

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, September 10, 2025
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan, Steve Waier, David Selby. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, Shop Foreman – Josh Hedberg, EMS Director – Carol Selin, Planning & Development Commission Chair – Quita Sheehan and 8 citizens.

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 6:00 p.m.
2. **Roll Call/Quorum Call:** A quorum of board members was present.
3. **Pledge of Allegiance:** Recited.
4. **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 September 8, 2025.
5. **Correspondence and Communications:** Doyen stated in talking with Sheryl about a recent clerk training she attended, it was stated that reports should be specific to the agenda. If you can get Sheryl a copy of your report by Monday morning prior to the meeting she can be more specific on the agenda. Example: Supervisor Waier will report on the FLAP Grant progress; or Josh Hedberg will report on the closure of the Smoky Lake boat landing. Sheryl said, just something to give the residents an idea of what will be discussed.

In other communication Dick Ryan asked if the Town has received any communication from other Lakes Associations that are concerns about wake boating? Doyen stated he has not gotten anything. Selby stated he has received some additional email communications but not from Lakes Associations in our community. Pauleyn Nystrom wanted to note that the property located at 2528 STH 17 has been cleaned up.

6. Reports

- a. **Chairman Report** – nothing to report.
- b. **Town Board Supervisors Reports** – Waier stated he has submitted the FLAP Grant worth 1.2 million for blacktopping Mail Route Road and Livingston Lane. Waier stated he should hear something by Nov/Dec this year.

Selby reported he is working on the STP-Local Grant with Robert E Lee (REL). The application is due October 31, 2025.
- c. **Department/Committee Reports** – Josh Hedberg reported that Smoky Lake boat landing will be closed this Friday September 12th through Sunday, September 14th to repair the concrete landing. It will be back open for use on Monday, September 15th.
- d. **EMS/Fire Department Reports** – Carol Selin reported they had 16 emergency calls in August with 2 being fire calls. They put 504.5 miles on the ambulance.

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Discussion/Action on the Following Agenda Items (Public Comment will be Allowed on Each Agenda Item):

7. Approval of the following Meeting Minutes:

- August 6, 2025, Special Town Board Meeting Budget Workshop
- August 13, 2025, Regular Town Board Meeting
- August 13, 2025, Special Town Board Meeting Budget Workshop
- August 20, 2025, Special Town Board Meeting Budget Workshop

Motion by Robinson to approve the Minutes of August 6, August 13 and August 20, 2025, meetings as present. Second by Waier. All voting aye. Motion carried.

8. Approval of August 2025 Financial Report:

Motion by Waier to approve the July 2025 Financial Report as presented. Second by Selby. All voting aye Motion carried.

9. Approval of Checks and ACH/EFT Transactions: from August 1 through August 31, 2025, including Check #'s 20139 – 20187

Motion by Waier to approve Checks and ACH/EFT Transactions: from August 1 through August 31, 2025, including Check #'s 20139 – 20187. Second by Selby. All voting aye. Motion carried.

10. Consider/Approve Budget Amendment to pay \$1,500 - \$2,000 to Robert E Lee (REL) Consultant Services to help with the WisDOT Surface Transportation Program (STP-Local) Grant application:

- **From: Local Government Investment Pool (LGIP) Road Maintenance Reserve Account**
- **To: Grant Writing Services Account (new)**

Motion by Waier to approve Budget Amendment to pay \$1,500 - \$2,000 to Robert E Lee (REL) Consultant Services from the LGIP Road Maintenance Reserve Account to Grant Writing Services Account. Second by Selby. All voting aye. Motion carried.

11. Consider/Approve Internal Budget Amendment to pay \$15,426.40 for fuel tanks at the new Department of Public Works (DPW) building at 2064 Strong Road:

- **From: Account 533032 Hwy Gas & Oil**
- **To: Account 5756008 Capital Outlay DPW Building (new)**

Motion by Waier to approve Internal Budget Amendment to pay \$15,426.40 for fuel tanks at the new Department of Public Works (DPW) building from Account 533032 Hwy Gas & Oil to Account 5756008 Capital Outlay DPW Building. Second by Robinson. All voting aye. Motion carried.

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12. **Consider/Approve Contract Agreement with Central Wisconsin Appraisals, Inc. DBA Hoffman Appraisal Service in the amount of \$86,200 for the 2026 Revaluation and annual maintenance fee.**

Motion by Waier to approve signing the Contract Agreement with Central Wisconsin Appraisals, Inc. DBA Hoffman Appraisal Service in the amount of \$86,200 for the 2026 Revaluation and annual maintenance fee. Second by Selby. All voting aye. Motion carried.

13. **Consider/Approve new Fee Schedule – Increase fees for Driveway Access Permit and Fire Number Purchase and Installation fee to \$75.00 ea.**

Motion by Waier to approve the new Fee Schedule increasing the fees for Driveway Access Permit and Fire Number Purchase and Installation fees to \$75.00 each. Second by Selby. All voting aye. Motion carried.

14. **Consider/Approve Amendment to 2018-03 Driveway Ordinance, Section 8.E. - The Application fee is ~~\$30.00~~ as approved on the Fee Schedule. ~~Strike~~ = remove and Underline = add.**

Motion by Waier to approve Amendment to 2018-03 Driveway Ordinance, Section 8.E. to read, “The Application fee as approved on the Fee Schedule. Second by Robinson. All voting aye. Motion carried.

15. **Discussion/Action on the Fire Tower Restoration Report and the next steps**

Quita Sheehan submitted the Fire Tower Restoration Report, completed by QLS Design and Construction LLC, for the board’s review. She stated overall the structure is in good condition just some cosmetic upgrades. QLS outlined required/recommended repairs that would need to be done prior to opening the tower to visitors. The next step would be to ask QLS for an estimate of cost to do the recommended repairs. The Board agreed.

16. **Town Hall storage/space needs in preparation for moving to the new facility**

Doyen explained that Sheryl and Kathy will be going through all the old files and destroying the files they are able to before moving to the new building. There are several boxes in the crawlspace that will have to be brought up and gone through. They have concerns with space and are not sure where to go with all the boxes. The Board was in favor of looking into the cost of renting a storage pod or something similar.

17. **Update on former Lillian Kerr Health Care Center property:**

- **Demolition project** – Doyen acknowledged that Jeremy asked for this to be placed on the agenda. Doyen explained that the crusher broke down, but C&D Construction would be excavating the site to a finish grade. Jeremy expressed his concerns that we paid C&D almost the entire amount which doesn’t give us any leverage to make sure this project gets completed.

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Motion by Ryan to hold back final payment to C&D Construction until the work is complete. Second by Waier. All voting aye. Motion carried.

- **Future Development Strategies** – No updates to report.

18. **Update on new Community Center project** – Selby stated Hoeft Construction continues to demonstrate exceptional project management and communication throughout the development of the new Community Center. The contractor remains on schedule, with the erection of exterior walls planned within the next 2 weeks. Following this milestone, roof installation is scheduled to be completed at the end of October. Selby stated The Committee has expanded the scope of work for our interior designer, Jean Petrick, to encompass not only the design of the building's interior spaces but also the development of signage and final selection of furnishings. Ms. Petrick is currently collaborating with a sign contractor to finalize the design and placement of signage. In recognition of the increased workload and the need for specialized expertise in signage and furnishings, the Community Center Committee voted to increase Ms. Petrick's contracted hours to a total cost of \$9,500. Any work required beyond this amount will be provided at a 50% donation by Ms. Petrick, meaning she will only bill half her usual rate for additional hours.

- **Disposal of the old town hall** – Waier stated he was approached by someone interested in moving the old town hall once we are moved into the new building. Doyen stated he talked with Arron Stern from Hoeft Construction, and they will work directly with the individual and credit the Town for the demolition of the building.

19. **Update on new Town Shop project** – Josh stated they are working on the in-floor heating right now. They will pour the floor next week and erect the steel walls 1 week later.

20. **Update on Hwy G Landfill issue** – No update to report.

21. **Adjourn at 6:40 p.m.**

/s/ Kathleen R Ray, Deputy Clerk/Treasurer

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