

City of Phillips' Common Council Meeting

Council Room, Municipal Hall

174 S Eyder Avenue

July 8th, 2025

5:30 p.m.

Mayor, Charles Peterson

Council Members: Wards 1 & 2 (District 1) –Richard Heitkemper, Ward 3 (District 2) - Mark Brzeskiewicz; Ward 4 (District 3)– Bill Elliott

At Large – Jerry Clark, Marty Stephan, and John Klimowski

Public Works – Jim Heizler; Water-Sewer - Todd Toelle Police – Michael Hauschild;

Library – 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.

Call to Order (presiding officer)

Greeting

Certification of Compliance with Open Meetings Law

Pledge of Allegiance

Roll Call: Charles Peterson ____, Jerry Clark ____, Richard Heitkemper ____, Mark Brzeskiewicz, ____, Marty Stephan ____, Bill Elliott ____, John Klimowski ____

Public Comment:

DISCUSSION-ACTION ITEMS:

1. Motion to approve June 10th, 2025, Council Meeting Minutes.
2. Motion to approve the payment of vouchers in the total amount of \$313,588.41.
3. Discussion/ Potential Action: Downtown sidewalks:
 - a) Discussion/Action regarding amendment to the Professional Services Contract with Ayres for the Downtown Sidewalk project.
 - b) Discussion/Action regarding scope of work for the project and timeline
 - c) Discussion/Action regarding direction to Ayres for modifying the engineers report for the purpose of the special assessments
 - d) Discussion/Potential action for placing the project on bids.
4. Discussion/Action regarding Disallowance of Insurance Claim from Secura Insurance Company.
5. Discussion/Action regarding bids for 354 S Avon Ave leveling of lot.
6. Committee Reports:
 - Ambulance:
 - Library
 - Chamber:

7. Phillips Industrial Development Corp (IDC) Update:

8. Adjournment

COUNCIL PROCEEDINGS

.....of the Common Council of the City of Phillips at a meeting held in the Council Room of Municipal Hall on July 8th, 2025.

The meeting was called to order by Mayor Peterson at 5:30 p.m. Those present included:

Mayor Peterson

At Large Aldermen: Jerry Clark, Marty Stephan, and John Klimowski

1st Aldermanic District: Richard Heitkemper

2nd Aldermanic District: Mark Brzeskiewicz

3rd Aldermanic District: Bill Elliott

Clerk/Treasurer: Shelby Kosmer

Also present: Michael Hauschild, Jim Heizler, Nick Trimner, Justin Schuenemann, Mike Ball, Jeff Kempkes, Gayle Staroba, Terry Staroba, Becky Puhl, Shirley Smith, Lynne Bohne, Davette Hrabak, Judy Hayton, Mike Wara, Ralph Warga, Barb Alm, Kathy Billek, Patty Stephan, Aimee Heizler.

Public Comment: Lynne Bohne spoke while speaking on behalf of at least 20 business owners: we all want the town to look nice but they feel the sidewalks should wait until 2026 so we can wait for grants, do it right not do it quick. She re-addressed a letter asking the council to apply for the dot tap grant or other grants and try for the community development block grant to pay all or do a grant share that was signed by close to 20 business owners. They asked to keep in the language of applying for grants not remove it from the Ayres contract that is on the agenda tonight. She raised questions about easements and project timelines as well as the terrace and businesses having sidewalk sales and how this would affect them if it implemented. Some have expressed concerns about the terrace being unsafe, slippery and not liking the red color as well as the timeline of the project and it appearing rushed. They are asking the city slow down, move methodically, answer questions, and look for grants, and delay the project until 2026.

DISCUSSION-ACTION ITEMS:

1. Stephan/ Elliott moved to approve June 10th, 2025, Council Meeting Minutes.
Carried
2. Heitkemper/ Clark moved to approve the payment of vouchers in the total amount of \$313,588.41. Roll Call: Clark – aye, Heitkemper – aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried
3. Discussion/ Potential Action: Downtown sidewalks:
 - a) Discussion/Action regarding amendment to the Professional Services Contract with Ayres for the Downtown Sidewalk project. This amendment adjusts the wording in the contract that the cost associated with applying for the DOT TAP grant will only be charged if the City directs Ayres to apply.

Klimowski/ Brzeskiewicz moved to approve Amendment #1 to the Professional Services Contract with Ayres for the Downtown Sidewalk Project. Roll call: Clark – aye, Heitkemper – aye, Brzeskiewicz -aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

- b) Discussion/Action regarding scope of work for the project and timeline, Justin presented some diagrams for the scope of the project work and discussed different design features, the right of ways, and the required slopes. Ayres will be trying to get a variance from the DOT in sections that only have the 5 feet of sidewalk; other locations we can do a sloped boulevard to make up the required grade. The sidewalks would be maintained in the right of way and no permanent easement would be needed, if concrete work goes outside the right of way then that is where we would need temporary construction easements to do that concrete work, this is not part of the traversable sidewalk or walkway. With these plans it will require doing some base gravel work with changing the slope.

Surveyors will be out next Tuesday and Wednesday done by next week and then release for bidding on August 14th and close at 28th and award bids at September COW meeting and preconstruction meeting and duration of work is likely 6 weeks, maybe 8 weeks. Rain days and weather will play a role; however, they have had concrete jobs go up to deer season and there are procedures for cold weather pouring to ensure integrity of the product. Justin estimated that if we delay the work until 2026, there could be 10-15% inflation increase. As far as timeline with the DOT Tap grants, grants would be awarded next June 2026 so you would have to bid and then construction would be August to September of 2026, so delaying is not really beneficial for cost and getting it done earlier in the year is not feasible with that grant either. The council spoke of the condition of the sidewalks right and wanting to push forward with the project to be completed in 2025 and how they do not want to affect businesses two years in a row.

Stephan/ Heitkemper moved to proceed with the project with completion in 2025. Roll Call: Clark – aye, Heitkemper - aye, Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried

- c) Discussion/Action regarding direction to Ayres for modifying the engineers report for the purpose of the special assessments. No action or discussion
- d) Discussion/Potential action for placing the project on bids. No action or discussion

4. Discussion/Action regarding Disallowance of Insurance Claim from Secura Insurance Company.

Clark/ Elliott moved to approve the disallowance of the insurance claim from Secura Insurance Company for the incident on 1/14/25. Carried

5. Discussion/Action regarding bids for 354 S Avon Ave leveling of lot.

Klimowski/ Elliott moved to accept the bid in the amount of \$6,489 from Warga's for the cleanup of 354 S Avon Ave. Roll call: Clark – aye Heitkemper – aye Brzeskiewicz – aye, Stephan – aye, Elliott – aye, Klimowski – aye. Motion Carried. Kosmer questioned the timeline if it would still occur in 2025, Mike Waraga was in attendance and stated they will get started as soon as they have the dumpsters and everything else all lined up.

Brzeskiewicz – questioned what would be put in to fill the basement, Mike Warga said they will take the concrete, debris will go in the dumpster, and then they will bring in pit run to fill the hole.

6. Committee Reports:

Ambulance: Staying busy, new rig is in and waiting for the graphics, radio has not come in, so right now they must use their portable radios, so it is put as their backup unit right now. Hopefully that will be taken care of today or first part of the week this week, then it will be installed, but it is all loaded and ready to go.

Library: Summer is busy, and the programs are being better attended.

Chamber: 4th of July went great, thanks to the city, fire department, and police, the attendance was good even with the construction. Next event is Phillips on Tap.

7. Phillips Industrial Development Corp (IDC) Update: The IDC meeting will be July 23rd at noon at Maries on Fayette. Going to have David Weirzba, and Cole Rabska with northwest regional planning – he is in charge of the enterprise center. Hopefully we should have the annexation of the north property in August. Nothing new with their economic development organization.

8. Elliott moved for adjournment. 6:16pm



Shelby Kosmer
Clerk/Treasurer