

**City of Phillips**  
**Committee of the Whole Meeting & Public Hearing**  
Municipal Building, Municipal Hall  
174 S Eyder Avenue  
**September 2<sup>nd</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 on Ordinance 25-003: Creation of section 3.12 Confidentiality of Income. Time\_\_\_
2. Motion to close public hearing. Time \_\_\_\_\_
3. Action regarding the amendment of Ordinance 25-003: Creation of section 3.12 Confidentiality of Income
4. Motion to open public hearing for discussion on Ordinance 25-005: Amendment of Section 7.06 One Way Street Time\_\_\_
5. Motion to close public hearing. Time \_\_\_\_\_
6. Action regarding the amendment of Ordinance 25-005: Amendment of Section 7.06 One Way Street

Public Comment:

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

7. Set next month’s meeting date and time: Tuesday October 7<sup>th</sup>, 2025, at 5:30 p.m.

8. Motion to approve the minutes from the August 5<sup>th</sup>, 2025 meeting.
9. Mayor updates:
10. Clerk updates:
11. Discussion/Action regarding Wisconsin DOT: TAP Grant: Citizen Request for City application for various trail projects.

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

12. DPW and Water/Sewer Updates
13. Discussion/Action regarding Downtown Sidewalk Project Update
  - a) Discussion/Action regarding Amendment #2 to the contract for Professional Services with Ayres for the Downtown Sidewalk Project
  - b) Discussion/Action regarding Awarding of the project bids
14. Discussion/Action regarding Avon Avenue reconstruction contract with Ayres Associates

**Public Safety - Heitkemper**

15. Fire Department updates:
16. Police Department Updates:

**Licensing/Permits – Brzeskiewicz**

**Personnel/Budget/Finance – Clark**

**Legal**  
**City Council**

17. Council Update
18. Adjournment: Time: \_\_\_\_\_

Committee of the Whole  
Meeting Minutes  
September 2<sup>nd</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, Richard Heitkemper, Mark Brzeskiewicz, Marty Stephan, Bill Elliott, John Klimowski, Bryce Schoenborn and Shelby Kosmer

Also Present: Blaine Peterson, Todd Toelle, Jim Heizler, Christian Markle, Justin Schuemann, David Lontcoski, Jody Kozak, Thomas LaVenture, Barb Chapman, Ken Neuhauser, Mike Ball, Davette Hrabak, Judy Hayton, Lynne Bohn, Lauren Ball, Lyn Ludwig, Patty Stephan.

1. Clark/ Heitkemper moved to open public hearing for discussion on Ordinance 25-003: Creation of section 3.12 Confidentiality of Income. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Time 5:31pm  
This is an ordinance to keep income statements private from open records requests when they are used by the Assessor for assessing income properties.
2. Elliott/ Klimowski moved to close public hearing. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Time 5:33pm
3. Elliott/ Brzeskiewicz moved to adopt Ordinance 25-003: Creation of section 3.12 Confidentiality of Income. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye.
4. Heitkemper/ Clark moved to open public hearing for discussion on Ordinance 25-005: Amendment of Section 7.06 One Way Street. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Time 5:34pm  
Only amendment is removing the one-way street that was by the elementary school, and this is adding the penalties so it provides for a forfeiture if someone violates the ordinance. Ken Neuhauser thanked the council for doing this.
5. Clark/ Elliott moved to close public hearing. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Time 5:37
6. Klimowski/Elliott move to adopt Ordinance 25-005: Amendment of Section 7.06 One Way Street. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye.

Public Comment: Davette Hrabak shared a document written by Ayres' Water resource engineers concerning dam construction, regarding concrete pouring and emphasized the importance of monitoring weather conditions to ensure the sidewalks cure properly and remain durable, especially since vehicles will use them for snow removal. She also raised concerns about special curing procedures and whether the city will guarantee the work if poured under unsuitable conditions. Bryce responded that they will obtain a bond for the project, and engineers will be involved in the construction process.

**DISCUSSION-ACTION ITEMS:**

**General-Mayor/Clerk**

7. Set next month's meeting date and time: Tuesday October 7<sup>th</sup>, 2025, at 5:30 p.m.
8. Klimowski/ Clark moved to approve the minutes from the August 5<sup>th</sup>, 2025, meeting. Carried
9. Mayor updates: None
10. Clerk updates: None

11. Discussion/Action regarding Wisconsin DOT: TAP Grant: Citizen Request for City application for various trail projects. Kosmer discussed a request from Lyn Ludwig regarding trail projects. Brzeskiewicz inquired about the trail's route from Bostrom Park, which Ludwig clarified would run within the park to the chamber. The Lionite plant is willing to provide woodchips for the trails. Ludwig has cost estimates from previous applications for three projects: a switchback, a bike lane through the alley, and a trail from Bostrom Park to the fairgrounds with a proposed 10-foot path. Shelby will need to submit the application in the DOT database, as city applications are stronger than those from non-profits, and the city must maintain the trails after construction. Ayres can assist with the application if the city decides to move forward. The DOT has already provided design and cost assistance. The switchback may be a high priority, and Ayres can help with review. Brzeskiewicz is also interested in a trail to the fairgrounds. Lynne Bohn suggested combining this with sidewalk projects, but Ludwig noted there are strategic considerations. Mayor Peterson reiterated that the council has decided the sidewalks will be completed in 2025.

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

12. DPW and Water/Sewer Updates

DPW: Hwy 13 project is wrapping up, Heizler has a walk through coming up. The alley behind R-Store is not asphalted yet as there is homeowner that is going to be doing their driveway privately, so the contractor is going to do it all at that time.

Water/Sewer: getting ready for winter, assisted city will collecting to unpaid bills with disconnects, going to be out reading water meters this week.

13. Discussion/Action regarding Downtown Sidewalk Project Update

a) Discussion/Action regarding Amendment #2 to the contract for Professional Services with Ayres for the Downtown Sidewalk Project. DOT coordination has been harder than expected, and with the condensed timeline they had to redesign some components to meet what the dot was requesting. Additional price is \$7400

Elliott / Clark moved to approve amendment #2 to the contract for Professional Services with Ayres for the Downtown Sidewalk Project. Carried

b) Discussion/Action regarding Awarding of the project bids

Pavement Consulting Services LLC (Sam's Concrete services) \$385,391.03, Zignego Company Inc \$576,447.00, and Forward Contractors of WI Inc \$848,599.00. 1 year correction period is typical for the warranty.

They will work on one side of the road at a time. Elliott questioned if we can we do this section by section or coordinate with the businesses. Justin said we will work with the contractors and work to keep the businesses informed. Looking to be a 3 1/2 -4-week total job, but one business is not going to be out for that entire time. We will follow up to send out notice of awards and then we would schedule the pre-construction.

Pavement Consulting is more managing the paperwork, but they are subcontracting with Sam's concrete who Ayres has worked with before.

Heitkemper/Elliott to award the bid to Pavement Consulting Services LLC in the amount of \$385,391.03. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

14. Discussion/Action regarding Avon Avenue reconstruction contract with Ayres Associates

Get topographic survey to be done this fall for Maple to Beebe street on Avon. The city will have the option later to look at this project to proceed.

Elliott/ Brzeskiewicz move forward with the contract to complete topographic surveys for the Avon Avenue Reconstruction. Motion Carried

**Public Safety - Heitkemper**

15. Fire Department updates:

Fire department does not have the stabilization equipment needed; this recent accident has brought this need to light. They would be able to utilize their equipment savings fund to purchase 4 stabilizer jacks. They provided a quote for some equipment. Total cost would be \$15,800.

Klimowski/Elliott moved forward with the purchase utilizing the fire department equipment savings fund. Motion Carried

16. Police Department Updates:

Calls for service	2025	2024
Aug	167	150
YTD	1453	1270

Homecoming parade will be October 3<sup>rd</sup>, 2:30. Will have to look at the route with the construction schedule for the sidewalks. New officer Logan Milton is done with field training and is doing really well and they do have an ad out for part-time position.

Stephan questioned if there is an ordinance on electric bikes them as they are speeding up the roads. Heitkemper said some municipalities are regulating the e-bikes at a speed limit of 15mph. Hauschild has not received any complaints at this point but we do not have an ordinance specifically for the E-Bikes.

**Licensing/Permits – Brzeskiewicz**

**Personnel/Budget/Finance – Clark**

**Legal**

**City Council**

17. Council Update

Heitkemper – You can now cross the bridge on 13 from F to Fayette with an atv/utv and the police will be regulating. Camp Hackett, had a fund raiser at Soo lake and they raised in excess of 20k.

Elieen Kronberger, director of ambulance service passed away yesterday suddenly.

Brzeskiewicz- Highway 13, road looks great.

Elliott – IAP questioned about the Phillips sign on their property, wondering if it can be fixed or just torn down. Mark B will contact IAP next week as the IDC owns the sign.

Klimowski – thanks to the community and council, as he has been on the council for 10 years now.

18. Clark moved for adjournment: Time: 6:26



Shelby Kosmer  
City Clerk/Treasurer