

City of Phillips
Committee of the Whole Meeting & Public Hearing
Municipal Building, Municipal Hall
174 S Eyder Avenue
November 4th, 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 the Public Hearing for discussion on the 2026 Budget. Time: _____
2. Motion to close the Public Hearing. Time: _____
3. Action regarding the 2026 Budget

Public Comment:

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

4. Set next month’s meeting date and time: Tuesday December 3rd, 2025, at 5:30 p.m.
5. Motion to approve the minutes from the October 7th, 2025 meeting as corrected.

Updated item 7, second sentence to reflect: Ayres received the right of way maps from the state and city work with the property owners to acquire the 2’ of right of way from the property owners.

6. Mayor updates:
7. Clerk updates:

Board of Public Works/Recreation –Klimowski/Elliott

8. DPW and Water/Sewer Updates

9. Discussion/Action regarding Downtown Sidewalk Project Update

a) Pay Request #2 to Pavement Consulting Services, LLC in the amount of \$161,352.30

Public Safety - Heitkemper

10. Fire Department updates:

a) Discussion regarding potential meeting with Council and Fire Ad Hoc Committee to discuss billing City of Phillips residents for Fire calls.

11. Police Department Updates:

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

12. Presentation Justin Fischer, Baird: Summary of Financing General Obligation Promissory Notes

a) Resolution 1245: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,050,000 General Obligation Promissory Notes

Legal
City Council

13. Council Update

14. Adjournment: Time: _____

Committee of the Whole
Meeting Minutes
November 4th, 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: Todd Toelle, Jim Heizler, Justin Schuemann, Travis Abraham, Johnathan McArthur, Brianna McArthur, Waldemar Madsen, Justin Fischer, Thomas LaVenture, Lauren Ball, August Mayer, Patty Stephan.

1. Klimowski/ Elliott moved to open the Public Hearing for discussion on the 2026 Budget. Clark – aye, Heitkemper – absent, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Time: 5:31pm
Kosmer updated council about the changes, ambulance assessment, tax levy for debt service and health insurance numbers all updated.
2. Elliott/ Brzeskiewicz Motion to close the Public Hearing. Clark – aye, Heitkemper – absent, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Time: 5:34pm
3. Elliott/ Brzeskiewicz moved to recommend to the Common Council to approve the 2026 Budget. Roll call: Clark – aye, Heitkemper – absent, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

4. Set next month's meeting date and time: Tuesday December 2nd, 2025, at 5:30 p.m.
5. Klimowski/ Elliott moved to approve the minutes from the October 7th, 2025 meeting as corrected. Carried
6. Mayor updates: Will be running for mayor again.
7. Clerk updates: Just working on getting taxes calculated, been busy getting the insurance figured out, and preparing to start sending out water disconnect notices.

Board of Public Works/Recreation –Klimowski/Elliott

8. DPW and Water/Sewer Updates
DPW: working on downtown project and getting ready for winter.
Water/Sewer: worked on getting the downtown curb stops exercised and flushed out and got the new covers on there. Treatment plant has been running good and have been fixing wires of broken meters they found during the quarterly readings. Also just getting ready for winter.
9. Discussion/Action regarding Downtown Sidewalk Project Update: Ayres presented a pay request mainly for the work done on the west side, just withheld payment for the stamping on the west side that was crooked. They will let the cracks go through a freeze/thaw cycle and make repairs in Spring.
 - a) Clark/Brzeskiewicz moved to recommend to the Common Council to approve Pay Request #2 to Pavement Consulting Services, LLC in the amount of \$161,352.30

Public Safety - Heitkemper

10. Fire Department updates: Custom is moving along nicely on the truck. Other than that, doing just fine

- a. Discussion regarding potential meeting with Council and Fire Ad Hoc Committee to discuss billing City of Phillips residents for Fire calls. Mayor, on the board for 2005 and this discussion has come up about the billing, fire ad hoc committee wanted an opinion and so we had sent out. They would like to be on next week's agenda to come and discuss this. Elliott/Clark moved to approve putting the discussion on next week's meeting. Clark – aye, Heitkemper – absent, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

11. Police Department Updates:

Calls for Service: 2025 2024
 Oct 160 129
 YTD 1805 1552

Recruit Breyden is going through the accelerated program and doing recruit school in May, and Hauschild will be sponsoring him through the academy. Property at the end of ash street has been cleaned up.

Licensing/Permits – Brzeskiewicz


Personnel/Budget/Finance – Clark

12. Presentation Justin Fischer, Baird: Summary of Financing General Obligation Promissory Notes. Justin updated council that on a yearly basis he reviews debt with Kosmer, and we plan for the year and answer questions and things we have been planning for are the street-project and the sidewalks. We had a reimbursement resolution put in place so we can reimburse, and now we will reimburse the street project and include the sidewalk project and refinancing 2017 Water/Sewer revenue bonds. We try to strategically structure the debt service and Kosmer can put this on the levy limit worksheet. We anticipate that things should be fairly stable. Closing on December 15th and funds releasing on December 29th, 2025.
- a. Klimowski/ Elliott moved to recommend to the Common council to approve Resolution 1245: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$2,050,000 General Obligation Promissory Notes. Roll Call: Clark – aye, Heitkemper – absent, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Legal
City Council

13. Council Update: None

14. Clark moved for adjournment: Time: 6:11pm


Shelby Kosmer
City Clerk/Treasurer