

Town of Phelps
Regular Town Board Meeting Minutes
Wednesday, May 13, 2026
Phelps Town Hall

Present: Chairman – Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan Mary Ann (Mak) Holcomb and Steve Waier. Also Present: Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, Shop Foreman – Josh Hedberg and 14 citizens.

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 6:07 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 May 11, 2026.
5. **Correspondence and Communications:** None
6. **Reports**
 - a. **Chairman Report:** Chairman Doyen stated he didn't have much to report other than the progress being made on the two projects. The Board just had a meeting at the last hour regarding concerns of wake surfing on our lakes. We will be moving forward with some sort of action.
Doyen stated he received a letter from Gene Hojan stating due to health concerns and recommendation from his doctor he is resigning immediately from the CDA Commission, the Planning & Development Commission, the Fire Tower project, the Rifle Range project and the Veterans Memorial project. He will continue with the DPW project and the Community Center project until completion this year. He thanked the Board for their support over the last 10 years.
 - b. **Town Board Supervisors Reports:** Supervisor Robinson reported on the Community Development Authority and stated because Mak was elected to the Town Board it caused the CDA to end up with three Town Board Members where there should only be two. Maureen announced for that reason she is stepping down as a CDA member. Mak's term will need to be renewed, and she will remain the President, Jean Petrick will be the Vice President and Stephanie Sorn will be the Secretary. Robinson said she will most likely attend meetings from time to time but she will not be a voting member of the commission. Now that Gene Hojan resigned the CDA has two "Members at Large" vacancies. Gene was also the appointee for the Planning and Development Commission so the CDA will have to figure something out. So, at least, in the short term we have addressed the State Statute compliance by only having 2 town board members on the CDA. The CDA will just need to get more Members at Large however, Maureen believes the CDA can function with the membership they currently have. Maureen will send an email to Sheryl stating her official resignation for the file.
 - c. **Department/Committee Reports:** Pauleyn Nystrom, President of the Phelps Museum announced they will be holding an Open House after the Memorial Day Service on Monday, May 25, 2026, beginning at 1:00 p.m. This kicks off our fundraising events so there will be basket raffles. We will be serving a light lunch and refreshments until 3:00 pm. This year the museum is concentrating on the 250-year anniversary of America with beautiful displays of the military branches. Also new this year, the museum will be hosting a Traveling Veterans Wall Display from July 4th – July 11th. The museum will have special hours during this time.
 - d. **EMS/Fire Department Reports:** EMS Director, Carole Selin submitted her report since she was unable to attend.

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Fire Chief Ryan stated the new EMS Command vehicle is being upfitted and we hope to have it ready by the Fourth of July parade. There was a large fire in the Town of Land O' Lakes this past Saturday and we were called in as mutual aid. Our team, Josh Hedberg being one of them, made some effective decisions that helped save a million-dollar piece of machinery. I later received calls with raving reviews on how Phelps performed.

- e. **Clerk Report:** Sheryl Ward read her report and stated packets have been sent for the 2026 Liquor Licenses Renewals, and that Operator (bartender) licenses expire June 30, 2026. Approval for licenses will be on the June 10, 2026, Agenda. Sheryl stated five (5) picnic licenses were issued for the Chamber of Commerce for the Kiddie Pole Fishing Tournament luncheon and for Music on the Lake events. The Town received a \$250.00 donation from the Phelps / Land O' Lakes Lions Club for flowers/town beautification. A thank you card was sent. Sheryl stated the required first meeting of Board of Review will be held at 5:50 pm on Wednesday, June 10, 2026. This will be a "Meeting to Adjourn" as the tax rolls will not be completed by that time. One last note, the Town is preparing for August 1, 2026, Insurance Renewal.

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

7. Approval of the following Meeting Minutes:

- April 8, 2026, Regular Town Board Meeting
- April 20, 2026, Special Town Board Meeting
- April 21, 2026, Annual Electors Meeting
- April 27, 2026, Special Town Board Meeting

Motion by Ryan to approve the minutes of the Town Board meetings of April 8, 20 and 27, 2026 and the Annual Electors meeting of April 21, 2026 as presented. Second by Waier. All voting aye. Motion carried.

8. Approval of April 2026 Financial Report

Motion by Waier to approve the April 2026 Financial Report as presented. Seconded by Holcomb. All voting aye. Motion carried.

9. Approval of the 2025 Financial Reports as presented by KerberRose

Motion by Holcomb to approve the 2025 Financial Reports as presented by KerberRose. Seconded by Ryan. All voting aye. Motion carried.

10. Approval of Checks and ACH/EFT Transactions: from April 1 through April 30, 2026, including Check #'s 20560 – 20611

Motion by Robinson to approve Checks and ACH/EFT Transactions: from April 1 through April 30, 2026, including Check #'s 20560 – 20611. Second by Ryan. All voting aye. Motion carried.

11. **Phelps Museum Presentation of proposed building addition:** Joni Barrett, member of the Phelps Historical Museum gave a presentation on the proposed expansion to the back of the current building. The expansion would cost approximately 1.5 million dollars. Joni explained this addition would provide much needed storage space, observer space, and opportunity for more traveling exhibits. There is an upstairs to this design that will be utilized for more storage, office space and an area for cataloging items received. The downstairs area will also have a kitchen gathering area. In the current space, we are busting at the seams. Joni stated the Museum is hoping for a 3-year plan to raise the funds to begin this project. Joni provided renderings and a model display for viewing.

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12. **Consider/Approve the Reappointments of Chad Schiessl-Moore and Mark Neitzel to the Planning and Development Commission for 3-year terms beginning May 1, 2026 – April 30, 2029, pending approval by the Planning and Development Commission at their June meeting**

Motion by Ryan to approve the Reappointment of Chad Schiessl-Moore and Mark Neitzel to the Planning and Development Commission for 3-year terms beginning May 1, 2026 – April 30, 2029, pending approval by the Planning and Development Commission at their June meeting. Second by Waier. All voting aye. Motion carried.

13. **Consider/Approve the Appointment of Don Rideout to the Community Development Authority as a Member at Large.** Maureen stated this will be a 4-year term commencing immediately and ending on April 30, 2030.

Motion by Ryan to approve the Appointment of Don Rideout to the Community Development Authority as a Member at Large to a 4-year term commencing immediately and ending April 30, 2030. Second by Waier. All voting aye. Motion carried.

14. **Consider/Approve Estimate of \$3,535.00 from Chris Weber of My Tech for the purchase and installation of IT equipment at the new Department of Public Works building:** Doyen stated he contacted this company to give a quote. Josh, the clerks and I went over this, and it seems to be a reasonable price for the equipment and installation. Doyen stated donation money will be used to pay for this.

Motion by Waier to approve the estimate from Chris Weber of My Tech at a cost of \$3,535.00 for the purchase and installation of IT equipment at the new Department of Public Works building. Second by Holcomb. All voting aye. Motion carried.

15. **Consider/Approve Managed IT Services from Quantum Technologies for the new Community Center at an Annual Cost of \$12,752.00.**

Motion by Waier to approve managed IT services from Quantum Technologies for the new community center at an annual cost of \$12,752.00. Second by Ryan. All voting aye. Motion carried.

16. **Discussion/Action on approving driveway permit submitted by Rick Johnson for a 3rd driveway entrance at 2896 Carroll Place for access to a proposed new garage/storage building:** Josh Hedberg stated that with the way that the Driveway Ordinance reads, this is a decision the Board must make. It would be a variance to our Ordinance which only allows one (1) driveway access. Josh stated this is a reasonable request because there is no other place for a garage due to the slopes and elevation changes. Jeremy Ryan asked Josh about the snowplowing at this cul-de-sac. Josh stated he does push the snow right where Johnson is proposing the driveway, but Josh stated he did talk to the owner about this and the owner stated he doesn't care because he does not come up in the winter. Doyen asked if there was enough area to push the snow off to the side of the proposed driveway on Johnson's property? Josh stated there may be enough area to push the snow off to the side, but remember, we are using plow trucks, so we only have the ability to make one sweeping movement. This isn't a back-and-forth movement like a pickup truck. Josh stated the left side of the cul-de-sac is an embankment, so we have no place for the snow on that side. Ryan stated he would be concerned in the future if Johnson sells and the new owner may want to use this as a year-round dwelling. The condition of the approval doesn't ensure it will be disclosed to a new buyer.

Motion by Ryan to approve a variance for the driveway permit for Rick Johnson for a 3rd driveway entrance at 2896 Carroll Place with the understanding that snow will continue to be plowed in the area in front of the garage. Second by Waier. All voting aye. Motion carried.

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17. Consider/Approve an EMS External Budget Amendment as follows:

• Expense Account 5756023-Capital Outlay EMS Command Vehicle (New)	\$52,449.50
• Revenue Account(s): 48502 – Donations Ambulance from Fire Dept Auxiliary	\$21,280.00
48502 – Donations Ambulance from Northwoods Living Care Foundation (NLCF)	\$24,000.00
LGIP Ambulance Equipment Reserve	\$7,169.50

Motion by Waier to approve the EMS external budget amendments for the purchase of a new EMS Command vehicle at a cost of \$52,449.50 from the accounts stated above. Second by Robinson. All voting aye. Motion carried.

18. Consider/Approve a Fire Department External Budget Amendment for upfitting the new EMS Command vehicle as follows:

• Expense Account: 5722060- Capital Outlay Fire Department Equipment	\$40,767.28
• Revenue Account: LGIP Fire Department Reserve	\$40,767.28

Jeremy stated this amount is for a total of three invoices. Witmer Public Safety Group invoice for \$14,897.47 and MacQueen Group invoice for \$7,010.00 are for fire department expenses totaling \$21,907.47 and should be paid using the external budget amendment as follows:

• Expense Account: 5722060- Capital Outlay Fire Department Equipment	\$21,907.47
• Revenue Account: LGIP Fire Department Reserve	\$21,907.47

Precision Installations Invoice for \$18,859.81 is the only invoice for upfitting the EMS Command Vehicle and the External Budget Amendment is as follows:

• Expense Account: 5756023 – Capital Outlay EMS Command Vehicle	\$18,859.81
• Revenue Account: LGIP Ambulance Reserve	\$18,859.81

Motion by Robinson to approve the Fire Department External Budget Amendment for fire department expenses totaling \$21,907.47 and the External Budget Amendment for upfitting the new EMS Command vehicle at a cost of \$18,859.81 from the accounts as stated above. Second by Waier. All voting aye. Motion carried.

19. Update on Wake Boat Ordinance: Chairman Doyen stated the Board is in the process of working with the Lakes Committee to put together a Draft Wake Boat Ordinance. We hope to have something next month.

20. Update on new Community Center project: Dave Selby stated the vendors are picked, everything is ordered and move-in is scheduled for week of June 22nd. Right after moving in, the town shop and this building will be demolished. Tentative Open House date is Friday, September 4, 2026, of Labor Day weekend. Jean Petrick and Laura Richart are assigned to plan this event.

21. Discussion/Action on future use of Fire Hall after Community Center is open: Doyen stated he does not believe we need to provide the fire hall as an option for residents to rent out. Jeremy stated he does want the ability to allow fire department employees to use the facility. The Board agreed.

22. Update on new Department of Public Works building

- **Project update:** Josh stated they are 95% moved into the new building. The landscapers are

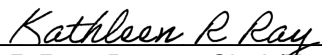
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finishing up outside. Subcontractor A to Z is still waiting for parts to arrive to finish their installation. Josh stated he is unsure what the plan is for disposal of the old fuel tank behind the old building.

- **Plans for Open House ceremony:** Chairman Doyen stated the open house is scheduled for Friday, May 22, 2026, at 10 a.m. Hassinger will provide donuts and coffee.

23. **Update on Fall Clean-up Event Date Change: October 10, 2026, from 8 AM – 11 AM:** Chairman Doyen stated the Republic Services had a conflict with the original date, so it is being moved to October 10, 2026, from 8 – 11 am. Kathy will change the website to reflect this change.

24. **Adjournment at 6:55 pm**



Kathleen R Ray, Deputy Clerk/Treasurer

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