

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, November 12, 2025
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Jeremy Ryan, Steve Waier, Maureen Robinson and David Selby. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, EMS Director – Carole Selin, Shop Foreman – Josh Herdberg, and 16 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 November 10, 2025.
5. **Correspondence, Communications and Reports:** Doyen reported that the Electronic Recycling that took place on October 11th was a successful day. A total of 5,832 lbs. of waste was collected. Excavation is done at the hospital site and seeded. Final payment was made. Also, the Elector budget meeting is tomorrow night at 6:00 p.m. at the School Commons.

Waier stated the STP Grant has been submitted for work on West Shore Road. We should know results in March 2026.

Carole Selin reported they had 14 emergency calls, 2 mutual aid putting on a total of 284.4 miles on the ambulance.

Fire Chief Ryan stated a tree came down on the roof at Fire Station 2. The cost was less than \$20 to fix, however, it is at the end of its life. A new roof will be needed soon. Just to let you know, we do have information available for the budget meeting tomorrow.

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

6. **Approval of the following Meeting Minutes:**
 - October 7, 2025, Special Town Board Meeting Budget Workshop
 - October 8, 2025, Regular Town Board Meeting
 - October 20, 2025, Special Town Board Meeting Budget Workshop
 - October 23, 2025, Special Town Board Meeting Budget Workshop

Motion by Waier to approve the Minutes of October 7, October 8, October 20 and October 23, meetings as present. Second by Selby. All voting aye. Motion carried.

7. Approval of October 2025 Financial Report:

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

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, November 12, 2025
Phelps Town Hall

8. Approval of Checks and ACH/EFT Transactions: from October 1 through October 31, 2025, including Check #'s 20239 – 20285

Motion by Waier to approve Checks and ACH/EFT Transactions: from October 1 through October 31, 2025, including Check #'s 20239 – 20285. Second by Robinson. All voting aye. Motion carried.

- 9. Discuss short-term rentals, room tax, and quarterly fund submission: Request by Molly Soto** – Doyen removed this item from the agenda at the request of Molly Soto.
- 10. Discuss RV/Camper water filling question:** Doyen stated, there are no plans at this time in the design of the new Community Center to have a water spicket on the outside of the building for access to water.
- 11. Update on Fire Tower Restoration:** Eugene McCaslin stated that the analysis on the tower took place on August 11, 2025, and overall, it is in good shape. There are some recommended repairs, replacing some structural elements, and painting. In talking with the paint company, they recommend not painting, so that would be a savings. The higher the platform the less the occupants, so the next step will be to determine where we want the platform to be placed. Mid-way up will hold 14 people. Once we make that determination a rendering of the tower will be made. The analysis did not cost as much as we thought so there is money left from that to have a rendering done. Next, we will be setting up fundraising events.
- 12. Consider/Approve the Appointment of Community Development Authority (CDA) Members: (Robinson):** Maureen stated, she and Steve Waier volunteered to be a member, however we need to update the membership. We are asking for approval to Appoint Steve Waier, Maureen Robinson, Mac Holcomb, Gene Hojan and Mark Nietzel to the CDA Membership. Maureen stated they still need 2 more citizen members. If you are interested please contact Maureen or Steve Waier.

Motion by Ryan to approve the Appointment of Steve Waier, Maureen Robinson, Mac Holcomb, Gene Hojan and Mark Nietzel to the CDA Membership. Second by Selby. All voting aye. Motion carried.

13. Consider/Approve the following Budget Amendments:

- **Expense: Pay off BCPL Loan 2021128.01 – Highway Trucks and Backhoe** **\$47,400.00**
- **Revenue: Idle Sites Grant** **[\$25,000.00]**
- **Revenue: LGIP General Reserve** **[\$22,400.00]**

Motion by Waier to approve the above requested Budget Amendment. Second by Selby. All voting aye. Motion carried.

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, November 12, 2025
Phelps Town Hall

- **Expense: Pay off Peoples State Bank Loan 111220017 – Parks Bobcat** **\$9,050.00**
- **Revenue: Idle Sites Grant** **[\$9,050.00]**

Motion by Waier to approve the above requested Budget Amendment. Second by Selby. All voting aye. Motion carried.

- **Expense: Nursing Home Demolition** **\$5,891.00**
- **Revenue: Peoples State Bank Gear-Russel Donations** **[\$5,891.00]**

Motion by Selby to approve the above requested Budget Amendment. Second by Ryan. All voting aye. Motion carried.

- **Expense: Purchase of Flail (brush) Mower for John Deere Tractor** **\$16,200.00**
- **Expense: Purchase of Plow for Cat Loader** **\$30,950.00**
- **Revenue: Idles Sites Grant** **[\$47,150.00]**

Motion by Waier to approve the above requested Budget Amendments. Second by Selby. All voting aye. Motion carried.

14. Discussion/Action on closing the following Accounts:

- **Peoples State Bank ARPA-Funds, Approximate balance of \$ 1,800 to be deposited into LGIP General**

Motion by Ryan to approve closing the Peoples State Bank ARPA-Funds Account an approximate balance of \$1,800 to be deposited into the LGIP General Account. Second by Waier. All voting aye. Motion carried.

- **Peoples State Bank Gear-Russel Donations, Approximate balance of \$ 27,476 to be deposited into LGIP General**

Motion by Robinson to approve closing the Peoples State Bank Gear-Russel Donations Account an approximate balance of \$27,476.00 to be deposited into the LGIP General Account. Second by Ryan. All voting aye. Motion carried.

15. Consider/Approve Application/Resolution for a 10-year loan of \$221,893 with an interest rate of 5.5% from the Board of Commissioners of Public Lands for the purpose of financing the purchase of a Highway Dump Truck.

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, November 12, 2025
Phelps Town Hall

Motion by Ryan to approve Application/Resolution for a 10-year loan of \$221,893 with an interest rate of 5.5% from the Board of Commissioners of Public Lands for the purpose of financing the purchase of a Highway Dump Truck. Second by Robinson. All voting aye. Motion carried.

16. **Consider/Approve signing contract with CNSI for computer and video hardware and a 3-year contract with Spectrum for phones and internet for the new Community Center building.** Selby stated this is not ready to act on yet. Doyen Tabled this item to be placed on the December Regular Town Board meeting agenda.

17. **Discussion/Action on selling the current Town Hall/Library building to be moved off sight:** Waier stated he knows of an interested person however we need to put it out for bids. Waier stated Hoeft should be involved as to their timeline for removal to keep the project moving forward with no delays.

Motion by Ryan to approve selling the current Town Hall/Library building to be moved off sight. Second by Robinson. All voting aye. Motion carried.

18. **Consider/Approve Town of Phelps Road Plan:** Waier stated he looked at updating the road plan because the original timeline was not accurate with when the roads will be completed based on the grant requirements.

Motion by Ryan to approve the Town of Phelps 5-year Road Plan. Second by Waier. All voting aye. Motion carried.

19. **Consider/Approve Private Road Name Request - Tranetzki Lane off Strong Road:**

Motion by Waier to approved Private Road Name Request - Tranetzki Lane off Strong Road. Second by Robinson. All voting aye. Motion carried.

20. **Consider/Approve advertising and filling the Clerk/Treasurer position following the Resignation of Sheryl J Ward, whose final working day will be December 31, 2025:** The Board agreed they should meet to set wage range and questions for interviewing for the position. The Board would like to advertise immediately, with a deadline for applications of December 4th. Interviews will start on December 6th, and the Board will meet 1 hour prior to the first interview to finalize wage offer and interview questions. Sheryl will advertise on November 19th and November 26th.

Motion by Ryan to approve advertising for and filling the Clerk/Treasurer position. Second by Robinson. All voting aye. Motion carried.

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, November 12, 2025
Phelps Town Hall

21. Update on former Lillian Kerr Health Care Center property

- **Demolition project:** Doyan gave update under item 5.
- **Future Development Strategies:** Ryan stated the members of the Thrive team will be present at the December Regular Town Board meeting to present renderings of the potential new development. This meeting is scheduled to be held at the Town Hall.

22. Update/Approve Republic Services Recycling Contract: Waier stated he is still working out details in the contract. It is not ready to be approved yet.

23. Update on new Community Center project – Concrete cracks in the foundation floor (correction): Selby stated there is some cracking of the concrete floor. An engineer is coming to evaluate. Also contacted Hoeft. There is a meeting set up tomorrow with the concrete contractor to discuss. Also, I met with the sign company. We are looking at 2 options.

24. Update on new Town Shop project: Hojan stated the new completion date has been moved to February 2026. We are currently \$70,000 over bid.

25. Update on Hwy G Landfill issue: Selby stated there is a meeting this Friday that he will be attending. The letter to withdraw was sent out and it will be on the agenda Friday to discuss. Selby stated he plans to vote No” to any further commitments. Jeremy stated we need to find out what the Town’s liability will be when we withdraw. Selby stated he will reach out to Atty Lee Tournie to demand the LVG financials to help us understand what our liability might be.

26. Adjourn at 7:28 p.m.


Kathleen R Ray, Deputy Clerk/Treasurer

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