

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

**Present:** Chairman – Steve Doyen, Town Board Supervisors – Jeremy Ryan, Steve Waier, and Maureen Robinson. David Selby joined the meeting remotely. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, EMS Director – Carole Selin, Shop Foreman – Josh Hedberg, Cedar Corporation – Eric Fowle and 20 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 December 8, 2025.
5. **Correspondence and Communications:** Doyen announced Sheryl is rescinding her resignation and will be with us another year. Waier stated they had a meeting with WisDOT regarding improvements being planned for STH 17 from US 45 to the Michigan State line. They are not proposing the proper improvements need for the phase from St. Louis Rd to the Michigan State line, so Waier is asking everyone to reach out to DOT to request they do it right the first time. Waier plans to prepare a template letter for anyone to use.
6. **Reports**
  - **Chairman Report:** Doyen reported there is progress with both buildings. There was some damage to the community center building due to the high winds. That is being resolved. The progress at the DPW building is going well. Installment of windows and doors is almost done and there is gas and power to the building now. Inside work will begin next week. Doyen also read the Food Pantry report for October and November.
  - **Town Board Supervisors Reports:** Ryan reported the Idle Sites Grant has been issued. Originally the Grant was proposed for \$84,000 however it was approved for \$85,200.
  - **Department/Committee Reports:** Nothing reported.
  - **EMS/Fire Department Reports:** EMS Director, Carole Selin reported 13 emergency calls with 1 mutual aid to Alvin. Carole stated total miles on the ambulance this month is 412.

**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:** Chair Doyen stated that at the Special Town Board meeting today at 4:30 p.m. the Board opened and reviewed the bids. It was recommended that the board accept the lowest bidder pending meeting specs as presented.

Motion by Ryan to accept the lowest bidder that meets the required specifications as requested once verified by the Community Center furniture committee. Second by Waier. All voting aye. Motion carried.

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**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 – NOT Completed.

Motion by Ryan to approve the Minutes of November 6, and November 12, meetings as presented. Second by Waier. All voting aye. Motion carried.

**9. Approval of November 2025 Financial Report:**

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

**10. Approval of Checks and ACH/EFT Transactions: from November 1 through November 30, 2025, including Check #'s 20286 – 20318**

Motion by Waier to approve Checks and ACH/EFT Transactions: from November 1 through November 30, 2025, including Check #'s 20286 – 20318. Second by Robinson. All voting aye. Motion carried.

**11. Presentation from the Thrive team about the hospital site redevelopment plans:**

Eric Fowle from Cedar Corporation introduced the leadership team present; Kathy Schimitz, Executive Director – Vilas County Economic Development Corporation (VCEDC), Carolyn Ritter, Vice Chair – Vilas County Board of Supervisors and VCEDC Board member, Jim Tuckwell, Chair – VCEDC, Jim Cleveland, Rural Development Specialist – VCEDC and Jeremy Ryan. Eric presented a 3D concept of the site redevelopment. He had two (2) concepts which included mixed uses of retail/commercial units, live/work units and townhouse residential units. Eric offered suggestions on where to go from here.

1. Marketing and Promotion. You need to get an RFP posted and published to get interest.
2. Project Funding. What grants can the Town apply for to help with costs.
3. Developer Negotiations. Once you have an interested developer begin negotiations.
4. Development Approval Process. Once you have an agreement with the developer, get agreement signed, pull permits and any other approvals necessary to begin the development.

Carolyn Ritter, Vilas County Board Supervisor and Economic Development Corporation Board member, praised Jeremy Ryan for all his hard work and dedication to this project.

**12. Discussion with Cemetery Sexton, Ron Buell Jr. on cemetery funds and other issues:**

Tabled until January Regular Town Board meeting or when Ron is ready to discuss.

**13. Discuss Phelps Snowmobile Club Radar Run requests:** Chamber Director, Laura Richart and Brad Lewis, a member of the snowmobile club, stated the Radar Run event is scheduled for January 24, 2026 on North Twin Lake near the boat landing by Great Escape. On behalf of the snowmobile club, Brad is requesting:

- **To setup a tent near the landing, but keeping it open for fisherman;**
- **To use parking spaces at the old hospital site as we did last year;**

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- **To have garbage cans and picnic tables;**
- **To possibly have the ambulance on site for the event.**

Laura also stated we are looking for approval to assign some of the parking spaces and the landing for radar run for trailers, etc. Doyen reminded Laura and Brad of the parking area up on the hill by the trail. That area can be used also.

Motion by Waier to approve all the requests including providing garbage cans and picnic tables for the event. Second by Ryan. All voting aye. Motion carried.

**14. Re-Appointment of Deputy Clerk/Treasurer Kathleen R Ray to a 1-year term commencing on January 1, 2026, through December 31, 2026:**

Motion by Ryan to re-appoint Kathleen R Ray as Deputy Clerk/Treasurer to a 1-year term commencing on January 1, 2026 – December 31, 2026. Second by Waier. All voting aye. Motion carried.

**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.**

Motion by Ryan to Appoint the following Election Workers for 2026-2027 Election Cycle: (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. Second by Waier. All voting aye. Motion carried.

**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]**

Motion by Robinson to approve internal budget amendment to increase mileage budget as requested. Second by Waier. All voting aye. Motion carried.

**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]**

Motion by Waier to approve cemetery budget amendment to cover equipment rental to help with grave digging as requested. Second by Robinson. All voting aye. Motion carried.

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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.**

Motion by Waier to approve adjustments to line items in the 2026 Approved Budget as requested. Second by Ryan. All voting aye. Motion carried.

19. **Consider/Approve Internal Highway Budget Amendments:**

- **From: Account 5336035 – Right of Way Maintenance** **\$823.30**
- **To: Account 5733334 – Highway Crack & Patch** **[\$823.30]**

Motion by Robinson to approve internal highway budget adjustments as requested. Second by Ryan. All voting aye. Motion carried.

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]**

Motion by Ryan to approve internal budget adjustment for parks to purchase tires for the tool cat as requested. Second by Waier. All voting aye. Motion carried.

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]**

Motion by Ryan to approve internal budget adjustment for EMS for upcoming purchases totaling \$8,500.00 as requested. Second by Waier. All voting aye. Motion carried.

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]**

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Motion by Robinson to approve internal budget adjustment for fire department to replace 2 garage door openers as requested. Second by Waier. All voting aye. Motion carried.

**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]**

Motion by Robinson to approve internal cross-budget adjustment to pay firefighters for the year 2025 as requested. Second by Waier. All voting aye. Motion carried.

**24. Consider/Approve creating an Animal Control Officer position by Ordinance.**

Motion by Ryan to approve moving forward with creating an Animal Control Officer position by Ordinance. Second by Waier. All voting aye. Motion carried.

**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.** Doyen stated he and Waier attended a meeting with the Forest Service and the LVD tribe regarding this issue. Basically, the Forest Service and the Tribe cannot advertise bids on this project, it has to come from the Town. So, they are asking us to advertise for bids on this project. Waier added, there is no money required from the town other than the expense of advertising. The Forest Service already has \$800,000 allocated for this project. We are working on the agreement with the LVD tribe so we will bring this to the Board again once we have an agreement to review and sign.

Motion by Ryan to approve 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 of the WI River. Second by Robinson. All voting aye. Motion carried.

**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.**

Waier stated he suggested this to help lighten Sheryl’s load. These forms and fillings take a lot of time and the fact they are only done once a year it becomes more time-consuming.

Motion by Ryan to approve signing a Service Agreement with Kerber Rose to help with preparation and filing forms as needed. Second by Robinson. All voting aye. Motion carried.

**27. Consider/Approve signing Contract with Spectrum for internet and VOIP phones and phone service for the new Community Center building.** Selby stated that Spectrum proposed a good rate for dedicated fiber and phone services. This was also cleared with the grant people.

Motion by Ryan to approve signing a contract with Spectrum for internet and VOIP phones and phone service for the new community center building. Second by Waier. All voting aye. Motion carried.

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**28. Discussion on future Spring 2026 Clean-up event and Com2 Electronic Recycling event**

Motion by Ryan to hold a Com2 Electronic Recycling event sometime prior to June 1<sup>st</sup> at the hospital site. Second by Robinson. All voting aye Motion carried.

**29. Update on Republic Services Waste and Recycling Contract(s):** Waier stated he has been working with Republic and the last agreement drafted didn't have an "out clause" so he sent it to our attorney for his review. Waier is waiting for the Attorney's approval to sign it.

Motion by Ryan to approve signing the Drop-Site Convenience Center Agreement with Republic Services pending attorney's review. Second by Waier. All voting aye. Motion carried.

**30. Update on new Community Center project:**

- **Discuss Environmental Testing and the Sale/Demo of the existing building**

Selby stated that if we demo the building, we must have an environmental test done. Hoeft believes we would need to declare if there is any asbestos regardless of if tearing down or moving it. Move date would be between May 1<sup>st</sup> through May 10<sup>th</sup>. Ryan believes it is not necessary to declare if you sell it "as is". The Board agreed to post it For Sale as is on WI Surplus website. Waier will work on this.

**31. Update on new Town Shop project:** Gene Hojan stated inside work should start next week. Landscaping will have to wait until Spring. The projected move-in date is February 2026.

**32. Update on Hwy G Landfill issue:** Dave stated he attended the last monthly meeting, and I think we made our point about existing LVG. They seem to be looking for a financial entity to advise them on financial liability issues. I don't know if we can exist. We may be forced to work with the LVG on a better financial plan. We are waiting for our attorney to advise.

**33. Adjournment at 7:32 p.m.**

*Kathleen R Ray*  
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Kathleen R Ray, Deputy Clerk/Treasurer

Minutes are subject to approval at the next Regular Town Board meeting.