Town of Phelps, Wisconsin

Minutes - Regular Town Board Meeting

Wednesday, October 14, 2026

Phelps Community Center, White Pine Board Room

Present: Chairman – Steve Doyen, Town Board Supervisors – Maureen Robinson, Jeremy Ryan, Steve Waier and Mary Ann (Mak) Holcomb. Also Present: Shop Foreman – Josh Hedberg, EMS Director – Carole Selin, Phelps Historical Museum President – Pauleyn Nystrom, Alvin Town Chairman – Herb Hoover, Alvin Fire Chief – Craig Dobson, Alvin Fire Department member - Stanley Clause, Clerk/Treasurer – Sheryl J Ward, Deputy Clerk/Treasurer – Kathleen R Ray, and 6 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 Community Center, Phelps Post Office, Phelps Convenience Center, Town Website, and emailed to the Vilas County News Review October 12, 2026.
5. **Correspondence and Communications:** Chairman Doyen read a letter from Vilas County Economic Development Committee (VCEDC) thanking the Town for the generous donation of $7,500.

   Dick Ryan asked Chairman Doyen if he could add to all future regular town board meetings; “Update on the Sanitary District issue”. Doyen asked Dick if he was refering to the fire hydrant payment the Town makes to the sanitary district. Doyen stated he has tried to request a meeting with the Sanitary Department. Doyen stated he will put this item on future agendas and will continue to reach out to the Sanitary Department. Dick Ryan stated he plans to continue asking about the issue until it is resolved.

6. **Reports**
   a. **Chairman Report:** Doyen reported that he was contacted earlier today regarding an issue one (1) subcontractor has with the Department of Public Works project. Doyen stated he has reached out to JH Hassinger, who was the general contractor on the job.

      Doyen stated the Great Headwaters Trail Foundation donated $2,500 from the Ride with Leinie’s event to the Town of Phelps for trail maintenance.

      Doyen stated the Board will have to schedule a Special Town Board meeting to set the date for the annual budget meeting.

   b. **Town Board Supervisors Reports:** None

   c. **Department/Committee Reports:** Pauleyn Nystrom reported that she is still working on the Capital Campaign for the museum. Pauleyn also mentioned she received a call from a woman intrested in writing an article on all the many changes that have taken place in Vilas County, specifically the Town of Phelps. Pauleyn asked the Board for help.

   d. **EMS/Fire Department Reports:** EMS Director read her report and stated there were 16 emergency calls last month, with one being mutal aid to the Town of Alvin. They also had one (1) stand-by for a fire and put on a total of 476.2 miles on the ambulance.

      Fire Chief Ryan reported the Fire Department did a public safety program at the school. The SBA and Compressor came in and hope to get them in service next week.

Clerk Report: Clerk Ward read her report and stated she is still in the process of close-out and reconciliation of the grant with the State and REL. Sheryl stated the new LED sign is up and running and she received initial training. She plans to share her knowledge with Deputy Clerk Ray, the Library staff and the Chamber of Commerce. Sheryl would also like to meet with all entities to discuss guidelines and proessess for sign content, message approval, postings, etc. Supervisor Holcomb stated she believes the Community Center Oversight Committee would likely be involved. Sheryl also reported six (6) cemetery plots were sold this past month, and also stated the budget is in progress.

Next up: The Board of Review is scheduled for October 29, 2026, at 6:00 p.m. in the White Pine Board Rm; the General Election is on November 3, 2026, and In-Person Absentee Voting (IPAV) begins on Opctober 20, 2026 in the White Birch Rm; and the Town of Phelps will be hosting the Wisconsin Towns Association Unit Meeting to be held on Saturday, November 14, 2026, at 9:00 a.m. The discussion will focus on the federal grants awarded to Phelps and Plum Lake for the construction of the new community centers.

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

7. **Approval of the following Meeting Minutes**:
   - September 9, 2026, Regular Town Board Meeting
   - September 10, 2026, Special Town Board Budget Workshop Meeting
   - September 16, 2026, Special Town Board Budget Workshop Meeting
   - September 23, 2026, Special Town Board Budget Workshop Meeting

Motion by Ryan to approve the minutes of September 9, 10, and 16, 2026. Second by Robinson. All voting aye. Motion carreid. Deputy Ray stated the September 23, 2026 minutes have not been completed and will be on the November agenda for approval.

8. **Approval of September 2026 Financial Report.**

Motion by Waier to approve the September 2026 Financial Report. Second by Holcomb. All voting aye. Motion carried.

9. **Approval of Checks and ACH/EFT Transactions: from September 1 through September 30, 2026, including Check #'s 20828 – 20865**

Motion by Waier to approve checks and ACH/EFT transaction from September 1 through Setember 30, 2026, including Check #'s 20828 – 20865. Second by Holcomb. All voting aye. Motion carried.

10. **Consider/Approve Operator License for the period of October 14, 2026, through June 30, 2028, for:**
    - **Bradley K Roberts**
    - **Jordan J Wolfer**

Motion by Waier to approve operator licenses for Bradley K Roberts and Jordan J Wolfer for the period of October 14, 2026, through June 30, 2028. Second by Ryan. All voting aye. Motion carried.

11. **Consider/Approve hiring Mika Justice-Haefner as the new Animal Control Officer**

Motion by Waier to approve hiring or contracting with Mika Justice-Haefner as the new Animal Control Officer at a cost of $500 per year plus mileage. Second by Robinson. All voting aye. Motion carried.

12. **Consider/Approve advertising and filling the Clerk/Treasurer position in 2027**

Motion by Ryan to approve advertising and filling the Clerk/Treasurer position to start January 1, 2027. Second by Robinson. All voting aye. Motion carried.

13. **Consider/Approve EMS External Budget Amendment to cover the balance of Always Tired Ink Invoice #2009 as follows:**

    - **Expense: Account 5756023-Capital Outlay EMS Command Vehicle $1,233.00**
    - **Revenue: LGIP Ambulance Reserve $1,233.00**

Motion by Waier to approve the EMS external budget amendment of $1,233.00 from expense account 5756023 using LGIP Ambulance Reserve. Second by Holcomb. All voting aye. Motion carried.

14. **Consider/Approve Fire Department External Budget Amendment to cover upfitting invoices: Northern Edge Sport & Marina - $2,082.65; Always Tired Ink - $3,600.00 and Fire Service Inc.- $4,041.00 as follows:**
    - **Expense: Account 575602-Capital Outlay KME Pumper Tanker $9,723.65**
    - **Revenue: LGIP Fire Department Reserve $9,723.65**

Motion by Robinson to approve the Fire Department external budget amendment of $9,723.65 from expense account 575602 using LGIP Fire Department Reserve. Second by Waier. All voting aye. Motion carried.

15. **Consider/Approve Hwy Department External Budget Amendment for the purchase and installation of the plow for the 2026 Chevy Silverado Pickup as follows:**

    - **Expense: Account 5756024-2026 Chevy Silverado Pickup $11,500.00**
    - **Revenue: LGIP General Reserve $11,500.00**

Motion by Holcomb to approve the Hwy Department external budget amendment of $11,500.00 from expense account 5756024 for the 2026 Chevy Silverado Pickup using LGIP General Reserve. Second by Robinson. All voting aye. Motion carried.

16. **Consider/Approve Budget Amendment to cover insurance overages of $7,319.00 as follows:**
    - **Expense: Account 5193807 – Worker's Comp. Insurance $2,886.00**
    - **Expense: Account 5193881 – General Liability Insurance $4,433.00**
    - **Revenue: LGIP General Reserve $7,319.00**

Motion by Waier to approve budget amendments to cover insurance overages of $7,319.00 from expense accounts 5193807 for $2,886.00 and expense account 5193881 for $4,433.00 using LGIP General Reserves. Second by Ryan. All voting aye. Motion carried.

17. **Consider/Approve proposal by Blue Design Group to solve the vestibule entrance issues at the library and main entry locations of the new community center.** Chairman Doyen Tabled this item and stated he would follow up on this issue.

18. **Consider/Approve the purchase of ID stickers for use of the Phelps Transfer Station and from what account to pay for the stickers. Chairman suggests using LGIP General Account to pay for stickers.** Chairman Doyen stated Press Express and ShelDon Print submitted estimates on the cost of stickers. Press Express had the lowest estimate at $925.00 for 5,000 stickers and submitted a sample of red with white letters.

Motion by Ryan to approve the estimate from Press Express at a cost of $925 for 5,000 stickers that should be small but readable and forest green with white letters. Second by Robinson. All voting aye. Motion carried. Waier will work with Press Express to request the change in color.

19. **Consider/Approve the purchace of the cold weather kit for the community center generator and from what account. Chairman suggests using community center donations received by the Phelps Area Community Foundation.**

Motion by Ryan to approve the purchase of the cold weather kit using community center donations received by the Phelps Area Community Foundation. Second by Robinson. All voting aye. Motion carried.

20. **Consider/Approve a request from the DNR to proclaim the month of November "Deer Donation Month"**

Motion by Ryan to approve signing the Proclamation making November 2026 "Deer Donation Month." Second by Waier. All voting aye. Motion carried.

21. **Discussion/Action on Attorney's opinion on the E. Kerr Ln request to change the right-of-way**

Jeremy Ryan abstained from discussion and voting due to a conflict of interest. Chairman Doyen stated he reached out to the attorney regarding this issue and asked for his opinion. In summary, the attorney stated; "the request appears to involve permanently discontinuing or giving away part of the property for a preferred garage location, although other placement options may exist. Thus, it looks like a 100% want to me. The process is possible but typically takes several months, requires public hearing notices, substantial paperwork, a survey, a map, and a legal description, and usually costs several thousand dollars. Before proceeding, the Town should confirm whether utilities, drainage, or an existing septic system are present and make a cautious decision because reversing the action would be difficult."

Motion by Waier to follow the advice of the attorney and deny the request. Second by Holcomb. All voting aye. Motion carried.

22. **Consider/Approve the creation of a Community Center Event Oversight Advisory Committee**

Supervisor Holcomb submitted an outline of the Roles, Responsibilities and Operating Guidelines for the use, promotion, scheduling and community engagement of the community center. She is asking for approval to create this committee.

In the interim of this committee being formed, Supervisor Holcomb and Superviosor Robinson ask that they be contacted when scheduling an event and they will organize the setup.

Motion by Waier to approve the creation of a Community Center Event Oversight Advisory Committee. Second by Holcomb. All voting aye. Motion carried.

23. **Consider/Discuss developing a Town owned vacant parel of land known as; Part of the SE 1/4 of the NE 1/4, Section 2, T41N, R11E, 4.14 acres, Kinner Ln, Parcel ID: 18-177-01, adjacent to Wavering Park, for a workforce/affordable housing project.**

Ryan stated what the Community Development Authority (CDA) is asking is that the Town Board approve taking this to the electors for a vote before any further work is completed.

Motion by Doyen to approve placing this on the Annual Budget Meeting agenda for the electors to vote on the development of this property for a workfore/affordable housing project. Second by Robinson. All voting aye. Motion carried.

24. **Adjournment at 6:42 p.m.**

Kathleen R Ray

Kathleen R Ray, Deputy Clerk/Treasurer

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