

**Town of Phelps Planning and Development Commission
4495 Town Hall Rd., PO Box 157
Phelps WI 54554
Phone/Fax 715-545-2270**

Commission Members

**Quita Sheehan, Chair
Gene Hojan, Vice Chair
Maureen Robinson, Secretary, Town Board Rep.
Eugene McCaslin, Citizen Member
Mark Neitzel, Citizen Member
Jon Ward, Citizen Member
Chad Scheissl-Moore, Citizen Member**



**Phelps Planning and Development Commission Agenda
Tuesday September 2nd, 2025, 5:30 PM
Phelps Town Hall, 4495 Town Hall Road**

1. CALL MEETING TO ORDER:
2. QUORUM OF MEMBERS' PRESENT:
3. VERIFICATION OF PUBLIC NOTICE
4. APPROVAL OF MINUTES from Aug 5th, 2025 regular monthly meeting
5. COMMUNICATIONS AND CORRESPONDENCE:

DISCUSSION/ACTION ITEMS

6. THRIVE UPDATE:
 - a. Development Plan Review – with Supervisor Ryan
 - b. Former Hospital Demo Timeline:
7. PARKS DEPARTMENT:
 - a. Parks Financial Report:
 - b. Park Supervisor Report: Schiessl-Moore – see the attached written report
 - Parks Report - Wavering Park & LPP
 - Boat Landings -
 - Trail Maintenance -
 - Shooting Range -
 - c. Shooting range: renovation update.
 - d. Review Parks 5 year plan. Identify action items and timelines.
 - e. Military Creek Trailhead signage
8. BUDGET UPDATES FOR PARKS AND PLANNING AND DEVELOPMENT:
9. CHAPTER ONE OF THE TOWN OF PHELPS COMPREHENSIVE PLAN REVIEW AND COMMENTS
10. PLANNING SUBCOMMITTEE/COMMITTEE/WORK GROUP UPDATES:
 - a. Housing Development Planning and CDA: Supervisor Robinson and Hojan
 - b. Military Hill Forest Fire Lookout Restoration Project: Structural Analysis Report - McCaslin
 - c. Veterans Memorial: Site selection
 - d. Broadband Status
 - e. Community Center Workgroup – Robinson, et al.
11. SET DATE FOR NEXT MEETING: Tuesday Oct 7th 2025, at 5:30 PM, Phelps Town Hall
12. ADJOURNMENT:

/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.)