

**Town of Phelps
Special Town Board Meeting Minutes
Tuesday, October 7, 2025
Phelps Town Hall**

Present: Town Board Chairman Steve Doyen, Town Board Supervisors – Jeremy Ryan, Dave Selby and Steve Waier. Others Present: Clerk/Treasurer – Sheryl J Ward, Deputy Cler/Treasurer – Kathleen R Ray, and Shop Foreman – Josh Hedberg. Supervisor Maureen Robinson joined the meeting remotely.

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 amended 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 October 6, 2025
4. **Correspondence and Communications:** Sheryl stated Dan Swiecichowski reached out to her regarding the AMVets interest in donating specifically for the relocation and construction of the new Veterans Memorial and wanted to know how to go about doing that. The Board believes the most effective approach would be to process it through the Phelps Area Community Foundation (PACF). This will ensure the donation is properly designated for its intended use. Sheryl will reach out to Dan and give him Jim Kuchenbecker's contact information.

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

5. **Revised Design Service Agreement for Community Center - Updated 10/6/2025:** The Board reviewed a revised agreement from Jean Petrick, Imagine This Design Consultant. Selby explained the initial approval was for \$8,500. We recently approved an additional \$1,000 to help with the design of the monument sign. As this project moves forward the Community Center Committee realizes there are additional services we need from Jean, like picking out all the final finishes so it is cohesive, and Jean is willing to extend her services. She has given so much of her time and effort to this and has graciously offered to donate 50% of her cost for the next 100 hours to \$4,250, capping total expenditure at \$13,750.00. She further proposes that any hours beyond the total expenditure will be donated at 100% so she can see this project to full completion. Dave submitted a Financial Tracking Worksheet for the cost items of the grant showing amount of Grant Award of \$5,611,000 and actual bid estimates, including this \$13,750 of \$5,421,610, for a total of \$189,390 under budget. Very little of the contingency money has been used and this figure does not include the donations received of \$133,000. A total Net Project Cost vs the grant award amount puts us \$322,390 under budget.

Motion by Waier to approve the Revised Design Service Agreement with Jean Petrick, Imagine This Design Consulting, for the community center project at an additional cost of \$4,250 for a total expenditure of \$13,750. Second by Ryan. All voting aye. Motion carried.

6. **2026 Budget Preparation – Review, discussion, revisions of all submitted 2026 budgets:** The Board reviewed all budgets and made the following adjustments:

General Government –

Line 24 – Clerk/Treasurer Health Insurance	\$500.00
Line 25 – Clerk/Treasurer Retirement	\$5,840.64

Conservation & Development –

Line 6 – CDA (Community Development Authority)	\$3,000.00
Line 9 – Vilas County Economic Development	\$7,500.00
Sanitation Expenditures –	
Line 86 – New Employee Wages & FICA	\$16,000.00
Line 87 – New One Contract Garbage & Recycle	\$35,000.00
Line 88 – Recycling Contract with Republic Services	\$4,925.00
Sanitation Revenues –	
Line 91 – New Drop Site Revenue	\$35,000.00

The Board reviewed the Debt Service for 2026 General Obligation Debt and instructed Sheryl to pay off the following loans:

Peoples State Bank – Park Bobcat (intend to use Idle Sites Grant money)	\$9,049.76
BCPL Loan – Western Star Dump & Chevy 4500 (intend to use \$25,000 of Idle Sites Grant money and remainder being paid with residual funds from Peoples Bank ARPA and Peoples Bank Gear-Russell donation funds)	\$47,414.36

7. **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 Waier at 3:02 pm to 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. Second by Selby. All voting aye. Motion carried.

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

Motion by Ryan at 4:13 pm to adjourn closed session pursuant to Wis. State Statutes 19.85(1)(c) and Return to Open Session. Second by Waier. All voting aye. Motion carried.

9. **Board May Consider Any Action Taken in Closed Session.** No action taken.

10. **Adjourned at 5:27 pm**


Kathleen R Ray, Deputy Clerk/Treasurer

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