

City of Phillips
Committee of the Whole Meeting
Municipal Building, Municipal Hall
174 S Eyder Avenue
October 7th, 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 November 4th, 2025, at 5:30 p.m.
2. Motion to approve the minutes from the September 2nd, 2025 meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Action Temporary Over the road Banner Policy for events for the location by the Chamber building.

Board of Public Works/Recreation –Klimowski/Elliott

6. DPW and Water/Sewer Updates

7. Discussion/Action regarding Downtown Sidewalk Project Update
 - a) Discussion/Action regarding Amendment #3 to the contract for Professional Services with Ayres for the Downtown Sidewalk Project.
 - b) Pay Request #1 to Pavement Consulting Services, LLC in the amount of \$72,824.04

Public Safety - Heitkemper

8. Fire Department updates:
9. Police Department Updates:

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

10. 2026 Budget Discussion

Legal
City Council

11. Council Update

12. Adjournment: Time: _____

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: Michael Hauschild, Jim Heizler, Travis Abraham, David Lontocksi, Jody Kozak, Justin Scheuman, Mike Ball, August Meyer, Thomas LaVenture, Natile Lauro, Judy Hayton, Davette Hrabak, Lynne Bohn, Patty Stephan, Jennifer Markle.

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month's meeting date and time: Tuesday November 4th, 2025, at 5:30 p.m.
2. Clark/ Klimowski moved to approve the minutes from the September 2nd, 2025 meeting as corrected.
Carried
3. Mayor updates: Thanks for the condolences to himself and his family, for his father-in law's passing.
4. Clerk updates: Just working on the Budget, collecting water bills, and sending out tax roll notices.
5. Discussion/Action Temporary Over the road Banner Policy for events for the location by the Chamber building. Kosmer explained the need for putting dates when we allow the over the road banner to be hung up as it could be a liability during the winter months with snowfalls and freezing rain and those banners aren't really made for that and it could cause the banner to hang. Looking at putting a restriction from December 1st to May 1st. The only current event this would affect is the Northwoods Players Spring play, and they were aware that we are looking into putting restrictions. Council asked Kosmer to talk to Northwoods Players regarding our concerns for safety and get their thoughts.

Board of Public Works/Recreation –Klimowski/Elliott

6. DPW and Water/Sewer Updates:
DPW: got hydrants flushed and sewers cleaned out, taring cracks and working with water department working downtown to replace the curb stops.
WS: Todd gone; however, Heizler just updated that they are working on the shut offs downtown, and winterizing hydrants
7. Discussion/Action regarding Downtown Sidewalk Project Update: Mostly done with the west side of the highway but they will address any items. Ayres received the right of way maps from the state and city will work with the property owners to acquire the 2' of right of way from the property owners. Next Monday they will return to complete the other side. The restoration work will occur next spring to let sit for the winter and then they will close out after all work is done.
 - a) Discussion/Action regarding Amendment #3 to the contract for Professional Services with Ayres for the Downtown Sidewalk Project. Administrative services and assist with construction observations. This is to ensure this is being done to specs and to ensure the city is being built and installed properly for smoother construction.
Elliott/ Clark moved to approve Amendment #3 to the contract for professional services with Ayres for the Downtown Sidewalk Project. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

- b) This does not include any concrete placement yet as it couldn't be tested yet so they don't recommend we pay those fees so they are not part of this pay request.
Clark/ Heitkemper moved to Pay Request #1 to Pavement Consulting Services, LLC in the amount of \$72,824.04. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Public Safety - Heitkemper

8. Fire Department updates:

Did get stabilization struts in so they will be doing training in the future. Up to 89 calls this year, which is already more than last year. Had an open house at Harvest Fest and that went really well. Working with Custom for the Chassis construction and still hoping for a Dec 1 delivery date. Fire department meat raffle on October 18th at Corner Connection.

9. Police Department Updates:

Calls for Service	2025	2024
Sept	190	149
YTD	1644	1421

Homecoming parade went well, no issues. Harvest Fest was well attended. 264 s Avon, house fire, the foundation has been removed and filled in.

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

10. 2026 Budget Discussion:

Kosmer updated the council on some of the numbers. State shared revenue has increased, ambulance assessment and library numbers are not entered yet, still working on the levy limits item and then waiting on Transportation aid to come through.

Bart bus is requesting an increase and Klimowski questioned if we could get usage reports for next week's meeting.

Legal **City Council**

11. Council Update

Heitkemper: Ambulance service has two new directors, and they are working hard to get things caught up.

Brzeskiewicz – Attending a WEDC webinar shared some information about an upcoming webinar called Thrive Rural Program at 11am next Tuesday and if any business owners wanted to attend he could provide them they information.

Stephan questioned concrete color

Elliott – thanks for police and fire for harvest fest

Klimowski- thanks for prompt work by Justin and Jim for the concrete

12. Clark moved for adjournment: Time: 6:00pm


Shelby Kosmer
City Clerk/Treasurer