

**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 December 9, 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 of November 4th, 2025, regular monthly meeting
5. COMMUNICATIONS AND CORRESPONDENCE:

DISCUSSION/ACTION ITEMS

6. THRIVE UPDATE:
 - a. Next Steps
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 – No Power Loading signs
 - Trail Maintenance -
 - Shooting Range -
 - c. Shooting range: Renovation Project Manager – Selby
 - Printing charge from Vilas Mapping
 - d. Lakefront Pines Park: Sod Installation - Selby
 - e. Review Parks 5 year plan. Identify action items and timelines.
 - f. Military Creek Trailhead signage
8. CHAPTER FOUR OF THE TOWN OF PHELPS COMPREHENSIVE PLAN REVIEW AND COMMENTS:
The topic is Utilities and Community Facilities
9. PLANNING SUBCOMMITTEE/COMMITTEE/WORK GROUP UPDATES:
 - a. Housing Development Planning and CDA: Supervisor Robinson
 - b. Military Hill Forest Fire Lookout Restoration Project: Development of Cost Estimate from Structural Analysis Report – McCaslin
 - Payment of QLS bill
 - c. Veterans Memorial: Site selection
 - d. Broadband Status
 - e. Community Center Workgroup – Robinson, et al.
 - f. Town Lakes Committee - Robinson
10. SET DATE FOR NEXT MEETING: Tuesday January 6th, 2026 at 5:30 PM, Phelps Town Hall
11. 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.)