

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

CDA Commission Members:

**Mak Holcomb, President, Community Memt
Maureen Robinson, VP/Sec, Town Board
Steve Waier, Town Board
Gene Hojan, Community Member
Jean Petrick, Community Member
Stephanie Sorn, Community Member
Appointed non-Commission Member:
Mark Neitzel, Executive Director**



**Phelps Community Development Authority
Thursday, March 12, 5:00 PM Meeting Minutes
Phelps Town Hall, 4495 Town Hall Road**

1. Call Meeting to Order and Roll Call (Quorum): Mak Holcomb, President of CDA called the meeting to order at 5:05 PM. Stephanie Sorn and Mark Neitzel were both sworn into their positions prior to the holding of this meeting. There was a quorum present with all members attending with the exception of Jean Petrick, who was excused from the meeting.
2. Approval of Minutes: Steve Waier made a motion to approve the 1-21-26 CDA minutes; Gene Hojan seconded the motion; the motion carried.
3. Communications and Public Appearances: Steve Waier spoke to the group about not discussing Town Business in settings outside of a posted meeting in an effort to avoid a walking quorum.
4. Routine Business:
 - a. By-Laws - A copy of the bylaws were requested for our new members.
 - b. Overview of Prior Business by the CDA - all CDA members reported to the CDA team on their assignments that were in accordance with state statute CDA duties.
5. Detailed Business:
 - a. Recruitment of additional members - The CDA members decided to keep recruiting for one more member from the community.
 - b. Approval of Stephanie Sorn - Steve Waier reported that the Town Board approved Stephanie Sorn's appointment to the CDA. Sheryl Ward swore her in at the Town Hall prior to the meeting date. Mark Neitzel was sworn in by Kathy Ray prior to the meeting.
6. Business by the Commissioners:
 - a. Reports on contacts for Economic Development - Gene Hojan and Jeremy Ryan-nothing of significance to report back to the group.
 - b. Brainstorming priorities for economic development and housing - a property was identified as a potential site for additional housing in Phelps. The CDA will continue to work on a housing initiative. Timelines and goals were discussed, and assignments were given to CDA members for the next meeting.
 - c. Report on Lillian Kerr/Thrive - Jeremy Ryan - There has not been a lot of contact in regards to the RFQ that was put out. The deadline for RFQs was extended.
 - d. Copies of RFQ - Sheryl Ward and Kathy Ray will provide; Maureen Robinson let the group know that they could access the RFQ on the Town's website.

- e. Reports on Housing Shortage - Mary Ann Holcomb and Jean Petrick - Mak provided some potential properties for housing development in addition to what the CDA team has already identified.
 - f. Funding strategies for the CDA - Jeremy Ryan and Maureen Robinson - the CDA team continues to brainstorm ideas for funding the CDA initiatives
- 7. New Business: All CDA team members were given assignments to present to the full team at our next meeting, in regards to a potential housing development project in Phelps.
 - 8. Executive Director's Report - Mark Neitzel - this was the Executive Director's first meeting so there was no report delivered at this meeting.
 - 9. Set the next meeting date: April 14, 2026 5:00 PM
 - 10. Meeting Adjourned: Gene Hojan made a motion to adjourn the meeting; Mark Neitzel seconded the motion; motion carried.

s/Maureen Robinson, Town Supervisor, VP/Secretary for the CDA.

This meeting notice was posted at the Town Office, Post Office, Phelps Convenience Center and the Town website on March 9, 2026

(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.)