

Town of Phelps
Special Town Board Meeting Agenda

Thursday, May 21, 2026
Phelps Town Hall

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

1. **Call Meeting to Order:** Doyen called the meeting to order at 1:15 pm
2. **Roll Call/Quorum Call:** A quorum of Phelps Town Board members was present.
3. **Pledge of Allegiance:** Recited. Chairman Doyen stated he doesn't think it is necessary to recite prior to special meetings just at Regular Town Board meetings.
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 19, 2026.
5. **Correspondence and Communications:** Sheryl Ward reported on a conversation between Rollie Alger and Don Rideout about the cost of heating the sidewalks. Don said the system would be expensive to operate. At Doyen's request, Don joined the discussion and explained that if the system is not used, the lines would not freeze or burst, but allowing the concrete to freeze before restarting the system would not be ideal. He noted that the system is designed to maintain a set temperature. Don also said he would check the mixture ratio before it begins to "slush" and whether the maintenance temperature can be lowered to reduce run time. He added that he may contact We Energies about installing a temporary meter to estimate operating costs.

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

6. **Discuss/Act on motion made on Monday, May 18, 2026, regarding bid selection for Epoxy Floor Coating at the new Department of Public Works (DPW) building:** Doyen stated they didn't review the specs closely and didn't award the project to the lowest bidder.

Motion by Doyen to rescind his motion on May 18, 2026, to accept Patriot Epoxy bid of \$77,088.00. Second by Robinson to rescind her second to the motion made on May 18, 2026. All voting aye. Motion carried.

Doyen stated that Lake Effect Coatings of Duluth, MN submitted the lowest bid at \$75,960.00. He raised concerns about the warranty language stating the company would not be responsible for adhesion to previous seal coating. Unlike the other bidders, Lake Effect's proposal did not clearly state that the existing seal coat would be removed before the epoxy was applied. To clarify, Doyen called DJ of Lake Effect Coatings, who confirmed that the company will fully grind off the previous sealant before applying the epoxy. DJ also said work could begin in late June if an opening becomes available; otherwise, it would be scheduled for early July.

Motion by Doyen to accept Lake Effect coatings bid of \$75,960.00. Second by Robinson. All voting aye. Motion carried.

7. **Teleconference with Quantum to discuss IT needs at the new Community Center:** Jaidin from Quantum joined remotely at 2:00 p.m. to coordinate schedules. He explained that the first step will be migrating from Google to the Microsoft platform. He also said he needs to know how email is currently accessed because he will require admin access to complete the migration.

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Jaidin set up the following dates:

May 28th at 2 pm – meeting with Sheryl to gather email information.

June 8th – start Transfer of email to Microsoft

June 22nd – installation of equipment in the new building

July 8th at 3 pm – training for Sheryl, Kathy and Town Board Members prior to the RTBM.

8. Adjournment at 2:35 pm

Kathleen R Ray

Kathleen R Ray, Deputy Clerk/Treasurer

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