



**Phelps Planning and Development Commission
Minutes
Tuesday July 1st, 2025, 5:30 PM
Phelps Town Hall, 4495 Town Hall Road**

1. Meeting to Order: Meeting was called to order at 6:32 PM by Chair, Quita Sheehan
2. Notice of proper posting: Please reference below.
3. Roll Call/Quorum Call; Sheehan - present; Robinson - present; Hojan - present; Ward - present. Also present was Mak Holcomb and Chad Schiessl-Moore. Absent and Excused: Eugene McCaslin and Mark Neitzel.
4. Review & approve minutes from prior regular monthly meeting. Motion to approve with one minor change made by Sheehan, Hojan seconded the motion, motion carried. Maureen went over to Town Hall the next morning.
5. Recommend Chad Schiessl-Moore to fill open Commission position. Motion was made by Sheehan, second my Hojan, motion carried. Maureen will present a discussion to the Town Board at the next RTBM.
6. Land Use Plan – discuss future responsibilities of the Planning Commission and timeline. Maureen recommended that we start reviewing and working on the next Land Use Plan review soon. Quita assigned Chapter One for review at the September 2025 meeting. Members should bring questions, comments, issues for discussion.
7. Parks Department:
 - a. Parks Financial Report: no major repairs/activity since the last meeting, so no formal report was presented.
 - b. Park Supervisor Report: Schiessl-Moore
 - Parks Report - Wavering Park & LPP; plantings on the shoreline of LPP are doing well. Chad recommended some signage that would educate locals and guests on the benefits of shoreline protection and that these are plantings recommended, and paid for by a DNR grant. LPP is ready for the 4th of July. Garbage will be dealt with immediately to avoid pests spreading the garbage around the area/woods. Josh is looking into a lockable garbage storage for LPP.
 - Boat Landings - Water Works had made a request for some higher up pruning to be done at the Smoky Lake boat landing; Chad reported that this has been completed.
 - Trail Maintenance - Chad reported that all of the Bike Trails were blown clean of debris, and that some minor cutting and pruning was completed to have the trails in good shape for the community and our guests. This will be completed again ahead of Leinie's Ride.
 - Shooting Range - is in good shape. Mowings are completed every other week. Donation tubes are emptied and proceeds are given to the Town Clerk.
 - c. Headwaters Park management on LVD management update. The Board accepted the PPDs recommendation not to take on the maintenance of this area from Vilas County.
 - d. Shooting range: renovation update; everything is still moving forward; Dave Selby is managing this project and making sure that grant requirements are being met by the Town.
 - e. Review Parks 5 year plan. Identify action items and timelines. It was suggested that LLP become a separate agenda item and that a work group be formed, that Chad and Josh would take the lead on. There have been many plans discussed over the years, both within and without the former Parks Planning Commission. There is a need to bring this information into one place and assess and determine a feasible/viable 5-year plan.
 - f. Military Creek Trailhead signage: Josh Hedberg has a call into the County to see what/where signage can be placed to make this area more visible.
8. Former Hospital Demo Timeline: It was reported that the building portion of the site should be cleared within 2 weeks. The concrete from the site will be crushed and reused.
9. THRIVE Update – Invite Kathy Schmidt VCED; this invitation was not extended soon enough by Chair Sheehan, for Kathy's attendance. Maureen recommended that the members review the meeting notes of the THRIVE group's review of some potential use/development plans for the old hospital site. Maureen will then compile comments into a document that is shared with Jeremy Ryan. FYI reminder: THRIVE is made up of the following members:
10. Housing Development Planning: Mark Neitzel was excused from the meeting and will provide updates next month.
11. Planning Subcommittee/Committee/Work Group Updates:
 - a. CDA - Hojan; Hojan reported that no meeting has been held recently. Mak Holcomb reported that Steve Waier had approached her to determine interest in heading up the CDA. Mak would like more information on what this would entail. Maureen is working with the Town Office on getting information for discussion at our next meeting.
 - b. Fire Tower – Military Hill Forest Fire Lookout Restoration Project - Structural Analysis - McCaslin
 - c. Veterans Memorial – Maureen Robinson volunteered to pull a group of Veterans from Town together to further discuss design and location, and report back to the group next month.
 - d. Broadband Status; the progress is apparent all around the Town of Phelps.
 - e. Community Center Workgroup – Robinson, et al. Maureen reported that she is pulling together a compilation of all of the different ways that the Community Center will be utilized after its opening. Services, meetings, events, etc. We

have a firm commitment from the Aging and Disabilities Resource Center of Vilas County, to continue the Senior Meals program in Phelps. Rollie and Mak have visited the Rock's Kitchen in Eagle River, to compare our plans to what they are successfully using for their Senior Meals. Maureen will extend her reach to other services of ADRC of Vilas County that could be held in our new community center. This will include seeking guidance on how we hold TeleHealth services in the new Community Center. Maureen will also continue to work with Nicolet College to see what types of training/information sessions could be held using our updated teleconference capabilities/ or in person sessions that other area communities could utilize.

12. Legal Matters: None

13. Correspondence: None

14. Citizen Communications & Correspondence:None

15. Next Meeting: Tuesday August 5th 2025, at 5:30 PM, Phelps Town Hall

16. Adjournment: Motion to Adjourn by Jon Ward, Second by Hojan, Motion Carried. Chair Sheehan adjourned @ 6:51 PM.

This agenda has been posted at the Phelps Convenience Center and the Phelps Town Hall on Monday June 30th, 2025.

/s/ Quita Sheehan, Chair

This meeting notice was posted at the Phelps Convenience Center, Phelps Post Office, Phelps Community Center/Town Hall Office, and the Town website.

(Notice is hereby given that a majority of the Town Board might be attending this meeting. This constitutes a meeting of the Town Board pursuant to the State ex rel. Badke vs. Greendale Village Bd., 173 Wis. 2d 553, 494 N. W. 2d 409 (1993), and must be noticed as such, although the Town Board will not take any formal action at this meeting.)