

Town of Phelps
Minutes - Special Town Board Meeting
Budget Workshop
Wednesday, August 6, 2025
Phelps Town Hall

Present: Town Board Chairman Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan and Steve Waier. Excused Absence: Dave Selby. Others Present: Clerk/Treasurer – Sheryl J Ward, Deputy Cler/Treasurer – Kathleen R Ray, Town Constable – Brett Petrick, Dick Ryan, Frank Barrett, Joe Robinson, Elizabeth Volkmann, Angie Carlson-Chmiel and Carole Selin.

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 3:00 p.m.
2. **Roll Call/Quorum Call:** A quorum of board members was present
3. **Verification of Public Notice by Town Board:** Deputy Clerk/Treasurer Ray verified the agenda was posted at the Phelps Town Hall/Community Center, Phelps Post Office, Phelps Convenience Center, Town Website, and emailed to the Vilas County News Review on August 4, 2025.
4. **Correspondence and Communications:** None

Discussion/Action on the Following Agenda Items:

5. **2026 Budget Preparation – Tentative Time Schedule:**
 - **3:00 pm – CDA** – Steve Waier, president of the Community Development Association, stated although most of the members terms have expired and it hasn't been an active board, he would like to budget \$500. Waier stated he does not want to see this CDA dissolved. He would like to find out if there is interest in creating a new board. The Board approved a preliminary budget of \$500.
 - **3:10 pm – Fireworks** – Steve Waier presented this budget and requested an increase Fireworks Materials (Acct 5531020) from \$16,000 to \$20,800 and increase Fireworks Supplies (Acct 5531025) from \$500 to \$1,000. The cost for next year is very hard to predict with the tariff wars going on. It may double in cost. We just don't know. The Board approved a preliminary budget of \$20,800 for Materials and \$1,000 for Supplies for a total budget of \$21,800.
 - **3:20 pm – Constable** – Brett Petrick was present. He had no immediate changes to the budget, however did want to bring to the board's attention the responsibility the Town has to provide acceptable accommodations for dogs that are held by the Town prior to finding their owner. Brett would like to see a place to hold a dog that is not in his garage. Doyen mentioned the Town has a 10' x 20' chain link kennel to be installed. Jeremy suggested talking to Josh about framing a slab near the salt shed and using any leftover concrete from the new building for this slab. Brett will price out an insulated doghouse, electric heating pad and electric water dish to maintain warmth and water during winter months. The Board approved a preliminary budget of \$1,250 for Equipment (Acct 5210055) to cover costs for a total budget of \$5,615.40.
 - **3:30 pm – Museum** – Dick Ryan and Frank Barrett were present. Dick Ryan stated they are requesting an increase in their budget from \$0.00 to \$7,000. They have been working on expanding the museum by 3,000 square feet and the additional support from the town is greatly appreciated. The Board approved a preliminary budget of \$7,000.
 - **3:40 pm – Town Lakes** – Joe Robinson was present. Joe stated the Town Lakes Committee would like to increase the budget by \$300 for the purchase of a dissolved oxygen meter head in 2026 that may need to be replaced. The Board approved a preliminary budget to add \$300 to Other (Acct 5570092) for a total budget of \$12,300.

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- **3:50 pm – Library** – Elizabeth Volkmann and Angie Carlson-Chmiel were present. Elizabeth explained with the new building we are anticipating an average increase to the budget of 2-3%. Angie explained she forgot to add \$500 to Continuing Education (Acct 5511031) for herself. There will be a \$500 expense for the next three years. Elizabeth also mentioned that Lib. T-1/WISCAT/WISCNET (Acct 5511030) is a preliminary number at this point. As soon as Northern Waters gives them more “solid” numbers they will update their budget. The Board approved a preliminary budget to add \$500 to Continuing Education (Acct 5511031) for a total budget of \$102,250.76. The Clerk will tweak utility and WRS figures which will increase next year.
- **4:10 pm – EMS** – Carole Selin was present. Carole presented a budget of \$164,340 however she asked Sheryl for help filling in the Retirement, LOSA and FICA line items. Once those numbers were entered, Carole’s budget was \$179,019.76. On the Revenue side, Carole proposed Revenues were Ambulance Fees at \$35,000, Alvin Fees at \$25,000 and Donations at \$10,000 for a total Revenue of \$70,000. Overall, the Ambulance Levy will be \$109,019.76. The Board approved this preliminary budget.
- **4:30 pm – Fire Department** – Jeremy Ryan presented this budget. There were increases and decreases throughout the budget, but the highlights were the request for hiring a grant writer/reviewer at a cost of \$7,500, increase capital outlay by \$25,000 and remove fire hydrants fee of \$34,533 from the fire department budget. Jeremy stated the capital outlay account has not been adequately funded, leaving the department with significant financial obligations that can no longer be deferred. The department will continue to actively pursue grants with the help of the grant writer/reviewer however, we must still address the needs and fund the capital outlay account. The final budget after Jeremy’s requests were made came to \$238,068.00, Proposed Revenues were Insurance Dues of \$22,000, Response Service at \$750 and Tower Rent at \$20,000 for a total Revenue of \$42,750. Overall Fire Department Levy will be \$195,318. The Board approved this preliminary budget.

6. Move into closed session Pursuant to Wis. State Statutes 19.85(1)(c) for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Budget preparation regarding Employee Health Insurance and Wages for 2026

Motion by Ryan at 5:00 p.m. to move to closed session pursuant to Wis. State Statutes 19.85(1)(c) for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Budget preparation regarding Employee Health Insurance and Wages for 2026. Second by Robinson. All voting aye. Motion carried.

7. Adjourn closed session pursuant to Wis. State Statutes 19.85(1)(c) and Return to Open Session

Motion by Ryan at 5:29 p.m. to return to open session pursuant to Wis. State Statutes 19.85(1)(c). Second by Waier. All voting aye. Motion carried.

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8. **Board May Consider Any Action Taken in Closed Session** – No action taken.
9. **Adjourn:** 5:31 p.m.



Kathleen R Ray, Deputy Clerk/Treasurer

Minutes are subject to approval at the next Regular Town Board meeting