

Town of Phelps, Wisconsin
Regular Town Board Meeting Minutes
Wednesday, August 12, 2026
Phelps Community Center – White Pine Room

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, EMS Director – Carole Selin, Shop Foreman – Josh Hedberg and 11 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 August 10, 2026.
5. **Correspondence and Communications – Stray dog Complaint 2026-1:** Chairman Doyen stated a complaint was filed of a stray dog at a vacation rental located at 4543 Hwy E. Brett Petrick picked up the dog, scanned the chip and called the owner to pick up. Everything was taken care of.

Maureen Robinson stated the Long Lake of Phelps Lake District submitted a letter on August 11, 2026, addressed to the Town Board and Town Clerk and asked that it be read into the record. Maureen read the letter which stated:

“The Long Lake of Phelps Lake District (LLPLD) held its annual meeting of members on Saturday, July 4, 2026, at 10:00 a.m. The annual meeting is routinely held on the Saturday of the Fourth of July weekend of each calendar year. The annual meeting was called by the commissioners of the LLPLD and was properly noticed on the LLPLD web page (www.longlakeofphelps.com) as of June 19, 2026, on the LLPLD Facebook page, in the Vilas County News Review, and was posted at the U.S. Post Office in Phelps. Agenda items included the Chairperson's Annual Message & Items for Consideration involving shoreland violations, take-off and landing of seaplanes, and use of watercraft equipped with wake enhancing devices and corresponding operating procedures (for recreational purposes).

The annual meeting was well attended. After the required items outlined on the agenda were completed, a courteous and productive discussion ensued regarding the above-mentioned items. The members voted to continue holding the annual meeting on the Saturday of the Fourth of July weekend of each year. With respect to the use of wake-enhanced watercraft, the members of the LLPLD overwhelmingly supported using existing State of Wisconsin laws to regulate watercraft using wake-enhanced devices and corresponding operating procedures. Further, the members agreed that education and information would be made available to those using Long Lake and that focusing on promoting the safe and respectful use of all motorized watercraft (not just wake enhanced boats) was preferred over the adoption of new and difficult to enforce local ordinances.

The riparian owners and electors of the district voted **not** to enact local ordinances with regards to wake-enhanced boating.”

This document was prepared by Commissioner Jeff Mason and Commissioner Joan Carter after consultation with Attorney Troy E. Giles of Reinhart Boerner Van Deuren S.C., Waukesha, WI.”

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6. Reports

- a. Chairman Report:** Chairman Doyen stated not much to report. The new Community Center is getting final “punch list” of items taken care of. We are moving closer to the finish line.
- b. Town Board Supervisors Reports:** None.
- c. Department/Committee Reports:** Quita from the Planning & Development Commission reported that Mark Neitzel stepped down and is being replaced with a new member, Brian Bong. Quita stated the commission had been working on both the Planning Commission and Parks budget and Josh and Chad have talked about how very expensive boat landing repairs are going to be going forward into the future and their concern about how we are going to afford them. The North Twin boat landing repairs are estimated at \$300,000. For that reason, the Plan Commission discussed bringing a plan forward to the Town Board to charge a boat landing fee. This plan will be brought to the Town Board at a later date.

Pauleyn Nystrom from the Historical Museum reported that some members met with Martha Requa who is selling and she has a doll house the Museum is interested in taking.
- d. EMS/Fire Department Reports:** EMS Director, Carole Selin arrived at the meeting late due to an emergency call however she submitted her report for the record.

Fire Chief, Jeremy Ryan reported that overall, the EMS call volume went down by about 10% this year however fire calls are up. Last month there were 15 calls. He went on to state there was an accident with the brush truck which will require repairs. The UTV was out of service and Jeremy and Andy were able to make it functional, however it is 8 years old and will possibly have to look into replacing it in the future.
- e. Clerk Report:** Clerk Ward stated the Partisan Primary Election went well and thanked all the poll workers who worked in this election. Ward also stated there are a lot of new systems in this building that we are in the process of learning. A gentle reminder to remaining departments that have not turned in their budgets to do so. They were due this past Monday.

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

7. Approval of the meeting minutes of July 8, 2026, Regular Town Board Meeting

Motion by Waier to approve the minutes of July 8, 2026, Regular Town Board meeting as presented. Second by Robinson. All voting aye. Motion carried.

8. Approval of July 2026 Financial Report

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

9. Approval of Checks and ACH/EFT Transactions: from July 1 through July 31, 2026, including Check #'s 20703 – 20770

Motion by Holcomb to approve Checks and ACH/EFT Transactions: from July 1 through July 31, 2026, including Check #'s 20703 – 20770. Second by Robinson. All voting aye. Motion carried.

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10. Consider/Approve Operator License for the period of August 12, 2026, through June 30, 2028, for:

- Michael Duquaine
- Mindi E Brock

Motion by Waier to approve the Operator Licenses for Michael Duquaine and Mindi E Brock for the period of August 12, 2026, through June 30, 2028. Second by Robinson. All voting aye. Motion carried.

11. Consider/Approve a Shoreline Restoration Project sign at Lakefront Pines Park: Quita asked if the Town would consider allowing a sign that explains the importance of shoreline buffer, the healthy lakes program and the donations for this project. This would be a way to help educate people. Jeremy suggested coordinating the location with the Parks Supervisor.

Motion by Robinson to approve one (1) shoreline restoration project sign at Lakefront Pines Park. Second by Ryan. All voting aye. Motion carried.

12. Consider/Approve new road name Deer Valley Rd to replace Big Frank Rd sign:

Motion by Holcomb to approve the new road name Deer Valley Rd to replace Big Frank Rd sign. Second by Robinson. All voting aye. Motion carried.

13. Consider/Approve External Budget Amendment to use \$3,000 from the LGIP Library Reserve Account to purchase wall art, indoor trash cans, and wall clocks for various rooms throughout the Community Center/Library.

Motion by Waier to approve the External Budget Amendment to use \$3,000 from the LGIP Library Reserve Account to purchase wall art, indoor trash cans, and wall clocks for various rooms throughout the Community Center/Library. Second by Holcomb. All voting aye. Motion carried.

14. Consider/Approve Ordinance 2026-02 Alternate Claims Procedure to authorize an alternative procedure for approving financial claims against the town that are in the nature of bills and vouchers under the authority of s. 60.44(2) Wis. Stats.: Clerk Ward requested to table this item until the close out of the grant. The Board agreed to hold off approving this Ordinance until the closing of the grant.

15. Discussion/Action on replacement of fire department breathing-air compressor and SCBA equipment: Fire Chief Ryan stated that the breathing-air compressor is 40-50 years old and has failed twice this year. Parts are obsolete and unable to find what we need to repair it. The SCBA equipment is out of compliance so it will need to be replaced. Ryan is proposing using LGIP funds and proceeds from selling the old truck to offset the cost of purchasing 10 SCBA units which will be approximately \$100,000 - \$105,000. The compressor will cost approximately \$38,000 plus the cylinder for around \$6,500.

Motion by Waier to get bids to purchase what you need up to a cost of \$150,000. Second by Doyen. All voting aye. Motion carried.

16. Discussion/Action on Phelps Transfer Station concerns: Doyen stated the Town has received several complaints about the transfer station having to turn people away because the dumpsters are full. Geno Wentz from Silver Pines Services approached the Board and stated there are currently ten (10) 8-yard recyclable containers and six (6) 8-yard trash dumpsters at the site. Trash doesn't seem to be a problem. They are picked up every Thursday. Recyclables only get picked up every other Tuesday. We have had to close the location down once due to all containers being full. With the influx of tourists

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in the summer, we are seeing a large increase in recycling, and not necessarily trash. When someone pulls up with a pickup truck full of flattened cardboard, that is not coming from a residence, that is from some type of a business. I have seen people drop off several garbage containers of aluminum cans and beer cans, which you know are coming from a business that can drop it off for free, rather than pay to dispose of it. The Town of Conover has recently begun turning people away unless they are a Conover resident, and the Town of Three Lakes sells tickets at the clerk's office that only residents can buy for use of their transfer station.

Geno stated some options would be:

- Move some days around at the end of the year and then next summer open on Wednesday and negotiate picking up on Wednesday morning, which will be a better time.
- Solicit other vendors or ask Republic to pick up weekly during the summer hours.
- Add 2 more recyclable dumpsters in the summer.
- Set a fee for recyclables same as garbage.

Geno stated he thinks the best option is to regulate the people that are coming in to use the transfer station. If the Board considers this option, he recommends creating a "Phelps" sticker to give to everyone in their tax bill to place on the windshield of their car. Geno also suggested adding a publication to notify taxpayers of what is and isn't accepted as far as recyclables. Maybe a flyer that can be handed out on dumpster day.

Steve Waier offered to put a meeting together to meet with Geno, Doyen, Sheryl and Kathleen to work on the options. Sheryl asked if the meeting could happen sometime in September.

- 17. Discussion/Action on a request to change a portion of the town road right-of-way on E Kerr Lane:** Chairman Doyen stated after further review, this is a very involved process that he would not recommend the Town pursuing.

Motion by Waier to deny the request to change a portion of the town road right-of-way on E Kerr Lane. Second by Doyen. All voting aye. Motion carried.

- 18. Discussion/Action on hiring an additional employee to help with maintenance of new community center and growing needs of the town and planning for the replacement of an existing position in the near future:** Supervisor Waier stated that this is something the Board needs to look into so the maintenance of this building doesn't fall on Sheryl and Kathy to manage. Doyen stated he thinks this discussion should come at budget time. The discussion about hiring someone to replace an employee before they leave should also happen at budget time. It would be helpful to have a list of the tasks a maintenance person would be responsible for. These will be placed on a budget workshop agenda.
- 19. Discussion/Action on Grant opportunity – WVIC Recreational Facilities Assistance Program (RFAP) Grant:** Josh Hedberg stated that the Parks Association was approached by North and South Twin Riparian Owners about repairs and expansion of the downtown dock. The main pier was never meant to be added on to. Josh stated he would like to reconfigure the whole pier so that future add-ons would be possible. The Park Association would like to apply for a grant for a new downtown pier, see if we get that and then plan to make other improvements. Parks budget would allow us to make some immediate changes, for example, move the kayak rack to the boat landing, move the seating area to a new pier where the kayaks are now and then that will give another boat slip at our current pier. Then hopefully next year if the grant is approved, we can install a new downtown pier and ask for \$15,000 to complete the project. Doyen stated his concern is what the chances are of getting a grant for a new pier when we already have a pier. Doyen believes there is a better chance of getting a grant for the boat landing repairs. Josh stated the Town does not have the funds to back even half of a project at that

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cost. The pier is a more obtainable number and brings some much-needed improvements to the pier. The Board approved moving forward with the plans.

- 20. Consider/Approve new Use of Community Center Facility Reservation Request Form:** Deputy Clerk Ray stated Mak and Marueen have been a big help in getting these forms finalized before the wedding in September. All of these forms have been reviewed by the Towns Attorney, and his suggested changes have been made. This will be a living document that will change as we get familiar with holding events here.

Motion by Ryan to approve the Community Center Facility Reservation Request Form as presented. Second by Robinson. All voting aye. Motion carried.

- 21. Consider/Approve Renter/User Guidelines and Requirements for the Community Center:** Deputy Clerk Ray stated that the idea with this is to make large posters of the Guidelines and Requirements to post in each room.

Motion by Ryan to approve the Renter/User Guidelines and Requirements for the Community Center as presented. Second by Waier. All voting aye. Motion carried.

- 22. Consider/Approve Phelps Community Center Rental Agreement:** Deputy Clerk Ray stated this will be a versatile agreement for the one-time event or for a multiple use event like the senior lunch program.

Motion by Ryan to approve the Community Center Rental Agreement as presented. Second by Waier. All voting aye. Motion carried.

- 23. Update on West Shore Road Bridge Project:** Supervisor Waier stated the project is scheduled to begin in October 2026. Musson Brothers was awarded the project. The bridge will be built off-site and then brought to the site for installation. We Energies came up with an alternative for the relocation of their power lines and will have a permit by late September.

- 24. Update on new Community Center project:** Supervisor Holcom stated the plans for the Grand Opening and Open House are progressing. The Grand Opening is scheduled for Friday, September 4, 2026, from 11 am – 2 pm with a catered lunch. The Open House is scheduled for Saturday, September 5th from 10am – 2pm.

- 25. Update on Dumpster Day and Electronic Recycling Event – Saturday, Oct 10, 2026, 8am – 11 am:** Chairman Doyen stated the final date has been set for the combined dumpster day and free electronic recycling event for Saturday October 10, 2026, from 8 am – 11 am. This will be held at the community center parking lot.

- 26. Set Dates for 2027 Budget Workshop meetings:** Clerk Ward stated that we need to start setting dates for the Budget Workshops. The Board agreed to set the first workshop on September 10, 2026, starting at 1 pm.

- 27. Adjournment at 7:37 p.m.**



Kathleen R Ray, Deputy Clerk/Treasurer

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