

Town of Phelps
Special Town Board Meeting Minutes
Monday, April 27, 2026
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan, Steve Waier and Mary Ann (Mak) Holcomb. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, Shop Foreman – Josh Hedberg, Community Center Chair – Dave Selby, Mark Beuning, Justin Blake and Tyler Lemahieu from the Chequamegon-Nicolet National Forest Service, Alina Shively from Lac Vieux Desert Band of Lake Superior Chippewa Indians and Eric Schneller from Snow Country Contracting.

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 3:00 p.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 24, 2026.
5. **Correspondence and Communications:** Holcomb stated she will be gone and unavailable from May 27 – June 17. Josh Hedberg gave an update on the DPW building progress. A-Z is still not finished with HVAC and plumbing. The pressure washer is still not installed. Doyen stated he will reach out to Hassinger.

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.** Doyen stated four (4) bids were received. He opened the bids and stated the following:

• Herbert Construction Company	Original Bid	\$1,350,735.94
	Alternate Bid	\$1,076,038.94
• Larson Construction Co., Inc	Original Bid	\$876,715.16
	Alternate Bid	\$703,701.16
• Snow Country Contracting, Inc.	Original Bid	\$1,054,152.32
	Alternate Bid	\$1,025,620.02
• Zenith Tech Inc.	Original Bid	\$1,182,200.14
	Alternate Bid	\$1,251,700.00

Alina and the Forest Service Reps left the room to review the bids to ensure they all met the specifications as required. Upon review, the Forest Service believes all contractors bidding are competent to complete the work, and the proposed bridge alternate is acceptable. The Forest Service recommended approval of the alternate bid from Larson Construction Co., Inc. at a cost of \$703,701.16.

Motion by Waier to approve the alternate bid from Larson Construction Co., Inc at a cost of \$703,701.16. Second by Robinson. All voting aye. Motion carried.

Alina mentioned the next step will be to work on an agreement for signatures. Waier will be the contact person to work on this agreement.

Town of Phelps
Special Town Board Meeting Minutes
Monday, April 27, 2026
Phelps Town Hall

7. **Consider/Approve awarding the IT Equipment Quotes for the new community center/library building.** Chairman Doyen stated two (2) companies submitted quotes. The quotes were broken into four (4) different groups as follows:

Group 1 – Computers and Printers:

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|--------------------|-------------|
| • Partisan Systems | \$20,114.46 |
| • Quantum Tech | \$15,614.90 |

Motion by Ryan to approve the quote for computers and printers from Quantum Tech at a cost of \$15,614.90. Second by Holcomb. All voting aye. Motion carried.

Group 2 – Smart Tv's and Mounting Hardware

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| • Quantum Tech | \$9,520.21 |
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Motion by Ryan to approve the quote for smart tv's and mounting hardware from Quantum Tech at a cost of \$9,520.21. Second by Holcomb. All voting aye. Motion carried.

Group 3 – Firewall and Wireless Access Points

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| • Partisan Systems | \$37,715.79 |
| • Quantum Tech | \$4,379.56 |

Motion by Ryan to approve the quote for firewall and wireless access points from Quantum Tech at a cost of \$4,379.56. Second by Holcomb. All voting aye. Motion carried.

Group 4 – Teleconferencing Cameras

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| • Quantum Tech | \$7,121.91 |
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Motion by Ryan to approve the quote for teleconferencing cameras from Quantum Tech at a cost of \$7,121.91. Second by Holcomb. All voting aye. Motion carried.

8. **Consider/Approve issuance of Operator's License for the Period of April 28, 2026, through June 30, 2026, to Carissa M Stevens.**

Motion by Waier to approve issuance of Operator's License to Carissa M Stevens for a period of April 28, 2026 through June 30, 2026. Second by Robinson. All voting aye. Motion carried.

9. **Consider/Approve External Budget Amendment \$2,300 to cover expense for records retention project. Suggested transfer as follows:**

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|--|------------|
| • Expense Account: 5142002 Admin Assistant | \$2,300.00 |
| • Revenue Account: LGIP Legal | \$2,300.00 |

Motion by Ryan approve the external budget amendment of \$2,300 from the LGIP Legal Account to Account 5142002 Admin Assistant. Second by Waier. All voting aye. Motion carried.

Discussion/Action on how to pay and which accounts to use for the External Budget Amendment for Hwy Over Time budget overages. Suggested transfer as follows:

Town of Phelps
Special Town Board Meeting Minutes
Monday, April 27, 2026
Phelps Town Hall

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| • Expense Account: 5330002 Hwy Overtime | \$7,000.00 |
| • Revenue Account: LGIP Legal | \$7,000.00 |

Motion by Waier to approve the external budget amendment of \$7,000 from the LGIP Legal Account to Account 5330002 Hwy Overtime. Second by Ryan. All voting aye. Motion carried.

10. **Discussion/Action on Floor Epoxy Estimates for Dept of Public Works (DPW) building.** Chairman Doyen stated Steve Waier and Josh worked on getting quotes to have the floor epoxied at the new DPW building. The quotes were broken into 3 sections of the shop. The Machinery Bay, Truck Bay (Middle Bay), and Maintenance Bay. We received 2 quotes. TSR Concrete Coatings quoted a cost of \$7.00 a sq ft. and Patriot Epoxy LLC quoted a cost of \$5.50 a sq ft. Doyen stated he reviewed the budget with Sheryl and believes there is money to get this done. Doyen would like to see a Request for Proposal (RFP) for four (4) separate bays to include the Wash Bay also. The bids can be mailed or emailed directly to Sheryl. The bids will be due on May 18th at 2:00 p.m. and the Board will hold a Special Town Board meeting on May 18th at 3:00 p.m. to open the bids.

Motion by Ryan to send out an RFP for bids on four (4) separate bays with bids due by May 18th at 2:00 p.m.. Second by Waier. All voting aye. Motion carried.

11. **Adjournment at 4:14 p.m.**



Kathleen R Ray, Deputy Clerk/Treasurer

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