

City of Phillips
Committee of the Whole Meeting
Municipal Building, Municipal Hall
174 S Eyder Avenue
August 5th, 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 ___.

Public Comment:

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month’s meeting date and time: Tuesday September 2nd, 2025, at 5:30 p.m.
2. Motion to approve the minutes from the July 1st, 2025, and the July 2nd, 2025, meeting.
3. Mayor updates:
4. Clerk updates:

Board of Public Works/Recreation –Klimowski/Elliott

5. DPW and Water/Sewer Updates
6. Fifield/Ash Street Reconstruction Updates:
 - a) Change Order #2 for the Fifield/Ash Street Project
 - b) Pay request #6 for Haas Sons Inc in the amount of \$123,813.99 for Fifield/Ash Street Reconstruction.

7. Discussion/Action regarding Downtown Sidewalk Project
 - a) Project Update – Timeline and Proposed Plans
 - b) Discussion regarding boulevard color selection
 - c) Discussion regarding Stamp Pattern
8. Discussion/Action regarding potential need for an ordinance pertaining to the rental docks, campground docks, and public docks.
9. Discussion/Action regarding Resolution #1242: Resolution Declaring Intention to engage in extraterritorial zoning. Wellhead Protection Overlay District
10. Discussion/Action: Ordinance 25-004 Amendment of Zoning Ordinance 17.05 establishment of districts and creation of 17.16 Groundwater Protection overlay district. Send to public hearing

Public Safety - Heitkemper

11. Fire Department updates:
12. Police Department Updates:
13. Discussion/Action Ordinance 25-005. Amendment of Section 7.06 One Way Street. Send to public hearing

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

14. Discussion/Action Ordinance 25-003. Creation of section 3.12 Confidentiality of Income: Ordinance to allow for documents presented to assessor during Board of Review to remain confidential. Send to public hearing.

Legal
City Council

15. Council Update

16. Adjournment: Time: _____

Committee of the Whole
Meeting Minutes
August 5th, 2025

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

Also Present: Blaine Peterson, Michael Hauschild, Todd Toelle, Jim Heizler, Aimee Heizler, Travis Abraham, David Lontcoski, Mike Ball, Lauren Ball, Shirley Smith, Thomas LaVenture, Judy Hayton, Davette Hrabak, Lynne Bohn, Patty Stephan, Regina Holbek, Carol Hegge, John Baxter, Anne Baxter, Barb Alm, Paul Lauro, Lyn Ludwig.

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month's meeting date and time: Tuesday September 2nd, 2025, at 5:30 p.m.
2. Klimowski/ Heitkemper moved to approve the minutes from the July 1st, 2025, and the July 2nd, 2025, meeting. Carried
3. Mayor updates: None
4. Clerk updates: Wrapping up collecting taxes and water bills and just beginning to send out disconnect notices. Also, beginning the early stages of the budget.

Board of Public Works/Recreation –Klimowski/Elliott

5. DPW and Water/Sewer Updates
DPW: Working on alley behind the R-Store just got the pavement out and they are currently shaping it and it will be repaved. Other than that working on the docks

Water/Sewer: doing a lot of locates for constructions, plant is running good.
6. Fifield/Ash Street Reconstruction Updates:
 - a) Change Order #2 for the Fifield/Ash Street Project: The change is for the asphalt quantities by Hwy 13 to match the dot section.
Elliott/ Brzeski moved to recommend to the Common Council to approve Change order #2 for the Fifield/Ash Street Project. Carried
 - b) Pay request #6 for Haas Sons Inc in the amount of \$123,813.99 for Fifield/Ash Street Reconstruction. Final pay request for the project, after this we can close out the project, they did do some restoration with reseeding, and we do still have the warranty work.
Heitkemper/ Clark moved to recommend to the Common Council to the approve pay request #6 for Haas Sons Inc in the amount of \$123,813.99 for Fifield/Ash Street Reconstruction.
Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
7. Discussion/Action regarding Downtown Sidewalk Project
 - a. Project Update – Justin updated the council on the sidewalk project, which the design plans are about 90% complete. The surveying has been finalized, and adjustments have been made to accommodate the required grades, including the installation of a sloped boulevard and steps where necessary. Justin has requested a variance from the DOT due to space restrictions that prevent achieving a 2% grade in some areas and is awaiting their response. There are considerations for adding steps or ramps near Ross's Sport Shop to address elevation challenges, but ultimately the decision lies with the city. However, Ross's would need a new

door to accommodate putting in the ramp to the business.

The council discussed the different options for the section by Ross's Sport Shop. Klimowski expressed a preference to keep the area as is to avoid disrupting business as shop owner is okay with it going back in as it was. Hauschild questioned whether either option of the double curb or a step/ramp into the business is safer in which Justin responded that they each have their downsides. Ultimately, the council decided to maintain the current layout and approved the plans with the addition of the 300 block by Ross's Sport Shop. Project goes out for bids August 14th, opening bids at the end of the Month.

Brzeskiewicz/ Heitkemper moved to approve the downtown sidewalk design plans with the addition of the 300 block of Ross's Sport Shop being put back in as. Carried

- b. Discussion regarding boulevard color selection. Council discussed the cost of the coloring and Justin indicated that the increase in cost comes more substantially from the stamping instead of the coloring. Kosmer showed some samples. Council selected four colors and decided to put it out as a poll to the property owners that it would affect.
 - c. Discussion regarding Stamp Pattern. Council decided to put the stamping option as a survey question to property owners as well if they would like it stamped with a stone or brick pattern or just leave it unstamped with a brushed finish. Kosmer will create the survey and Phillips PD compliance officer will assist in distributing the survey.
8. Discussion/Action regarding potential need for an ordinance pertaining to the rental docks, campground docks, and public docks. Kosmer updated for the need. Bryce indicated we could have a stand-alone ordinance or add it to a section of trespass and define it there and make it clear that is an offense each day and we would post the notification of the ordinance. Bryce will put together a draft ordinance for our next meeting.
9. Discussion/Action regarding Resolution #1242: Resolution Declaring Intention to engage in extraterritorial zoning. Wellhead Protection Overlay District
Bryce: this is an old project basically this would be establishing a new district for zoning purposes, this district would extend outside the city limits and this zone being created will extend into Worcester. But we can do so just need to follow certain procedures. City had previously engaged to have a well-head protection ordinance drawn up and now we just need to pass the resolution. This is just to protect the well from ground water runoff and seepage, that is the whole purpose.
- Clark/ Elliott moved to adopt resolution #1242: Resolution Declaring Intention to engage in extraterritorial zoning. Carried
10. Discussion/Action: Ordinance 25-004 Amendment of Zoning Ordinance 17.05 establishment of districts and creation of 17.16 Groundwater Protection overlay district. Send to public hearing
No action – tabled

Public Safety - Heitkemper

11. Fire Department updates: Fire fest had good turnout, Plating donated an extra \$1,000 for the Mayor being dunked. Had bingo last weekend so that went good. Last month, the engine needed to be repaired, they have a lot more than needed to be done, last year they put a rebuild in it for \$1,000 so this time they put a new primer in for about \$4,000. New truck is 4th in line for production, and we are just waiting on them to send over some plans but still looking at December 1st for delivery of the truck. Got one new junior firefighter to join the crew. Looking to host the fire fundraiser potentially to the park due to the popularity if they continue to do the event.
12. Police Department Updates:
- | | | |
|--------------------|------|------|
| Calls for Service: | 2025 | 2024 |
| July | 220 | 164 |
| YTD | 1279 | 1119 |

Do have more calls, our code enforcement officer has been doing a great job and is learning a lot and has good communication skills out in the community. Does leave August 28 for school. Logan Milton started on Monday, doing field training. Michael Reeves is the new school officer, and he has been training with Al Cummings.

13. Discussion/Action Ordinance 25-005. Amendment of Section 7.06 One Way Street. Send to public hearing. Pick n' Save is a one-way alley and the police are getting numerous complaints. A pedestrian was hit in the alley while they were explaining to someone that it was one way. When Chief Hauschild looked into it we did not have a penalty section in the ordinance for enforcing this. So that is what this is for.
Klimowski noted that the specific alley is not noted so we need to update that. Bryce will get the amendment for the ordinance

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

14. Discussion/Action Ordinance 25-003. Creation of section 3.12 Confidentiality of Income: Ordinance to allow for documents presented to assessor during Board of Review to remain confidential. Send to public hearing.
This is an ordinance required by law, if you challenge assessment values you can present the information to the assessor and with the ordinance the income statements would not be subject to public records requests.
Klimowski / Clark moved to send Ordinance 25-003 Creation of Section 3.12 Confidentiality of Income to a public hearing. Carried

Legal **City Council**

15. Council Update: Mark Brzeskiewicz just briefly spoke about the need for more housing in Phillips and asked council to let Shelby know if there is any recent activity in building or selling to see if we can do some housing. He briefly spoke about his new economic development group, Phillips Area Development LTD.
Stephan discussed the cleanup at 354 s Avon and questioned the streetlights that are down, and Jim Heizler indicated they are waiting on Chippewa Concrete to get it fixed.
Klimowski just mentioned that a lot of people are misinformed about the sidewalk project

16. Clark moved for adjournment: Time: 6:54pm


Shelby Kosmer
City Clerk/Treasurer