

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-Absent



**Phelps Planning and Development Commission Minutes  
Tuesday February 3, 2026, 5:30 PM  
Phelps Town Hall, 4495 Town Hall Road**

1. CALL MEETING TO ORDER: 5:34 PM
2. QUORUM OF MEMBERS' PRESENT: Verified by Chair Sheehan. Robinson was excused.
3. VERIFICATION OF PUBLIC NOTICE Town Hall and Town Website
4. APPROVAL OF MINUTES of December 9, 2025, regular monthly meeting: **Motion to approve: Hojan; second by Neitzel; Motion carried.**
5. COMMUNICATIONS AND CORRESPONDENCE: Sheehan reviewed USDA Forest Service current SOPA report – no new projects for Phelps. Sheehan received word from volunteer Tom Hill that he is planning to retire from caring for the Deerskin Snowshoe trails.

DISCUSSION/ACTION ITEMS

6. THRIVE UPDATE:
  - a. Next Steps:
7. PARKS DEPARTMENT:
  - a. Parks Financial Report: **Motion by Ward, second by Hojan**, to change reporting structure to quarterly rather than monthly reports. **Motion carried**
  - b. Park Supervisor Report: Schiessl-Moore
    - Parks Report - Wavering Park & LPP
    - Boat Landings – No Power Loading signs looking to purchase.
    - Trail Maintenance –
    - Shooting range -
  - c. Lakefront Pines Park: Selby and Schiessl-Moore shared a proposed schedule to install concrete and sod. Concrete pad in front of stage in spring, the rest of the concrete and sod installed after Scarecrow Fest.
  - d. Wavering Park Sign replacement offer from Ted Pasternak: Schiessl-Moore to review need for repainting.
  - e. Review Parks 5 year plan. Identify action items and timelines. Supervisor Robinson volunteered to put together a 5 year plan document that is comprehensive for the Phelps Planning Commission. This version was developed when there was a separate Parks Commission. She will have a draft workbook for Commission review at the March meeting.
  - f. Military Creek Trailhead signage: Schiessl-Moore looking at sign information.
8. CHAPTER FIVE OF THE TOWN OF PHELPS COMPREHENSIVE PLAN REVIEW AND COMMENTS: The topic is Transportation; all members provided feedback; Maureen will compile notes, for this and all chapters. These notes will be used when the Commission conducts a second review of each chapter. The Comprehensive Plan is due for update in 2029. Next month the Commission will review Chapter Six: Economic Development. Maureen informed the Commission that she had another meeting conflict in January, but that she will conduct her analysis, and Quita will provide her with the remaining Commission Members' feedback. If you have any comments on any of the Comprehensive Plan, please contact [Supervisor Robinson](#)

9. PLANNING SUBCOMMITTEE/COMMITTEE/WORK GROUP UPDATES:
- a. Housing Development Planning - Hojan organized a meeting with representatives of Merrill's recent housing development projects, who shared plenty of good suggestions and lessons learned as they developed their projects.
  - b. CDA - If you are interested in becoming a member of the CDA please contact [Supervisor Robinson](#). There is still room for more Commission Members.
  - c. Shooting Range redevelopment Working Group – Hojan reported that the group contacted the WIDNR to look at examples of range designs for draft plans to be completed in March.
  - d. Military Hill Forest Fire Lookout Restoration Project: Development of Cost Estimate from Structural Analysis Report – McCaslin shared that we are waiting for design and cost estimates from QLS for refurbishing and finishing Fire Tower for access by the public.
  - e. Veterans Memorial: Site selection; no progress has been made as the committee has not met recently. Laura Mills and Michele Carter Cuthroff are invited to the March Planning Commission meeting
  - f. Broadband Status - Progress is still being made throughout the Town.
  - g. New Town Shop – Hojan reports that by the end of February it should come together. Expected move in, March.
  - h. Community Center Workgroup – Hojan reports that there have been challenges but still on track for July finish. Furniture is being ordered. There was a generous donation for the kitchen of 50K, donations in general up to 150K.
  - i. Town Lakes Committee – no report
10. SET DATE FOR NEXT MEETING: Tuesday March 3rd, 2026, at 5:30 PM, Phelps Town Hall
11. ADJOURNMENT: **Motion to adjourn the meeting by Hojan; second by McCaslin**; Chair Sheehan adjourned the meeting at 6:44 PM.

**/s/ Quita Sheehan, Chair**

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***This meeting notice was posted at the Phelps Community Center/Town Hall 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.)