

City of Phillips
Committee of the Whole Meeting
Municipal Building, Municipal Hall
174 S Eyder Avenue
December 2nd, 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 January 6th, 2026, at 5:30 p.m.
2. Motion to approve the minutes from the November 4th, 2025, meeting.
3. Mayor updates:
4. Clerk updates:
5. Discussion/Action regarding review 2026 City Fee Schedule
6. Discussion/Potential action regarding Targeted Brownfields Assessments (TBA) application assistance for Price County United Limited (PCUL).

Board of Public Works/Recreation –Klimowski/Elliott

7. DPW and Water/Sewer Updates

8. Discussion/Action regarding Downtown Sidewalk Project Update
 - a) Pay Request #3 for Pavement consulting services LLC in the amount of \$118,249.95 for the downtown sidewalk project.
9. Avon Ave Reconstruction:
 - a) Amendment #1 to the Professional services contract with Ayres Associates.
10. North Annex Water Loop: Discussion/Action regarding proceeding with project.
11. Discussion/Potential action regarding Lease Proposal from Price County United Limited, parcel located in Elk Lake Park parking lot

Public Safety - Heitkemper

12. Fire Department updates:
13. Police Department Updates:

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

14. Discussion/Action regarding 2026 Water/Sewer Budget

Legal
City Council

15. Council Update

16. 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, Aimee Heizler, David Lontocski, Thomas LaVenture, Patty Stephan, Lyn Ludwig, Justin Schuneman, Blake Pluemer.

Public Comment: None

DISCUSSION-ACTION ITEMS:

General-Mayor/Clerk

1. Set next month's meeting date and time: Tuesday January 6th, 2026, at 5:30 p.m.
2. Stephan/ Clark moved to approve the minutes from the November 4th, 2025, meeting. Carried
3. Mayor updates: Had a couple of meetings with people interested in the business park and industrial park but that is all preliminary at this point.
4. Clerk updates: Tax mill rate certifications have been sent to the county so those tax bills will come out shortly, interest rate for the refinancing bonds actually came in lower than estimated, and the City Christmas party will be January 22nd 5pm social 6pm dinner at Phillips lanes.
5. Discussion/Action regarding review 2026 City Fee Schedule. Brief discussion regarding increases for dock rentals, pet licenses and publication fees. Implementation of a day use charge for the armory.

Elliott/Heitkemper moved to recommend to the Common Council to approve the 2026 City Fee schedule with the amounts discussed adjusted, final list to be presented at next week's meeting. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

6. Discussion/Potential action regarding Targeted Brownfields Assessments (TBA) application assistance for Price County United Limited (PCUL).

PCUL provided a draft letter as the City would be the applicant for this request. PCUL would give the TBA program a scope of work, requesting a Phase 2 assessment for the lab analysis of the soil. Typically you ask for an assessment grant and then the cleanup but they did this backward. PCUL paid for the original assessments and this application would allow for a phase 2 on the property. This is at no cost to the City.

Elliott/Heitkemper moved to move forward with the Targeted Brownfields Assessments application. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

Board of Public Works/Recreation –Klimowski/Elliott

7. DPW and Water/Sewer Updates
DPW: Getting prepared for winter
WS: running good at the treatment plant, getting ready for Winter as well.
8. Discussion/Action regarding Downtown Sidewalk Project Update

- a) Heitkemper Clark moved to recommend to the Common Council to approve Pay Request #3 for Pavement consulting services LLC in the amount of \$118,249.95 for the downtown sidewalk project. Carried
- 9. Avon Ave Reconstruction: The amendment is to start design and grant applications for the project.
 - a) Brzeskiewicz Elliott moved to recommend to the Common Council to approve Amendment #1 to the Professional services contract with Ayres Associates for the Avon Ave reconstruction project. Carried
- 10. Clark/Brzeskiewicz moved to proceed with the North Annex Water Loop project. Carried
- 11. Discussion/Potential action regarding Lease Proposal from Price County United Limited, parcel located in Elk Lake Park parking lot.
PCUL presented a new lease agreement for the parking lot, \$0, for a term ending 12/31/2029. Brief discussion regarding items in the lease referring to adverse possession against the landlord versus just referencing eminent domain actions, discussion regarding signage clauses listed in the lease. This will be placed on next week's agenda.

Public Safety - Heitkemper

- 12. Fire Department updates: Been busy, have exceeding 100 calls for service this year. The new truck is done and waiting on testing and graphics; otherwise things have been going well.
- 13. Police Department Updates:

Calls for Service	2025	2024
	Nov	139 112
	YTD	1945 1666

Chief Hauschild updated council on some recent search warrants that had been executed as well as some of the previous month's calls. All set up for the Christmas parade as well.

Licensing/Permits – Brzeskiewicz

Personnel/Budget/Finance – Clark

- 14. Discussion/Action regarding 2026 Water/Sewer Budget. Kosmer presented the council with the 2026 water/sewer budget, noting a 3% wage increase and filing with the public service commission for a water rate increase and a sewer rate increase. Otherwise the budget looks good.
Klimowski/ Brzeskiewicz moved to recommend to the Common Council to approve the 2026 Water/Sewer Budget as presented. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

**Legal
City Council**

- 15. Council Update: Brzeskiewicz discussed garbage pick up items and how residents are leaving carts in the street or curbside the entire week instead of pulling them back up to the houses. Council raised concerns about the appearance of this for the town and also discussed requesting Waste Management to go back to alley pickup.
- 16. Elliott moved for adjournment: Time: 6:50pm


Shelby Kosmer
City Clerk/Treasurer