

Town of Phelps
Special Town Board Meeting Agenda
Monday, April 20, 2026
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan, Steve Waier. **Absent:** Supervisor - David Selby. **Also Present:** Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, Shop Foreman – Josh Hedberg and In-coming Town Board Supervisor – Mary Ann (Mak) Holcomb.

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 10:30 a.m.
2. **Roll Call/Quorum Call:** A quorum of Phelps Town 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 April 16, 2026.
5. **Correspondence and Communications:** Doyen stated an email was received by Mike Kirsch from JH Hassinger to pick out a date to have a ribbon cutting ceremony at the new DPW building. The Board agreed to give Hassinger the date of Friday, May 22nd with an alternate day of Tuesday, May 26th. Sheryl will respond to Mike's email with these dates.

Doyen stated he had conversation with A-Z regarding the remaining work to be done at the DPW building. After talking with A-Z, Doyen believes the delays are due to poor communication between Hassinger and A-Z. A-Z is waiting for a part which should be delivered this week and within 2 days of receipt it will be installed. Doyen stated he also talked with Hassinger, and they decided it would be best to wait until the building is completely done before having the guys move in. Doyen has concerns with finishing the floor with a sealant. Josh stated the quote in the bid was \$85,000 to do the whole floor but that was one of the items cut because of the budget. Sheryl stated there will be a little over \$32,000 left from the donation. Maybe bid half the floor this year and the remainder next year. Josh stated the mechanic/maintenance area would be a good area to get done. Ryan would like to get a bid for the whole project with an option for ½ this year and ½ next year. Waier will work on Class 2 Notice to place in the paper.

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

6. **Open and possibly awarding bid for the West Shore Road WI River Bridge project:** Waier stated the Tribe is asking that we delay opening the bids until they receive approval from US Forest Service to extend the agreement into 2027. Waier stated We Energies will need to relocate power poles so this may extend the project into 2027 and the current agreement between the Tribe and US Forest Service in only for payment of the funds in 2026. So, the Tribe needs to extend the Agreement to include 2027. The Agreement extension could take up to 30 days. Waier stated four (4) bids were received. They are Herbert Construction Company, Larson Construction Co., Inc., Snow Country Contracting, Inc., and Zenith Tech Inc. Waier contacted all bidders of the request to extend the bid opening date. There was no objection by any of the bidders. Sheryl reached out to the Wisconsin Towns Association (WTA) to make sure we are following protocol, however she has not received a response yet. ***See Clerks Footnote**

Motion by Waier to postpone the opening of the bids until the Tribe secures a new Agreement with the US Forest Service to extend the project into 2027 provided this does not violate any state statutes or is not

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going against the recommendation given by the Wisconsin Towns Association (WTA). Second by Ryan. All voting aye. Motion carried.

7. **Discussion/Action on Volkmann Road construction project:** Waier stated the TRIS application we submitted for funding Volkmann Road was denied. When we submitted the LRIP application we couldn't use the same road, so we chose Briggs Lane. LRIP is guaranteed funding of \$27,727.51, so one option would be to revise our LRIP application to use this money for Volkmann. We did budget \$250,000 for Volkmann Road and we did put \$27,727.51 in Revenue of LRIP money. Sheryl confirmed the 2026 Road Budget was approved at \$222,273.00. Doyen stated, so we do have \$250,000 to work with. Josh stated it we just pave Volkmann it might be enough, but we should include the optional pricing of fixing the hill. The hill is narrow and needs to be widened and sloped for proper drainage and plowing. Jeremy stated the complaint is the hill, so it needs to be addressed. Doyen stated the dust is also a complaint for those that live on that road. Waier will work on Class 2 Notice for advertising.

Motion by Ryan to seek bids to pave the entire Volkmann Road with an optional cost to fix the hill and to transfer the LRIP funds to the Volkmann Road project if needed. Second by Robinson. All voting aye. Motion carried.

8. **Discussion/Action on Spectrum to provide internet and phone services at the Department of Public Works building at 2064 Strong Road:** Waier stated he has been communicating with Katie Bain at Spectrum, and they are working on an updated quote. Verbally, they have agreed to waive the one-time fee of \$1,000 for installation and the first 2 months free of charge. The Board would like to further cut costs by purchasing the switch, access points and phones and installation by the company we purchase them from. It would be a one-time fee for purchase and installation instead of a monthly fee from Spectrum.

Motion by Ryan to get internet service and Ring Central Advanced Seats from Spectrum and get our own equipment, including phones and installation from another company. Second by Robinson. All voting aye. Motion carried.

Waier called Katie Bain to receive a new quote for internet service and the ring central advanced seats only. ****See Clerks Footnote**

9. **Adjournment at 11:34 a.m.**



Kathleen R Ray, Deputy Clerk/Treasurer

*I did receive a response and there is nothing in Stats about bid opening extensions. Just need to treat every bidder the same. Reply by WTA attached.

**After further discussion, the Board decided to only contract with Spectrum for internet. There was not a revised motion reflecting this final decision.

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



Town Clerk <townclerk@phelpswi.gov>

RE: hotline 04-20-26 - Sheryl W - Extending Bidding for A Road Project - Joe

1 message

Joe Ruth <joe.ruth@wisctowns.com>
To: Town Clerk <townclerk@phelpswi.gov>
Cc: Casey Gast <casey.gast@wisctowns.com>

Tue, Apr 21, 2026 at 1:36 PM

Hi, Sheryl,

Wisconsin bidding statutes don't specifically address bidding deadline extensions, but the board likely could extend a deadline prior to bid opening if all potential bidders are given the same notice, treated fairly, etc. Alternatively, unopened bids could be returned, and the full bid process could be restarted when the town is ready.

Joe Ruth
Government Affairs Director / Legal Counsel

Wisconsin Towns Association

Office: (715) 526-3157

Cell: (414) 416-8156

The information contained in this email is provided solely for a general informational purpose and should not be interpreted as legal advice and does not constitute an attorney-client relationship. WTA does not provide legal representation to individual municipalities or officials. WTA always encourages its member officials to consult their municipal attorneys on questions of law.

The Wisconsin Towns Association (WTA) is a statewide, voluntary, non-profit and non-partisan association of member town and village governments. WTA's purposes are to support local control of government and to protect the interests of towns. In furtherance of these goals WTA provides legislative lobbying efforts, educational programming and legal information.

From: WTA - Office <wtowns@wisctowns.com>
Sent: Monday, April 20, 2026 8:49 AM
To: Joe Ruth <joe.ruth@wisctowns.com>
Subject: hotline 04-20-26 - Sheryl W - Extending Bidding for A Road Project - Joe

Heather Zimmerman

Wisconsin Towns Association

W7686 County Road MMM

Shawano, WI 54166

715-526-3157

www.wisctowns.com