

Town of Phelps
Minutes - Special Town Board Meeting
Budget Workshop
Wednesday, September 16, 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 10:00 a.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 14, 2026.
4. **Correspondence and Communications:** Doyen stated he reached out to Ron Buell, Cemetery Sexton, and he is willing to discuss additional duties the Board talked about at the last budget meeting. Jeremy stated he drafted the letter to the Chamber as talked about at the last budget meeting and Kathy stated she did not mail the letter out yet but can send it after the meeting today. Sheryl stated she received a quote of \$3,192/yr for planned maintenance agreement on the generator at the community center. Is this something the Board wants to sign? The Board decided they did not want to enter into this agreement but wanted to make sure there is a scheduled matinenance for the generator.

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: The Board reviewed the remaining budgets and reviewed the bottom line of the overall budget. The Board made further preliminary changes to all the budgets as follows:

General Government Budget –

Legal:

Acct 513011 – Legal Services. Change from \$40,000 to \$10,000

Public Works Budget –

Highway Expenses:

New – Grant Writing. Change from \$15,000 to \$0.00

Acct 5330057 – CapOutlay – Hwy Building Reserve – Change from \$5,000 to \$0.00

Highway Levy:

Acct 5722033 – Fire Hydrants. Relocated this account from Fire Department to Street Lighting & Fire Hydrants. It was just Street Lighting - \$34,533.00

Public Safety Budget –

Law Enforcement: (change title from Constable to Animal Control Officer after April 13, 2027)

Acct 5210025 – Mileage. Change from \$625 to \$100

Acct 5210055 – Training/Equipment. Change from \$3,000 to \$0.00

Fire Department:

Acct 5220001 – Fire Dept Other. Remove this account line item

Acct 5722033 – Fire Hydrants. Relocate this account to Public Works Levy, specifically Street Lighting & Fire Hydrants.

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Acct 5722074 – Capital Outlay-Equip Reserve. Change from \$125,000 to \$0.00. Use this money to pay for New DPW Blacktop and New DPW Generator

EMS/Ambulance:

Acct 5723060 – Capital Outlay-Ambulance Reserve. Change from \$15,000 to \$0.00

Recreation Budget –

Park Expense:

Acct 5520021 – Park Maintenance/Materials. Change from \$10,000 to \$5,000

Acct 5752061 – Boat Land Maintenance: Change from \$11,000 to \$1,000

Acct 5752062 – Capital Outlay-Park Improvement Reserve: Change from \$10,000 to \$0.00

Acct 5752064 – Cap Outlay Parks Equipment Reserve: Change from \$10,000 to \$5,000

Other Recreation:

Acct 5570090 – Festive Lighting/Flowers. Change from \$4,000 to \$3,000

Fireworks:

Acct 5531020 – Fireworks Materials. Change from \$10,000 to \$0.00

Acct 5531025 – Fireworks Supplies. Change from \$1,000 to \$0.00

Request Chamber to take over

Human Services –

Cemetery Expense:

Acct 5491021 – Equipment Maintenance. Change from \$1,500 to \$500

Acct 5491050 – Cemetery Management Software. Change from \$1,000 to \$600

Acct 5491060 – Cemetery Equipment Reserve. Change from \$1,000 to \$0.00

Conservation & Development –

General Categories:

Acct 5570057 – Vilas Co. Economic Development. Change from \$1,000 to \$2,500

Planning & Development:

Add a Revenue from LGIP Internet Planning Committee \$2,500 (to offset expenses)

Culture –

Library:

Acct 5511011 – Library Materials. Change from \$6,000 to \$0.00

Acct 5511021 – Community Programs. Change from \$2,500 to \$0.00

Acct 5511035 – Equipment/Maintenance. Change from \$3,700 to \$500

Museum:

Change from \$10,000 to \$0.00

Sheryl will enter all changes made to each budget as outlined in the September 10th and September 16th budget workshop for the Boards review at the next budget workshop meeting.

The Board will continue with items 6 – 9 below at the next budget workshop, which is scheduled for Wednesday, September 23, 2026, beginning at 10:00 a.m.

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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

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