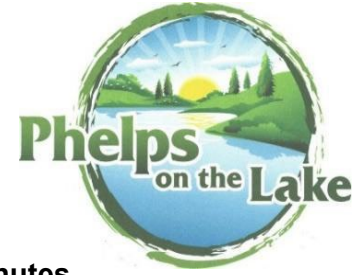


Town of Phelps Planning and Development Commission
4495 Town Hall Rd., PO Box 157
Phelps WI 54554
Fax 715-545-2270

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 Minutes
Tuesday March 3, 2026, 5:30 PM
Phelps Town Hall, 4495 Town Hall Road

1. CALL MEETING TO ORDER: Vice Chair, Gene Hojan called the meeting to order at 5:30 PM
2. QUORUM OF MEMBERS' PRESENT: Quorum was present; Quita Sheehan was excused.
3. VERIFICATION OF PUBLIC NOTICE: Maureen Robinson verified postings below.
4. APPROVAL OF MINUTES of February 3, 2026, regular monthly meeting: Motion to approve was made by Eugene McCaslin and seconded by Chad Scheissl-Moore; motion carried.
5. COMMUNICATIONS AND CORRESPONDENCE:

DISCUSSION/ACTION ITEMS

6. THRIVE UPDATE:
 - a. Next Steps – recommendations from report. Supervisor Robinson reported that an RFQ (request for qualifications has been posted to determine interested and qualified developers for the Lillian-Kerr site.
7. PARKS DEPARTMENT:
 - a. Parks Financial Report: will do a quarterly report; nothing major to report at this time.
 - b. Park Supervisor Report: Schiessl-Moore
 - Parks Report - Wavering Park & LPP; winter maintenance
 - Boat Landings – No Power Loading signs; in winter primarily checking restrooms
 - Trail Maintenance - keeping cleared for walkers as best as possible during the winter months
 - Shooting Range - see below updates.
 - c. Lakefront Pines Park: Sod Installation – putting together RFPs for a phased approach for development of a concrete dance floor, new steps for the stage, large concrete pad for a future pavilion; other smaller concrete pads close to sidewalks for easy access for those that are less mobile.
 - d. Wavering Park Sign Replacement offer from Ted Pasternak - Schiessl-Moore; take to the Board and with their approval move forward; recommendation was made to extend the offer to others for their ideas for a new sign. Stove being donated for the main concession stand.
 - e. Lakefront Pines Park docks – offer from NSTLA; discussion was had regarding assistance researching the improvement of the dock system at the park, given the improvements taking place in the park, there is an anticipated increased use in the current dock system.
 - f. Review Parks 5 year plan. Supervisor Robinson volunteered to put together a 5 year plan that combines the former parks plan with the newly formed Planning and Development Commission which now includes the Parks department.
 - g. Military Creek Trailhead signage – Schiessl-Moore; Chad, Jon, and Mark are going to bring a recommendation back to the Commission.
8. CHAPTER SIX OF THE TOWN OF PHELPS COMPREHENSIVE PLAN REVIEW AND COMMENTS: The topic is Economic Development; this item was tabled until next month.
9. PLANNING SUBCOMMITTEE/COMMITTEE/WORK GROUP UPDATES:
 - a. Housing Development Planning; Supervisor Robinson reported that this is the primary focus for the Community Development Authority.
 - b. CDA: Supervisor Robinson reported that this group is now meeting monthly (with the exception of February) and is almost a fully staffed CDA. President-Mary Ann Holcomb, Vice President and Secretary-Supervisor Robinson, Executive Director-Mark Neitzel. It is anticipated that by April the CDA will have all open positions filled. The group has been brainstorming and researching funding strategies to address the lack of housing in Phelps. The goal is to attract/retain young families that

can live and work in Phelps, contribute to the tax base, support the School District, and support economic development of the Town of Phelps.

- c. Shooting Range Redevelopment Workgroup: Dave Selby reported that a subcommittee has been formed with Gene Hojan, Chad Scheissl-Moore, Josh Hedburg, and Jim Hassinger. Hassinger completed a new survey of the site. The cost was \$4,300. Dave Selby requested that we pay the invoice. Supervisor Robinson recommended the use of the Planning and Development Commission Reserve. Mark Neitzel made the motion to approve the payment; Eugene McCasling seconded the motion; motion carried.
 - d. Military Hill Forest Fire Lookout Restoration Project:
 - Design specs and estimated costs and Fund Raising Plan - Eugene McCaslin reminded the group of the QLS that estimated the cost of the restoration. The cost fell between \$129,000 and \$158,000. A funding strategy was developed that included selling steps to raise \$71,000, selling platforms to raise \$60,000, and cabins for \$40,000. A recommendation was made to formalize this plan and present it to the Phelps Area Community Foundation to set up an online donation plan and assist with a marketing plan and brochure. Funding will be needed for trails development to the site, signage, and landscaping.
 - e. Veterans Memorial: Site selection – Laura Mills reported that their work team needs to get together and finalize a plan for the site. There has not been agreement by the work team to date. Laura was provided with contact information and a Town Hall reservation form to assist with putting together the next meeting. The Planning and Development Commission as a whole presented some viable options to be considered by the work team.
 - f. Broadband Status-this project continues to move forward, as the Town of Phelps continues to be better able to access the internet and another TV service.
 - g. New Town Shop-Gene Hojan estimated 2 more weeks of work, a walk through and completion of a punch list for this project.
 - h. Community Center Workgroup: Gene Hojan reported that the Community Center is still on track for opening in June 2026 and complete move in by August 2026.
 - i. Town Lakes Committee: Supervisor Robinson reported that the Committee continues to meet to put together a recommendation to the Town Board at their RTBM on April 8, 2026.
10. SET DATE FOR NEXT MEETING: Tuesday April 7, 2026 at 5:30 PM, Phelps Town Hall. It was discussed that this could be moved due to the April election.
11. ADJOURNMENT: Meeting was adjourned by Gene Hojan at 7:15 PM; Jon Ward made the motion to adjourn, Mark Neitzel seconded the motion; motion carried.

/s/Supervisor Robinson, Board Representative and Secretary

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.)