

Town of Phelps
Minutes - Special Town Board Meeting
Budget Workshop
Thursday, September 10, 2026
Phelps Community Center – White Birch Room

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

1. **Call Meeting to Order:** Chairman Doyen called the meeting to order at 1:00 p.m.
2. **Roll Call/Quorum Call:** A quorum of board members was present.
3. **Verification of Public Notice by Town Board:** Deputy Clerk/Treasurer Ray verified the agenda was posted at the Phelps Community Center, Phelps Post Office, Phelps Convenience Center, Town Website, and emailed to the Vilas County News Review on September 7, 2026.
4. **Correspondence and Communications:** None

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

5. **2027 Budget Preparation** – Review, discussion, revisions of all submitted 2027 budgets. Clerk Ward suggested reviewing the budgets as presented. The Board reviewed and made preliminary changes to the following budgets:

General Government Budget – Clerk Ward announced her decision to step down in 2027 but would stay on to train the next person. Doyen suggested increasing Acct 5142002 – Administrative Assistant from \$15,000 to \$30,000. The Board agreed.

The Board agreed to eliminate a physical mailing of the newsletter and just send it electronically. Acct 51445 – Town Newsletter was changed from \$4,400 to \$0.00.

The Board instructed Clerk Ward to create an LGIP Community Center Reserve Account and add \$5,000 for future maintenance needs of the building.

Public Works Budget – The Board reviewed the budget by line item and made the following preliminary changes:

New DPW blacktop – changed from \$130,000 to \$108,550. Eliminating blacktop to the salt shed
Acct 5330055 – CapOutlay – Equip/Vehicle Reserve – Add \$32,000
Acct 5330057 – CapOutlay – Hwy Building Reserve – Add \$5,000
Acct 5733747 – Capital Outlay – Petersen Trl – Remove \$120,000

CDA Budget – The Board made no changes to this proposed budget at this time.

Town Lakes Budget – Acct 5570015 – Lake Manage. Plan & AIS Treatment – change from \$12,000 to \$3,500.

Fireworks Budget – Doyen requested to hold-off on any changes. The Board will write a letter to Chamber to ask them to fund the fireworks since this is a “chamber” sponsored event. Ryan offered to draft a letter for Doyen’s review.

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Cemetery Budget – The Board would like to reach out to Sexton, Ron Buell to discuss possibly combining sexton duties and new community center maintenance duties. Doyen will reach out to Ron.

Planning & Development Budget – Acct 5579402 – Comprehensive Plan Updates – change from \$5,000 to \$0.00. Will fund when needed. *Clerk's Note:* It was last updated on 11-19-2019. Due, by law, to be updated 11-19-2029.

Library Budget – The Board reviewed the budget by line item and made the following proposed changes:

Acct 5511003 – Library Retirement – change to \$2,827.50. Sheryl recalculated to actual, based on wages & eligible employees.

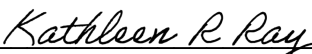
Acct 5511023 – Library Heat/Electric – change from \$4,600 to \$5,400

Acct 5511024 – Library Water & Sewer – change from \$500 to \$600

Acct 5511035 – Equipment/Maintenance – change from \$3,700 to \$2,000

The Board will review the remaining budgets and continue with items 6 – 9 below at the next budget workshop which was scheduled for Wednesday, September 16, 2026, beginning at 10:00 a.m.

6. **Move into closed session Pursuant to Wis. State Statutes 19.85(1)(c) for purposes of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility** – Budget preparation regarding Employee Health Insurance and Wages for 2027
7. **Adjourn closed session pursuant to Wis. State Statutes 19.85(1)(c) and Return to Open Session**
8. **Board May Consider Any Action Taken in Closed Session**
9. **Discussion/Action on community center building maintenance**
10. **Adjournment at 3:53 p.m.**



Kathleen R Ray, Deputy Clerk/Treasurer

This agenda has been posted at the Phelps Town Hall/Community Center, Phelps Post Office, Phelps Convenience Center, Town Website, and emailed to the Vilas County News Review September 7, 2026.