

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, January 14, 2026
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Jeremy Ryan, Steve Waier, David Selby and Maureen Robinson. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, EMS Director – Carole Selin, Shop Foreman – Josh Hedberg, Silver Pines Services – Sandra & Geno Wente and 24 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 January 12, 2026.
5. **Correspondence and Communications:** Carole Selin asked if there was a way to make people aware that walking on the road in these winter conditions without reflective clothing is dangerous. Someone could get seriously injured. Carole also stated she is seeing skiers using snowmobile trails, is this allowed? No, it is not allowed.
6. **Reports**
 - a. **Chairman Report:** Doyen stated there is progress on both construction sites, and we are making progress on the Phelps Recycling Center/Transfer Site. New punch cards have been printed and can be purchased at the recycling center. Cards cannot be purchased at the Town Hall, only sold at the Transfer Site.
 - b. **Town Board Supervisors Reports:** Waier stated he updated on the Local Road Improvement Program (LRIP) application and submitted that. Waier also stated the Federal Land Access Program (FLAP) application we applied for to upgrade Mail Route Road and Livingston Ln was denied this time around. This opportunity will be available again in 2 years.
 - c. **Department/Committee Reports:** Doyen gave the Food Pantry Report for the month of December stating they provided food for 23 males, 17 females and 10 children.
 - d. **EMS/Fire Department Reports:** Carole Selin reported there were 18 emergency calls last month, including 2 mutual aids to Alvin. A total of 1,473.9 miles driven.

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

7. **Approval of the following Meeting Minutes:**
 - November 13, 2025, Combined Public Budget Hearing, Special Town Meeting of the Electors, and Special Town Board Meeting
 - December 6, 2025, Special Town Board Meeting
 - December 10, 2025, Special Town Board Meeting
 - December 10, 2025, Regular Town Board Meeting
 - December 30, 2025, Special Town Board Meeting

Motion by Waier to approve the Minutes of November 13, December 6, December 10 and December 30, meetings as presented. Second by Robinson. All voting aye. Motion carried.

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8. Approval of December 2025 Financial Report:

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

9. Approval of Checks and ACH/EFT Transactions: from December 1 through December 31, 2025, including Check #'s 20319 – 20402

Motion by Waier to approve Checks and ACH/EFT Transactions: from December 1 through December 31, 2025, including Check #'s 20319 – 20402. Second by Ryan. All voting aye. Motion carried.

10. Consider/Approve Hwy employee(s) PTO carry over requests: Doyen stated that the Hwy crew could not use their PTO hours due to the weather over the holidays so they are requesting a carry over of their remaining hours into 2026.

Motion by Ryan to approve PTO carry over requests by Highway Employees as follows:

- Josh Hedberg – 29.5 hours to be used by May 1, 2026.
- Jake Marino – 56 hours to be used by May 1, 2026.
- Chad Schiessl-Moore – 7 hours to be used by May 1, 2026.

Second by Waier. All voting aye. Motion carried.

11. Consider/Approve Phelps High School students conducting a survey of Town residents. Phelps students Terefech Snook, Keira Riihimaki, and Isaiah Perlewitz were present. Terefech explained they are part of the SkillsUSA team, and a portion of their project involves "citizenship". Their idea was to conduct a survey of the citizens of Phelps to gather information that would be beneficial to the Town Board. Keira stated they are asking the board for the questions they would like answers to and the team would conduct the survey, gather the information, and give the results to the board. Keira stated we have provided a list of potential questions. Team leader, Laura Andersen was also present and stated there is a short window as the Team must present their project on April 6th. No time to spare. Jeremy Ryan stated the fastest way to conduct a survey would be to use Survey Monkey. This is an online survey that can reach the masses, it's free, no expense of mailing out surveys. The Board stated they would generate questions and email them to the Town Clerk, Sheryl, who will email them to the team by Monday and allow the team to pick the questions and conduct the survey.

12. Appointment of Election Workers for 2026-2027 Election Cycle - Consider appointment of Democratic party election workers Robert Frohberg and Michelle Santy.

Motion by Waier to approve the Appointment of Robert Frohberg and Michelle Santy as Election Workers for the 2026-2027 Election Cycle. Second by Selby. All voting aye. Motion carried.

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13. Consider/Approve Appointment of Jean Petrick as Member At Large to the Community Development Authority (CDA) Board to a 3-year term to fill a vacancy. Term to commence on January 21, 2026, and end on April 30, 2029.

Motion by Ryan to approve the Appointment of Jean Petrick as Member at Large to the Community Development Authority (CDA) Board for a 3-year Term commencing on January 21, 2026, and ending on April 30, 2029. Second by Robinson. All voting aye. Motion carried.

14. Discuss/Action of the following Cemetery requests by Ron Buell, Sexton: Doyen stated this item is Tabled until the February Regular Town Board meeting.

- a. Cemetery planting of trees and plants:
- b. Purchase of lawn mower:
- c. Selling of walker mower:
- d. Anything else Cemetery related:

15. Consider/Approve obtaining the services of NorthStar Environmental to conduct an Environmental Inspection of the existing town hall/library building. The Board discussed first trying to sell the building "as is". Waier will work on a Request for Proposal (RFP) and send the draft to the board for review. Waier will work with Hoeft on the timeframe they have to work within to remove the building. The Board would like the bids back by March 15th.

16. Consider/Approve using Town Reserves to purchase the 1-ton pickup truck outright. Doyen stated he doesn't want to see another loan. There is money in LGIP Reserves to pay for this.

Motion by Waier to use LGIP Reserves to purchase the 1-ton pickup truck outright Second by Robinson. All voting aye Motion carried.

17. Consider/Approve Board of Commissioners of Public Lands (BCPL) Resolution to borrow for the purchase of a multi-purpose fire vehicle. Waier read aloud the BCPL Resolution to make application for a loan of \$700,000 from the Trust Funds of the State of Wisconsin for the purpose of financing the purchase of the multi-purpose fire vehicle. The Resolution further states the borrowing terms being 9 years from the 15th day of March preceding the date the loan is made. To be paid annually with interest at the rate of 5.5% per annum.

Motion by Robinson to approve the Board of Commissioners of Public Lands (BCPL) Application and borrowing Resolution for a loan of \$700,000 with a 9-year term at an interest rate of 5.5% for the purchase of a multi-purpose fire vehicle. Second by Selby. All voting aye. Motion carried.

18. Consider/Approve the purchase of a new Command/EMS vehicle. Ryan stated that this vehicle will serve as a command vehicle and 2nd EMS service vehicle. Ryan stated they will use Ambulance Reserves, and the Fire Department will share costs by doing fundraising events. The intent would be to completely fund the cost of \$53,000 plus \$30,000 in attachments. This vehicle will allow us to communicate with Forest, Oneida and Michigan communities.

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Motion by Doyen to approve the purchase of a new Command/EMS vehicle. Second by Robinson. All voting aye. Motion carried.

19. Consider/Approve Contract with Geno Wente for Transfer Site Operations at the Phelps Recycling Center, 4351 DNR Vista Lane. Waier stated we will actually be contracting with Silver Pines Services, owned by Sandra Wente to operate the Phelps Recycling Center at 4351 DNR Vista Lane because Republic Services will no longer man the site for us. Waier explained that new punch cards are ready for purchase at the Transfer Site from Silver Pines Services, cards will not be available for sale at the Town Hall.

Motion by Doyen to approve a contract with Silver Pines Services for Transfer Site Operations at the Phelps Recycling Center, 4351 DNR Vista Lane. Second by Selby. All voting aye Motion carried.

20. Discuss the following Room Tax Ordinance Sections and Procedures for Enforcement:

a. 3B. – Deadline for quarter returns: Change from 10 days to 30 days: Kathy stated now that we have a year under our belt, I have noticed that 10 days is just not enough time for submitting quarterly payments. I am requesting that it be changed to 30 days.

Motion by Doyen to amend Ordinance 2023-01 Section 3B. to change from 10 days to 30 days. Second by Robinson. All voting aye. Motion carried.

b. 3E. – Payment to Chamber to be made within 30 days of the last day of each quarter: Kathy stated currently under 3E. there is no set date to pay the Chamber, and I would like to see a set date we pay so the Chamber knows when they can expect payment. Laura Richart, Chamber Director responded by email and asked how that will work if everyone has 30 days to submit and you want to pay the Chamber in thirty days. Stephanie Sorn, from Phelps Lakeview Lodge and member of the chamber, stated that 45 days would seem more appropriate. Stephanie stated she would talk to Laura and the Board but feels this would be acceptable.

Motion by Ryan to amend Ordinance 2023-01 Section 3E to include payment to the Phelps Chamber of Commerce 45 days after the last day of each quarter. Second by Robinson. All voting aye. Motion carried.

c. 5B. – Failure to File - interest rate: Kathy stated this is on the agenda to start the conversation on enforcement. Currently 5B. identifies an interest rate of 1% per month can be charged on the unpaid balance. The Statutes allow up to 5%.

Motion by Waier to amend Ordinance 2023-01 Section 5B. to change the interest rate to 5% per month on the unpaid balance. Second by Selby. All voting aye Motion carried.

d. 6 – Failure to Pay – forfeitures: Kathy stated we have about 8 facilities that have all the proper approvals but have yet to respond or pay their room tax. Our Ordinance allows the Town to impose a forfeiture not exceeding 25% of the room tax due for the previous year or \$5,000, whichever is less. Ryan suggests that we contact the Vilas County Health Dept and find out if

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their license can be revoked if they do not pay. Kathy will reach out to the Health Dept on that. Ryan stated that if they have not paid in 2025 then we will not issue a permit for them in 2026.

Kathy will work on the amendments to Ordinance 2023-01 as stated in the motions and submit the Amended Ordinance for Board signature and publication at the February Regular Town Board meeting.

21. **Consider/Approve Ordinance 2026-01 Animal Control:** Kathy Ray stated she has been working on the Animal Control Ordinance now that the constable position is being abolished once his term is up.

Motion by Waier to approve Ordinance 2026-01 Animal Control. Second by Selby. All voting aye. Motion carried.

Kathy will present Ordinance 2026-01 for Board signature and publication at the February Regular Town Board meeting.

22. **Consider/Approve Job Description for the position of Animal Control Officer:** Kathy Ray stated she also worked on the job description for the animal control officer for board review and approval. Once you approve the job description we will be ready to advertise to fill the position.

Motion by Waier to approve the job description for the position of Animal Control Officer and post the position to fill. Second by Selby. All voting aye. Motion carried.

23. **Consider/Approve Amendments to the Phelps Fire Department Bylaws.** Ryan stated the amendments to the bylaws are not ready yet. Please put on the February agenda for approval.

24. **Consider/Approve Construction Management Agreement between the Lac Vieux Desert Band of Lake Superior Chippewa Indians and the Town of Phelps for construction of the Forest Road 2205 Bridge Replacement Project.** Doyen stated the Town will be working with the Forest Service and the Lac Vieux Desert Band of Lake Superior Chippewa Indians to replace the culvert at the headwaters of the Wisconsin River on South Shore Road. The Town will put it out for bids for the tribe. The Tribe currently has \$800,000 for this project. They have asked the Town to receive the bids and if under \$800,000 we can approve it and the Tribe will pay for it. The road will need to be closed for approximately 2 months so Doyen is suggesting the bids go out in fall when it would have the least impact on residents who live and rely on this road. Waier stated he can check on the possibility of keeping 1 lane open during construction. Waier is suggesting setting up a meeting with Forest Service and Tribe to discuss and have everyone on the same page. Waier will schedule this meeting.

Motion by Ryan to approve Construction Management Agreement between the Lac Vieux Desert Band of Lake Superior Chippewa Indians and the Town of Phelps for construction of the Forest Road 2205 Bridge Replacement Project. Second by Robinson. All voting aye. Motion carried.

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25. **Update on Hospital Site Redevelopment:** Ryan stated he met with a developer on Tuesday, who reached out to the Town. His ideas are close to what we are looking at. Ryan stated, for now Vilas County Economic Development Corporation is helping with a Request for Qualifications (RFQ) to send out which is due on April 15th. Then we will bring this back to the Board with the results.
26. **Update on new Community Center project:** Selby stated they are finishing the roof, roughing in the HVAC and electrical. The furniture is finalized and will be ordered soon. Sheryl stated she had not seen the final furniture contract to be signed. Mak stated it is forthcoming. Just a few more tweaks.
 - a. **Naming the Conference Rooms:** Doyen stated he would like to suggest naming the conference rooms with fish names, Bass, Perch, Walley and Musky. Selby stated with the theme being based around the forest we would like to go with tree names.
27. **Update on new Town Shop project:** Josh Hedberg stated all inspections are done. They received final approval for electrical and HVAC. Windows will be installed this week.
28. **Update on Hwy G Landfill issue:** Selby stated the Town of Cloverland sent a letter, not to exit but to question concerns centering around financial liabilities. The Towns exit is 120 days from LVG's receipt of the letter. Negotiations on what our financial liability is up to date of existing needs to take place.
29. **Adjourn at 7:36 p.m.**

Kathleen R Ray

Kathleen R Ray, Deputy Clerk/Treasurer

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