

Town of Phelps
Special Town Board Meeting Minutes
Saturday, December 6, 2025
Phelps Town Hall

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

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 9:00 a.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 this 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 December 4, 2025.
4. **Correspondence and Communications:** Chair Doyen stated he received a call from a developer who is interested in the hospital property. Doyen told the developer we are not ready to advertise yet.

Discussion/Action on the Following Agenda Items:

5. **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 – to interview candidates and potentially fill the soon to be vacant Clerk/Treasurer position.**

Motion by Waier at 9:05 a.m. 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 – to interview candidates and potentially fill the soon to be vacant Cler/Treasurer position. Second by Robinson. All voting aye. Motion carried.

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

Motion by Ryan at 11:35 a.m. to adjourn closed session pursuant to Wis. State Statutes 19.85(1)(c) and Return to Open Session. Second by Robinson All voting aye. Motion carried.

7. **Board May Consider Any Action Taken in Closed Session.**

Motion by Ryan to hold second interviews and potential job offer at a Special Town Board Meeting to be scheduled for Wednesday, December 10, 2025, at 4:30 p.m. Second by Waier. All voting aye. Motion carried.

8. **Adjournment at 11:35 a.m.**


Kathleen R Ray, Deputy Clerk/Treasurer

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