

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, February 11, 2026
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Jeremy Ryan, Steve Waier. David Selby joined the meeting remotely. Excused Absence: Maureen Robinson. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, Shop Foreman – Josh Hedberg and 8 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 February 9, 2026.
5. **Correspondence and Communications:** Chairman Doyen stated long-time resident, Dick Schultz has passed away. Waier reminded everyone of the informational meeting to be held tomorrow night at 6:00 p.m. regarding the temporary closure of West Shore Road for culvert/bridge repair.
6. **Reports**
 - a. **Chairman Report:** Doyen stated he didn't have much to report other than both building projects are making progress.
 - b. **Town Board Supervisors Reports:** None
 - c. **Department/Committee Reports:** None
 - d. **EMS/Fire Department Reports:** Jeremy stated the Fire Station will have a new classification as of May 1, 2026. What this means is that within 5 miles of the station and outside of the Sanitary District you can request a decrease in your homeowners' insurance. Jeremy also reported that the Fire Department recently assisted Land O' Lakes in a house fire and Engine 2 suffered catastrophic damage. Jeremy stated as soon as the quote for repair comes in he will bring it to the board for approval to pay.
 - e. **Clerk's Report:** Sheryl Ward reported tax season is approaching its conclusion. The office has initiated the process of reviewing our records to determine which documents should be retained and which can be disposed of prior to moving into the new facility. Preparations are underway for the upcoming Spring Primary Election on April 7, 2026. One (1) "Picnic" license was issued in January to the Phelps Snowmobile Club for their Radar Run event. Room Tax Collection for 2025 is complete with a total collection of \$67,292.25 (2.5% of \$2,691,690.00 Gross Revenue). The required 70% (\$47,104.57) was paid to the Chamber of Commerce.

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

7. **Approval of the following Meeting Minutes:**
 - January 14, 2026, Regular Town Board Meeting

Motion by Waier to approve the meeting minutes of January 14, 2026, as presented. Second by Ryan. All voting aye. Motion carried.

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, February 11, 2026
Phelps Town Hall

8. Approval of January 2026 Financial Report

Motion by Waier to approve the January 2026 Financial Report as presented. Second by Ryan. All voting aye Motion carried.

9. Approval of Checks and ACH/EFT Transactions: from January 1 through January 31, 2026, including Check #'s 20403 – 20452

Motion by Waier to approve Checks and ACH/EFT Transactions: from January 1 through January 31, 2026, including Check #'s 20403 – 20452. Second by Ryan. All voting aye. Motion carried.

10. Update Phelps High School SkillsUSA Team - Residents Survey: Doyen stated the survey is available on our website to take. There are 6 questions and the survey will close this Friday February 13th. Doyen encouraged anyone who hasn't taken the survey to please do so.

- **Letter of Recommendation:** Doyen stated the Phelps SkillsUSA Team is asking for a letter of recommendation. Doyen stated he will work on that.

Motion by Ryan to approve sending a letter of recommendation. Second by Waier. All voting aye. Motion carried.

11. Consider/Approve Amendments to the Phelps Fire Department Bylaws. Fire Chief, Jeremy Ryan stated the Bylaws are not ready for review. He asked if this item be TABLED.

12. Consider/Approve hiring Brandi Neri Warwick for temporary custodial services to fill in during Diane Moline's medical leave. Kathy stated there is one correction: Brandi's last name is Warwick.

Motion by Waier to approve hiring Brandi Warwick for temporary custodial services. Second by Ryan. All voting aye. Motion carried.

13. Consider/Approve temporary hiring of Dorothy Kimmerling for temporary services to sort through old files prior to moving into new building.

Motion by Waier to approve hiring Dorothy Kimmerling for temporary services. Second by Ryan. All voting aye. Motion carried.

14. Consider/Approve Appointment of Stephanie Sorn as Member At Large to the Community Development Authority (CDA) Board to a 2-year term to fill a vacancy. Term to commence on February 11, 2026, and end on April 30, 2028.

Motion by Waier to appoint Stephanie Sorn as Member at Large to the Community Development Authority (CDA) Board to a 2-year term commencing on February 11, 2026, and ending on April 30, 2028. Second by Ryan. All voting aye. Motion carried.

15. Consider/Approve the hiring of a company to move the town office equipment and files into the new building. Doyen asked the board for their opinion on hiring a company to move the town office

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, February 11, 2026
Phelps Town Hall

into the new building. The town crew is busy with their daily work and there is a lot of heavy lifting to move everything. Doyen stated he would work on getting some quotes before the March meeting.

16. **Consider/Approve additional 2025 Audit Fees related to Federal FFP Grant of \$9,500 not to exceed a grand total of \$21,000 as follows:**
- **Financial Audit gross fee not to exceed \$15,000 (current agreement was for \$11,500)**
 - **Single Audit fee of \$6,000**

Motion by Waier to approve the additional audit fees related to the Federal FFP Grant not to exceed a grand total of \$21,000. Second by Doyen. All voting aye. Motion carried.

17. **Approve/Sign Audit Agreement from Kerber Rose.**

Motion by Ryan to approve signing the Audit Agreement with Kerber Rose. Second by Waier. All voting aye. Motion carried.

18. **Consider/Approve External Budget Amendment to pay \$2,000 to Robert E Lee (REL) Consultant Services to help with the WisDOT Surface Transportation Program (STP-Local) Application as follows:**
- **From: Local Government Investment Pool (LGIP) Road Maintenance Reserve Account**
 - **To: Account 5152705 Grant Writing Services**

Motion by Waier to approve the External Budget Amendment to pay \$2,000 to Robert E Lee for their consultant services. Second by Ryan. All voting aye. Motion carried.

19. **Consider/Approve Internal EMS Budget Amendment as follows:**

- **From: Account 5230002 – EMS Run Wages** **\$606.04**
- **To: Account 5230006 – EMS LOSA (Length of Service Award)** **\$606.04**

Motion by Ryan to approve the Internal EMS Budget Amendment as presented. Second by Waier. All voting aye. Motion carried.

20. **Consider/Approve External and Internal Budget Amendments to cover a Capital Outlay of \$25,451.13 to purchase EMS Radios as follows:**

EXTERNAL:

- **From: LGIP Ambulance Reserve** **\$10,452.00**
- **To: EMS Capital Outlay Mobile Radios** **\$10,452.00**

INTERNAL:

- **From: Acct 5723060 – Capital Outlay Ambulance Reserve** **\$15,000.00**
(moving from 2026 Budgeted amount)
- **To: EMS Capital Outlay Mobile Radios** **\$15,000.00**

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, February 11, 2026
Phelps Town Hall

Motion by Waier to approve the External and Internal Amendments to cover a Capital Outlay of \$25,451.13 to purchase EMS Radios. Second by Doyen. All voting aye. Motion carried.

21. **Consider/Approve Ordinance 2023-01 Room Tax with amendments as approved on January 14, 2026, at the Regular Town Board meeting for signing and publishing.**

Motion by Ryan to approve signing and publishing Ordinance 2023-01 Room Tax as amended February 11, 2026. Second by Waier. All voting aye. Motion carried.

22. **Consider/Approve Ordinance 2026-01 Animal Control for signing and publishing.**

Motion by Ryan to approve signing and publishing Ordinance 2026-01 Animal Control. Second by Waier. All voting aye. Motion carried.

23. **Update on Hospital Site Redevelopment:** Ryan stated he has a gentleman interested in developing a restaurant. He has an established restaurant in Milwaukee. We might have to consider 2 separate developers, one for residential and one for commercial development. For now, we have nothing in hand yet.

24. **Update on Sale of existing Town Hall/Library Building:** Waier stated the Request for Proposal (RFP) is in the paper. No response yet. We will open bids at the March 11th meeting.

25. **Update on new Community Center project:** Selby stated the roof is being shingled. There is some concern regarding shingling in this weather. It is something we will keep an eye on and the roofing contractor will have to stand behind his work if there are any issues. Selby stated he also wanted to notice people that the concrete cracks are being addressed and remedied with no issues in the future for the town.

26. **Update on new Town Shop project:** Josh stated the doors should be here soon. Drywall and wiring are being installed now. Hojan stated there will be a walk-thru on Monday at 9:00 a.m. if anyone is interested.

27. **Update on Hwy G Landfill Venture Group (LVG) issue:** Doyen stated there are a lot of unknowns as far as the Town's liability as we exit and in the future. Selby stated there are so many unanswered questions and although we are 40 days away from being out of the group, our financial liability is still uncertain. Selby believes we should rescind our exit from the group until we have all questions answered. Doyen stated the town's attorney is reviewing everything and we should have an answer before the 40 days. We will wait until we get directions from our attorney.

28. **Adjournment at 6:58 p.m.**

/s/ Kathleen R Ray, Deputy Clerk/Treasurer

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