves exercised, been doing a lot of locates. Did have 2 pumps get plugged up. Did have electrical issues with the RDC, going to order another one. Update on Collins situation: He wants his water line hooked up to the South side of the house, it'll cost \$1000 to just run it to the house, and the south side of the house cost is approximately \$4500 but now they are not interested in running the line.

DPW: Been working on playground equipment. Justin Lindgren is leaving. Heizler is in contact with the auction to potentially sell the remaining pallets at auction.

9. Fifield/Ash Street Reconstruction Updates: Put down the first layer of the asphalt, the final surface layer will be put next year. Driveways still need to be paved yet.
 - b) Clark/ Elliott moved to recommend to the common Council Pay Request #3 for Hass Sons, Inc for Fifield & Ash Street Reconstruction in the amount of \$301,795.00. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – absent, Stephan – aye, Elliott – aye, Klimowski – aye.
 Motion Carried

Public Safety - Heitkemper

10. Fire Department updates:
 Had their street dance, raised roughly \$3000, very good turnout. Have bingo next weekend again for the moose Lodge. Other than that doing good. Doors are working good, have to change the top panel that was damaged in shipping next week sometime.

11. Police Department Updates:
 Calls for service: 2024 2023
 July 164 172
 YTD 1119 1082

Flock Cameras, they are working fabulously, already saved two crimes utilizing them and they were able to assist the Price County Sheriff's office as well. Called on a squad car, still waiting on parts.

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

12. Discussion/Action regarding loan quotes for the new Police Department Squad Vehicle.
 2 quotes received: Forward Bank and Prevail Bank. Each had a rate of 5.49% for the 4- and 5-year loans. Prevail has a \$250 loan origination fee while Forward only has a \$200 fee. Hauschild

emphasized the need to stick with a 4-year loan due to the rotation of the other squad vehicles and ensuring that we don't go too far out that we would incur more expenses repairing the older vehicles on a longer loan rotation.

Heitkemper/ Klimowski recommended to the Common Council to move forward with a 4-year loan at Forward Bank in the amount of \$74,000 at the 5.49% interest rate. a) Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

13. Discussion/Action regarding City of Phillips Savings account: Introduction of the Charitable Money Market Accounts at Forward Bank and potential to switch savings to these checking accounts. This is a program available at the bank that the City would be able to have their balance in these special accounts and the City can determine the organization that would receive the donation from the Bank based off the City's average balance. This is no cost to the City and would help if the Fire department or the City gets a nonprofit that would benefit the City Parks. The council was on board with the idea. The council directed Kosmer to move forward with getting more information.

14. Discussion/Action regarding moving the Phillips Fire Department Equipment/ Building Savings at Prevail Bank to Forward Bank. Kosmer requested the City consider moving the account at Prevail Bank to Forward, where the rest of the City deposit accounts are, to make it easier for transfer money between the accounts for budget amendments and spending from set aside funds.

Klimowski/ Elliott moved to recommend to the Common Council to move the Phillips Fire Department Equipment/building Saves account at Prevail Bank to Forward Bank and open as a Charitable Money Market Account. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

15. Discussion/Action regarding approval of allocation of the remaining ARPA funds as follows: \$17k for a larger shop door at the Public Works Garage, \$5k for concrete posts in front of the fire hall garage doors to protect the doors, \$20k to be put towards the Elk Lake Park Playground Update, \$3k to pay for reimbursing the new tables at the municipal building and \$1k to be given to the Phillips Industrial Development Corp to be put towards marketing a parcel of land in the North Business Park as recommended by the Personnel/ Budget/Finance Committee.

Klimowski/ Heitkemper to recommend to council to allocate the remaining ARPA funds as follows: \$17k for a larger shop door at the Public Works Garage, \$5k for concrete posts in front of the fire hall garage doors to protect the doors, \$20k to be put towards the Elk Lake Park Playground Update, \$3k to pay for reimbursing the new tables at the municipal building and \$1k to be given to the Phillips Industrial Development Corp to be put towards marketing a parcel of land in the North Business Park allocate the fund. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – absent, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Legal
City Council

16. Council Update: None

17. Elliott moved adjournment: Time: 6:45pm


Shelby Kosmer
Clerk/Treasurer