

Town Chairman
Steve Doyen
townchair@phelpswi.gov

Town Board of Supervisors
Maureen Robinson
Jeremy Ryan
David Selby
Steve Waier



Town of Phelps
4495 Town Hall Rd., PO Box 157
Phelps WI 54554
Phone: 715-545-2270

Clerk/Treasurer
Sheryl J Ward
townclerk@phelpswi.gov

Deputy Clerk/Treasurer
Kathleen R Ray
deputyclerk@phelpswi.gov

Town Website
www.phelpswi.gov

Town of Phelps

Regular Town Board Meeting Agenda

Date: Wednesday, December 10, 2025

Time: 6:00 pm

Place: Phelps Town Hall, 4495 Town Hall Rd., Phelps WI

1. **Call Meeting to Order**
2. **Roll Call/Quorum Call**
3. **Pledge of Allegiance**
4. **Verification of Public Notice by Town Board**
5. **Correspondence and Communications**
6. **Reports**
 - **Chairman Report**
 - **Town Board Supervisors Reports**
 - **Department/Committee Reports**
 - **EMS/Fire Department Reports**

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

7. **Award Bid for Furnishing New Community Center/Library/Town Hall**
8. **Approval of the following Meeting Minutes:**
 - November 6, 2025, Special Town Board Meeting
 - November 12, 2025, Regular Town Board Meeting
 - November 13, 2025, Combined Budget Hearing, Special Electors Meeting and Special Town Board Meeting
9. **Approval of November 2025 Financial Report**
10. **Approval of Checks and ACH/EFT Transactions: from November 1 through November 30, 2025, including Check #'s 20286 – 20318**
11. **Presentation from the Thrive team about the hospital site redevelopment plans**
12. **Discussion with Cemetery Sexton, Ron Buell Jr. on cemetery funds and other issues**
13. **Discuss Phelps Snowmobile Club Radar Run requests**
14. **Re-Appointment of Deputy Clerk/Treasurer Kathleen R Ray to a 1-year term commencing on January 1, 2026, through December 31, 2026**

15. **Appointment of Election Workers for 2026-2027 Election Cycle - Consider appointment of the: (i) Democratic party election workers Mariquita Sheehan, Karen Moore, Marie Adams, Phil Stone and Sarah Kristmann; and (ii) Republican party election workers Donna Brand, Kathy Mesun, Marjorie Hiller, Linda Meyer, Jennifer Duquaine, Richard Goff, Bruce Steidinger, Katy Steidinger and Jon Ward.**
16. **Consider/Approve Internal Budget Amendment to increase mileage budget as follows:**
 - **From: Account 5142010 Clerk/Trsr Inservice Per Diem** **\$200.00**
 - **To: Account 5142025 Clerk/Trsr Mileage** **[\$200.00]**
17. **Consider/Approve Cemetery Budget Amendment to cover equipment rental to help with grave digging as follows:**
 - **From: Account 5491021 Cemetery Equipment Maintenance** **\$464.00**
 - **To: Account 5491090 Cemetery Water-Other** **[\$464.00]**
18. **Consider/Approve adjustments to line items in the 2026 Approved Budget. Changes are due to the Town Board's decision to again offer Health Insurance to employees. Note that the Elector approved bottom-line levy amount remains exactly the same at 1,710,898.65.**
 - **Hwy Account 5330005- Hwy Insurance has been adjusted to** **\$32,751.20**
 - **Hwy Account 5330006- Hwy/Park Worker has been adjusted to** **\$53,543.53**
 - **Clerk Account 51420001- Clerk Wages has been adjusted to** **\$62,733.00**
 - **Clerk Account 5142004- Clerk Insurance has been adjusted to** **\$42,175.28**

To cover the decreases in salary (and subsequent decreases in FICA and WRS retirement) and the increases in Insurance, the Highway Maintenance Reserve line item has decreased from \$80,000.00 to \$49,864.60.
19. **Consider/Approve Internal Highway Budget Amendments:**
 - **From: Account 5336035 – Right of Way Maintenance** **\$823.30**
 - **To: Account 5733334 – Highway Crack & Patch** **[\$823.30]**
20. **Consider/Approve Internal Budget Amendment for Parks to purchase tires for the Tool Cat as follows:**
 - **From: Account 5520022 Parks Maintenance/Materials** **\$333.68**
 - **To: Account 5520021 Parks Equipment Repairs** **[\$333.68]**
21. **Consider/Approve Internal Budget Amendment for EMS for upcoming purchases totaling \$8,500.00 as follows:**
 - **From: Account 5230055 – Ambulance Equipment** **\$3,000.00**
 - **To: Account 5230041 – Ambulance Medical Supplies** **[\$3,000.00]**
 - **From: Account 5230002 – Wages** **\$5,500.00**
 - **To: Account 5320041 – Ambulance Medical Supplies** **[\$3,000.00]**
 - **To Account 5230042 – Ambulance Uniforms** **[\$2,500.00]**

22. **Consider /Approve Internal Budget Amendment for Fire Department to replace 2 garage door openers as follows:**
- **From: Account 5220021 Fire Dept Equipment Repairs** **\$759.56**
 - **To: Account 5220022 Fire Building Repairs** **[\$759.56]**
23. **Consider/Approve Internal Cross-Budget Amendment to pay for firefighters for the year 2025 as follows:**
- **From: Account 5230002 – EMS Run Wages** **\$3,105.00**
 - **To: Account 5220003 – Fireman’s Compensation** **[\$3,105.00]**
24. **Consider/Approve creating an Animal Control Officer position by Ordinance.**
25. **Consider entering into an Agreement with the Lake Vieux Desert (LVD) Tribe to assist in obtaining bids for WI River Bridge Funding on West Shore Rd over the WI River.**
26. **Consider entering into a Service Agreement with Kerber Rose, including but not limited to, the preparation of Annual Payroll Reports and Quarterly 941 preparation and filing.**
27. **Consider/Approve signing Contract with Spectrum for internet and VOIP phones and phone service for the new Community Center building.**
28. **Discussion on future Spring 2026 Clean-up event and Com2 Electronic Recycling event**
29. **Update on Republic Services Waste and Recycling Contract(s)**
30. **Update on new Community Center project:**
- **Discuss Environmental Testing and the Sale/Demo of the existing building**
31. **Update on new Town Shop project**
32. **Update on Hwy G Landfill issue**
33. **Adjournment**


Kathleen R Ray, Deputy Clerk/Treasurer

This agenda has been posted at the Phelps Town Hall/Community Center, Phelps Post Office, Phelps Convenience Center, Town Website, and emailed to the Vilas County News Review December 8, 2025.