

**Town of Phelps**  
**Regular Town Board Meeting Outline**

Wednesday, March 11, 2026  
Phelps Town Hall

**Present:** Chairman – Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan, Steve Waier and David Selby. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, Shop Foreman – Josh Hedberg and 10 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 March 9, 2026.
5. **Correspondence and Communications:** None
6. **Reports**
  - a. **Chairman Report:** Doyen stated there isn't much to report, he is waiting to hear more on a move-in date for the town shop.
  - b. **Town Board Supervisors Report:** Waier stated he is working on the Request for Proposal (RFP) for Volkmann Road which should be ready for bid opening at the April meeting. No date yet for announcing the Local Road Improvement Project (LRIP) recipients.
  - c. **Department/Committee Reports:** None
  - d. **EMS/Fire Department Reports:** EMS Director, Carol Selin was not present, so Doyen read her report into the record. They had 10 emergency calls, one mutual aid to Alvin and one mutual aid to Conover. Total miles driven in March was 323 miles.
  - e. **Clerk/Treasurer Report:** Clerk/Treasurer, Sherl Ward read her report into the record. She stated, Records Management is going well with Marjorie Hiller and Dorothy Kimmerling. Election Preparations are underway for the Spring Election to be held on April 7, 2026. The first Liquor License packet was sent to Big Sand Lake Club (BSLC) for their 6-month beer and wine license which runs from May to November.

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

7. **Open bids for the Purchase and Removal of the old Town Hall/Library building.** Doyen stated that the town has not received any bids. Waier explained that the interested party read the notice wrong and thought he had until March 26. He is traveling right now and was unable to put a bid together to submit. The next step would be to order the environmental inspection prior to demolition by Hoeft. Ryan asked if we need to have the inspection done? Selby stated, yes. Hoeft required it.

Motion by Doyen to approve Hoeft Construction schedule the environmental inspection with North Star Environmental. Second by Ryan. All Voting Aye. Motion carried.

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Waier stated he could reach out to the interested party again and see if we gave him more time, if he was interested in submitting a bid.

Motion by Ryan to allow accepting bids until April 1, 2026, by 3:00 p.m.. Second by Robinson. All voting aye. Motion carried.

8. **Open bids for Computers, Teleconferencing Equipment, Networking Equipment, Installation and Installation/Ongoing Technical Support for the Phelps Community Center/Library project.** Doyen stated two (2) bids were received as follows:

- ZDAAS Technical Response bid \$41,745.00
- Partisan Systems \$33,782.02

It was explained that Partisan Systems had No Bid on several items therefore making their bid incomplete.

Moton by Waier that the apparent low bidder is ZDAAS at a cost of \$41,745.00 however, we will TABLE this until we have reviewed the bid to ensure they meet specifications and reconvene on March 18, 2026, at 3:30 p.m. at which time the Board will act. Second by Ryan. Roll call vote was taken. All voting aye. Motion carried.

9. **Review/Discuss SkillsUSA Survey Results.** Keira Riihimaki, Terefech Snook and Isaiah Perlewitz from the SkillsUSA Team were present to submit the results. In summary:
- 58% said they want more small businesses and job opportunities.
  - 89% said the biggest reason your people leave Phelps is the lack of jobs.
  - 78% said they desire more gathering spaces and community events for young people.
  - 80% said that more outdoor activities and entertainment would help encourage young people to stay or return to Phelps.
  - 50% support the idea of building a small 6–10-unit apartment complex

The Board thanked the team for their hard work and for a successful survey. The results are helpful and go hand-in-hand with the potential development of the old hospital site. It was noted that the team has a competition coming up in the second week in April. The Board wished them good luck with this competition.

10. **Approval of the Meeting Minutes of February 11, 2026, Regular Town Board Meeting**

Motion by Ryan to approve the meeting minutes of February 11, 2026, as presented. Second by Waier. All voting aye. Motion carried.

11. **Approval of February 2026 Financial Report**

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

12. **Approval of Checks and ACH/EFT Transactions: from February 1 through February 28, 2026, including Check #'s 20452 – 20518**

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Motion by Waier to approve Checks and ACH/EFT Transactions: from February 1 through February 28, 2026, including Check #'s 20452 – 20518. Second by Selby. All voting aye. Motion carried.

**13. Consider/Approve Resolution 2026-01 to Support a Comprehensive and Sustainable Transportation Funding Solution as suggested by Wisconsin Towns Association (WTA).**

Motion by Waier to approve Resolution 2026-01 to Support a Comprehensive and Sustainable Transportation Funding Solution. Second by Selby. All voting aye Motion carried.

**14. Consider/Approve Appointment of Republican Party Election Worker Kathleen Klister for 2026-2027 Election Cycle.**

Motion by Robinson to approve the appointment of Republican Party Election Worker Kathleen Klister for 2026-2027 Election Cycle. Second by Ryan. All voting aye. Motion carried.

**15. Consider/Approve WRVM Fire Tower Lease Agreement 2026.** Ryan questioned the monthly payment agreement of \$97.33 stating the Town pays \$50 per month just for the electric service to the tower. Dave Ogren from WVRM was present and stated he does not believe the electricity cost for operating WRVM is \$50.00. Ryan also had concerns with this agreement setting a precedent for others who may approach the town to use the tower. Waier stated WRVM is a non-profit organization.

Motion by Waier to approve the 2026 Fire Tower Lease Agreement with WRVM. Second by Selby. All voting aye. Motion carried.

**16. Consider/Approve Wavering Park sign replacement.** Robinson stated local sign maker, Ted Pasternak, approached the town offering to update the wavering sign that he originally made. Robinson stated the Planning Commission wanted to open it up to others also, but they did not want to pursue it any further until the Town Board gave their blessings.

Motion by Waier to approve the Planning Commission getting quotes and design concepts for the sign replacement at Wavering Park for review at the April 8th Regular Town Board meeting. Second by Robinson. All voting aye. Motion carried.

**17. Consider/Approve External Budget Amendment for purchase and outfitting of new 2026 Western Star 47X Plow Truck as follows:**

• Expense Account: 5756019 Capital Outlay Western Star Vehicle (New)	\$344,333.35
• Revenue Accounts: 49001 Loan Proceeds	\$221,893.00
48303 Misc Revenue, Sale of Equip (Trade)	\$35,000.00
LGIP Reserve, Hwy Truck/Equipment	\$85,000.00
5330021 Hwy Equip & Parts & Repairs (Internal BA)	\$2,400.35

Motion by Ryan to approve the External Budget Amendment for purchase and outfitting of new 2026 Western Star 47X Plow Truck as presented. Second by Waier. All voting aye. Motion carried.

**18. Consider/Approve External Budget Amendment for purchase of KME Panther Pumper Tanker Fire Truck as follows:**

• Expense Account: 5756021 Capital Outlay KME Pumper Tanker	\$717,919.00
• Revenue Account: 49001 Loan Proceeds	\$700,000.00

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- **Revenue Account: LGIP Reserve, Fire Dept Trucks & Equip** **\$17,919.00**

Motion by Waier to approve the External Budget Amendment for purchase of KME Panther Pumper Tanker Fire Truck as presented. Second by Robinson. All voting aye. Motion carried.

**19. Consider/Approve Fire Department External Budget Amendment for outfitting the KME Panther Pumper Tanker Fire Truck as follows:**

- **Expense Account: 5722060 Capital Outlay Equipment** **\$26,350.00**
- **Revenue Account: LGIP Reserve, Fire Dept Trucks & Equip** **\$26,350.00**

Motion by Waier to approve the External Budget Amendment for purchase and outfitting of new 2026 Western Star 47X Plow Truck as presented. Second by Selby. All voting aye. Motion carried.

**20. Consider/Approve Fire Department External Budget Amendment to cover cost of repairs to Engine 2 as follows:**

- **Expense Account: 5220021 Fire Dept Equipment Repairs** **\$5,930.55**
- **Revenue Account: LGIP Reserve, Fire Dept Trucks & Equip** **\$5,930.55**

Motion by Waier to approve the Fire Department External Budget Amendment to cover the cost of repairs to Engine 2 not to exceed \$5,930.55. Second by Robinson. All voting aye. Motion carried.

**21. Discussion/Action on Job Description and Advertising for position of Animal Control Officer.**  
Doyen stated now that we approved an Ordinance to create the Animal Control Officer we need to move forward with a job description before we can fill the position.

Motion by Doyen to approve the Animal Control Officer job description as presented. Second by Waier. All voting aye. Motion carried.

**22. Discussion/Action on West Shore Rd Wisconsin River Bridge project.** Waier stated he is working on the Request for Proposal (RFP) to move forward with this project. No action is needed at this time.

**23. Discussion/Action on NorthStar Environmental Invoice #250-066 for \$4,780.00 for abatement & demolition oversight and DNR communication – former Northwoods Hospital site.** Deputy Ray noted a correction in this agenda item. The Invoice amount is \$4,870.00. The Board directed Sheryl to pay this out of the LGIP General Account.

Motion by Ryan to approve to NorthStar Environmental Invoice #250-066 for \$4,870.00 for abatement & demolition oversight and DNR communications. Second by Waier. All voting aye. Motion carried.

**24. Discussion/Action on Contract Agreement and payment to J.H. Hassinger for architectural services for Shooting Range project.** Selby stated Mr. Hassinger sits on the Shooting Range Board, and we were just under the impression he might be donating his time for this. Then we received the invoice, so we couldn't follow proper procedures. Just a misunderstanding on our part. We needed the work down regardless. Selby stated this should be paid out of the LGIP Planning Commission Reserve Account.

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Motion by Waier to approve the Contract Agreement and payment to J.H. Hassinger for architectural services for the Shooting Range project. Second by Robinson. All voting aye. Motion carried.

25. **Discussion on Spring Cleanup date. May 9<sup>th</sup> suggested by Republic Services.** Doyen stated we are not going to have a Spring Clean up event due to the construction situation. We do not want to be in the way. Sheryl suggested this be placed on our website to inform everyone.

Motion by Waier to postpone the Spring Cleanup Event until Fall of 2026. Second by Robinson. All voting aye. Motion carried.

26. **Update on Hospital site Redevelopment.** Ryan stated there is no update. The Request for Qualifications (RFQ) is due April 1st so hopefully we can give an update at the April meeting.

27. **Update on new Community Center project.** Selby stated this project is on track. The floor issue is on-going. They are doing some remediation of the cracks in the floor. Waier stated an extended warranty on the roof and the floor should be discussed.

28. **Update on new Town Shop project.** Josh stated the HVAC is on the tail-end of completion. They have a walk-through scheduled at 1:00 pm this Thursday to create a "punch-list" of items to be addressed. Inspection is scheduled for Friday.

29. **Update on Hwy G Landfill Venture Group (LVG) issue.** Doyen stated we are officially out of this group. The Town's Attorney, Lee Turonie will be sending a letter to the Landfill Venture Group on our behalf to acknowledge our exit.

30. **Adjournment: 7:23 p.m.**

  
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Kathleen R Ray, Deputy Clerk/Treasurer

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