

**City of Phillips**  
**Committee of the Whole Meeting & Public Hearing**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**June 3<sup>rd</sup>, 2025**  
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 \_\_\_.

1. Motion to open public hearing for discussion sidewalk project for downtown from Maple Street to Elm. Time \_\_\_\_\_
2. Motion to close public hearing. Time \_\_\_\_\_
3. Action regarding Resolution #1239 Final Resolution Authorizing Downtown Sidewalk improvements and levying special assessments.

Public Comment:

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

4. Set next month’s meeting date and time: Tuesday July 3<sup>rd</sup>, 2025, at 5:30 p.m.
5. Motion to approve the minutes from the May 6<sup>th</sup>, 2025, meeting.
6. Mayor updates:
7. Clerk updates:

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

8. DPW and Water/Sewer Updates
9. Discussion/Action regarding Resolution #1240 Declaring official intent to reimburse expenditures from proceeds of borrowing for the North Annex Water Loop Project.
10. Discussion/Action regarding Resolution #1241 Year 2025 Compliance Maintenance Report.
11. Fifield/Ash Street Reconstruction Updates:
12. Discussion/Action regarding sidewalk project for downtown from Maple Street to Elm bids received.

**Public Safety - Heitkemper**

13. Fire Department updates:
  - a) Discussion/Action regarding Avon Street Closure for the Phillips Fire Department Street Dance on July 26<sup>th</sup>, 2025 from Maple Street to Chestnut from 10am to Midnight
14. Police Department Updates:

**Licensing/Permits – Brzeskiewicz**

15. 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**

16. Council Update

17. Adjournment: Time: \_\_\_\_\_

Committee of the Whole  
Meeting Minutes  
May 6<sup>th</sup>, 2025

Mayor Charles Peterson called the meeting of the Committee of the Whole to order at 5:30 p.m.

Members Present: Jerry Clark, Mark Brzeskiewicz, Marty Stephan, Bill Elliott, John Klimowski, Bryce Schoenborn and Shelby Kosmer

Also Present: David Lontcoski, Travis Abraham, Michael Hauschild, Jim Heizler, Todd Toelle, Toshi Kempkes, Jeff Kempkes, Frank Dennee, Ken Kozak, Jana Kozak, Sandy Krueger, Rachael McCormick, Nick Trimner, Bryan Weisrock, Lynne Bohn, Davette Hrabak, Judy Hayton, Jody Kozak, Justin Schueneman, Lauren Ball, Mike Ball, Gayle Staroba, Terry Staroba, Kathy Billeck, Patty Stephan, Anne Baxter, John Baxter and Aimee Heizler.

1. Klimowski/ Elliott moved motion to open public hearing for discussion sidewalk project for downtown from Maple Street to Elm. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Klimowski – aye. Time 5:31pm

Kosmer explained that the state is looking into our project and trying to determine if we need more plans to submit a permit to do the sidewalk work. State is having an ADA meeting on Thursday that they will hopefully discuss what they will be looking for from the sidewalk project.

Lynne Bohn provided a summary of statements addressing that they felt they were promised that the City would apply for grants and suggested that maybe it should be tabled until the state is done with the projects, and a grant can be applied for. Kathy Billek had some questions for clarification on the project timeline, what the state is doing, and if we could look at grants and we should continue to pursue it. ADA complaint for where there are for ramps but maybe not ADA for the entire project.

Davette Hrabak had questions regarding possible property damage, what happens if an issue arises, is the City going to be watching them if they damage something, are they going to leave items floating. Some staircases are floating will they ensure they are the same, Heitkemper stated that it is up to the contractor to deal with this work. Are all businesses having all the concrete being re-done. Kosmer stated all concrete is being redone unless there is an extenuating circumstance on a case-by-case basis. Heitkemper clarified if there is a structural area that could not be replaced because it would jeopardize the structural integrity of building and that section is good then they would not be replaced, no one is going to give you a promise you just have to believe the contractor is going to be able to do their job. A couple of business owners in attendance stated they would just like the work to be completed in the same year as the road to only be disrupted one year instead of two and if a grant can be applied for then great, but if one cannot be done they understand as well.

2. Brzeskiewicz/ Clark moved to close the public hearing. Time 6:05pm Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
3. Action regarding Resolution #1239 Final Resolution Authorizing Downtown Sidewalk improvements and levying special assessments. Brzeskiewicz/ Elliott moved to table resolution #1239. Carried

Public Comment: none

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

4. Set next month's meeting date and time: Tuesday July 1<sup>st</sup>, 2025, at 5:30 p.m.
5. Clark/ Heitkemper moved to approve the minutes from May 6<sup>th</sup>, 2025, meeting as corrected.
6. Mayor updates: None

7. Clerk updates: Kosmer informed the council that Waste Management is requesting all trash and recycling carts be put out on the main curb as they will not be going through the alley's anymore, except for downtown in the commercial district since there really is no front curb. Something will be going on in the July Water/Sewer bills

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

8. DPW and Water/Sewer Updates  
DPW: Had the light pole over by subway moved, we do have to replace a decorative pole that the state took out with their excavator.  
Water/sewer: 90% of the curb stops are shot downtown so we purchased 66 new plastic units that will need to be put in and the sidewalks need to be replaced to do that, and right now they are getting all full of sand. If there is an emergency, we cannot even shut the buildings off. Putting a lot of paint down for locates. They did get their JWC grinder and tomorrow morning they are going to put it on their channel.
9. Discussion/Action regarding Resolution #1240 Declaring official intent to reimburse expenditures from proceeds of borrowing for the North Annex Water Loop Project. The total cost estimate is not in there.  
Elliott/Heitkemper recommended to the Common Council to approve Resolution #1240 with the max construction cost to be added at next week's meeting. Carried
10. Discussion/Action regarding Resolution #1241 Year 2025 Compliance Maintenance Report.  
Heitkemper/ Clark moved to recommend to the Common Council to approve Resolution #1241 for the Year 2025 Compliance Maintenance Report. Carried
11. Fifield/Ash Street Reconstruction Updates: They are going to be replacing the curb sections as discussed at last meeting, there were about 13-14 curb sections that cracked, and then they will finish up paving, and then some restoration work and re-seeding.
12. Discussion/Action regarding sidewalk project for downtown from Maple Street to Elm received.  
Tabled

**Public Safety - Heitkemper**

13. Fire Department updates: The storm siren was down, but the fuses have been replaced, and they are working with custom fire for the  
a) Elliott/ Brzeskiewicz moved to recommended to the Common Council to approve regarding Avon Street Closure for the Phillips Fire Department Street Dance on July 26<sup>th</sup>, 2025, from Maple Street to Chestnut from 10am to Midnight. Carried.
14. Police Department Updates:  

Calls for service	2025	2024
May	205	181
YTD	854	797

  
Braden Revak, who will be doing their code enforcement, should be starting next week and he will be employed partially though the CEP program.

**Licensing/Permits – Brzeskiewicz**

15. 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  
Kosmer informed the Council the only license they are recommending is Gigi's Bootleggers due to criminal history and some bar compliance violations.  
Heitkemper/Klimowski moved to recommend to the Common Council to approve all 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, and the "Class A" Retail Liquor License application, the Class "B" Retail Beer and "Class C" Wine License applications as presented with the

exception of Gigi's Bootleggers with a hearing pertaining to their non-renewal to occur. Roll Call: Clark - opposed, Heitkemper – aye, Brzeskiewicz- aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried 5-1

**Personnel/Budget/Finance – Clark**

**Legal**  
**City Council**

16. Council Update

Heitkemper – replacement ambulance just arrived today! It will be down for a few days yet to install the radios, restoke and then the state needs to inspect. They did get a \$50,000 donation to go towards this new rig.

Brzeskiewicz: The Annual IDC meeting is July 16<sup>th</sup>. Time and place to be determined.

17. Clark/ Elliott moved for adjournment: Time: 6:34pm

  
Shelby Kosmer  
Clerk/Treasurer