

**Town of Phelps  
Minutes - Special Town Board Meeting  
Wednesday, September 10, 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, and Shop Foreman – Josh Hedberg. Attorney – Adam Bazelon joined the meeting via teleconference.

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 4:00 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 September 8, 2025.
4. **Correspondence and Communications:** None.

**Discussion/Action on the Following Agenda Items:**

5. **Move into Closed Session pursuant to Wis. State Statutes 19.85(1)(g) for the purposes of conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved – Topic of issue:** Notice of Appeal filed 08-21-2025 by Tom-Cat Holdings, LLC

Motion by Waier at 4:01 p.m. to move to closed session pursuant to Wis. State Statutes 19.85(1)(g) for the purposes of conferring with legal counsel for the government body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is involved – Topic of issue: Notice of Appeal filed 08-21-2025 by Tom-Cat Holdings, LLC. Second by Ryan. All voting aye Motion carried.

6. **Adjourn closed session pursuant to Wis. State Statutes 19.85(1)(g) and return to open session.**

Motion by Ryan at 4:46 p.m. to adjourn closed session pursuant to Wis. State Statutes 19.85(1)(g) and return to open session. Second by Robinson. All voting aye. Motion carried.

7. **Board May Consider Any Action Taken in Closed Session.** No action taken.
8. **2026 Budget Preparation –** Review, discussion, revisions of all submitted 2026 budgets.

Sheryl presented all submitted budgets for 2026 to the board for review and discussion. She emphasized the need to budget for internet and IT expenses for the new building, noting that the high-speed service required by grant specifications would result in a considerable increase in costs. Supervisor Selby commented that the exact amount of the increase was not yet known. The board agreed that Account 5142027 – Clerk/Treas. Phone & IT Services should be increased once the cost is determined. Additionally, Sheryl reported that the board was currently \$117,935.62 over budget and would need to make reductions.

Selby recommended removing \$10,000 from Account 5752062 – Capital Outlay-Park Improvement Reserve and increasing Account 5752075 – Sod/Grass for LP Park by \$8,000 in the Parks budget.

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Waier questioned the \$20,000 allocation in Account 5579408 – Broadband Development Reserve, indicating that it was unnecessary and suggesting its elimination. Ryan proposed increasing Miscellaneous Revenue – Chamber Rent from \$2,000 to \$3,600 to reflect a monthly rent of \$600.

Josh was present to discuss the Highway Expenditure budget. Josh proposed three (3) new equipment purchases:

- |                                      |             |
|--------------------------------------|-------------|
| 1. 3/4 Ton Chevy Pickup Truck        | \$45,680.00 |
| 2. Plow for Cat Loader               | \$30,950.00 |
| 3. Flail Mower for John Deer Tractor | \$16,200.00 |

Sheryl explained that the pickup truck purchase would be offset by loan proceeds revenue and would not affect the 2026 budget; the loan payments would begin in the 2027 budget year. Doyen suggested eliminating the plow and flail mower from the budget, while Josh Hedberg expressed a preference for eliminating the truck and financing the plow and flail mower. Waier offered to assist Josh with exploring this option.

Due to time constraints, the board was unable to complete a full review and make the necessary budget cuts. A follow-up budget workshop meeting was scheduled for September 24, 2025, at 3:00 p.m.

9. **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.

Did not move into closed session.

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

Not applicable.

11. **Board May Consider Any Action Taken in Closed Session.** Not applicable.

12. **Adjourn at 5:52 p.m.**

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/s/ Kathleen R Ray, Deputy Clerk/Treasurer

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