

Town of Phelps Planning and Development Commission
4495 Town Hall Rd., PO Box 157
Phelps WI 54554
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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 Scheissi-Moore, Citizen Member



Phelps Planning and Development Commission Minutes
Tuesday April 7, 2026, 5:30 PM
Phelps Town Hall, 4495 Town Hall Road

1. CALL MEETING TO ORDER: 5:30 PM
2. QUORUM OF MEMBERS' PRESENT: Yes, Chad was excused from the meeting.
3. VERIFICATION OF PUBLIC NOTICE: Website and Town Hall
4. APPROVAL OF MINUTES of March 3, 2026, regular monthly meeting; Hojan made a motion to accept the minutes, Gene McCaslin seconded the motion; motion carried
5. COMMUNICATIONS AND CORRESPONDENCE: Gene Hojan communicated that Don Rideout was interested in becoming a member of the Community Development Authority.

DISCUSSION/ACTION ITEMS

6. THRIVE UPDATE:
 - a. Next Steps – Response to RFQ; there have been no RFQs that fit the plan for the property to date. Jeremy had suggested that a video be developed, possibly in partnership with the Chamber. Maureen agreed to take this to the CDA, with a draft of some ideas that could be brought to the Chamber for their review and input.
7. PARKS DEPARTMENT: Chad was not able to attend the meeting but he did forward his input to Quita prior to the meeting:

So, I know when we were just a parks committee the board members pretty much understood what parks does from April/May through November and then November through April/May. I thought I would just break down the November through April/May portion so the combined board members understand what happens to parks (me) during that period.

Usually sometime in early November, depending on when leaves have dropped and we have done fall cleanup, I join up with the town DPW side. I take on the same responsibilities as a DPW worker from that period through April/May depending if we have an early/late winter. So my 40+ hours a week are being filled with snow removal and everything that goes along with that, vehicle and equipment maintenance, road maintenance, storm damage clean up, culvert upkeep and maintenance during that and this year prepping the old and new DPW shops for the big move. I will be part of that move when the new building is finished. Other than checking restrooms occasionally when I'm plowing and working through future projects there isn't a whole lot on the park's end I do.

So with all that being said, there is not a lot of update to report other than I have been getting some questions. Emailed from potential contractors regarding the two projects coming up. I know we have received at least one bid for the stage concrete pad/stair project, but that is all I have been made aware of. We should know more April 8 when bids close on both projects.

I do not have any updates on power loading signage for the launches. Josh was made aware of us wanting to go ahead and purchase these for the launches, but it is up to him to do the actual purchase. I can remind him.

I do not have any updates regarding the military Creek signage. With the crazy weather we had this past month, and are still having, all of my time has been dedicated to the DPW end.

I have not heard any new information regarding additional dock installation at LPP. I believe we sent out the invite to join one of our monthly meetings so they would have the opportunity to present what they were envisioning and the why behind it

Regarding the five-year parks plan:

I would like to revisit that as a group. I think maybe we could go back to the drawing board and start fresh with the exception of projects already in motion. The reason why I'm saying this, is because I honestly believe Phelps has finally created some momentum as a community. I believe we need to be creative, but also smart with Future Phelps Parks projects. We need to ask important questions like : Why? Is there a want? Will it help community growth? Will it have a positive impact on our year-round residents, as well as our part time residents? Both are equally important in a service based tourist type town. Will it have a positive impact on economic growth (business growth)?

During my time with the Waukesha County parks and land use system as a foreman these questions were asked whenever Project development ideas were being discussed. Their thought was that the parks and land use system not only has a huge positive impact on existing residents, but also potential new community and economic growth. That mindset has been a huge success with growth in both areas. I'm not saying this is a one size fits all way of thinking, but if we align the mindset of the park system alongside where we want the future of the town to look like and ask these sometimes tough questions the positives well outweigh the negatives and we can move towards that vision a lot quicker.

8. CHAPTER SIX OF THE TOWN OF PHELPS COMPREHENSIVE PLAN REVIEW AND COMMENTS: The topic is Economic Development- Chapter Six; Maureen invited all participants to forward any input for a new draft of this chapter for the 2029 update. We are hoping to use an updated format, being mindful of state requirements, but making the document more interactive and a working tool for any person or group interested in making decisions regarding the future of Phelps. Maureen will continue to work with Sheryl, and identify other organizations in addition to the North Central Wisconsin Planning and Development Commission
9. PLANNING SUBCOMMITTEE/COMMITTEE/WORK GROUP UPDATES:
 - a. Housing Development Planning – activities from from CDA
 - b. CDA: Supervisor Robinson; Maureen reported that the CDA continues to meet with a priority on housing development solutions for the Town of Phelps. More details will be provided very soon.
 - c. Shooting Range Redevelopment Workgroup: Selby, Hojan; There were no updates but Gene Hojan did report that the full group would be meeting again soon.
 - d. Military Hill Forest Fire Lookout Restoration Project: Gene McCaslin reported that the plans/specs should be received from QLS by mid-April.
 - Fund Raising Plan – Community Foundation response? Next steps? Quita will be contacting Jim Kuchenbecker regarding working with the Phelps Area Community Foundation to set up a fundraising plan.

- e. Veterans Memorial: Site selection – Laura Mills; Laura Mills will be calling a meeting with the group. Gene Hojan worked with DOT in Rhinelander to discuss potential placement of the memorial closer to HWY 17, with an access via Co-op Road, rather than HWY 17.
 - f. New Town Shop – completion/move in? Gene Hojan reported that there have been some delays with one of HVAC subcontractors. The Town Board and Hassinger will be working together to address this problem.
 - g. Community Center Workgroup: Robinson, et al. Hojan reported that the Community Center is still on track to be ready for move-in starting in June, and should be turned completely over to the Town in August.
 - h. Town Lakes Committee: Robinson; The Town Lakes Committee will be presenting on their recommendations regarding Wake Boating, at the April RTBM>
10. SET DATE FOR NEXT MEETING: Tuesday May 5, 2026 at 5:30 PM, Phelps Town Hall
11. ADJOURNMENT: Mc Caslin made a motion to adjourn, Ward seconded the motion, motion carried and the meeting was adjourned at 6:29 PM.

/s/ Maureen Robins, Secretary and Town Board Representative for the Planning and Development Commission

This meeting notice was posted at the 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.)