

Phelps Community Development Authority
April 14, 5:00 PM Meeting Minutes
Phelps Town Hall, 4495 Town Hall Road

1. Call Meeting to Order and Roll Call (Quorum): 5:00 PM.
2. Approval of Minutes: First from Steve Waier; second from Gene Hojan; motion passed.
3. Communications and Public Appearances: no guests were present; Jeremy Ryan will be reporting on design and concept and rent to buy options along with deed restrictions versus use of an HOA to maintain properties as owner-occupied units.
4. Detailed Business
 1. Approval of new member Don Rideout; First from Maureen Robinson; second from Jean Petrick; motion passed
 2. Request Approval from Town Board; Mak will have Sheryl get on the next RTBM.
 3. Once Mak Holcomb is sworn in to the Town Board, the Commission will have to identify which two Board Members will be Commissioners; this is a State Statute. This will be identified prior to our next meeting.
5. Business by Commissioners
 1. Maureen Robinson- shared a report on buyer incentives for housing units; along with funding strategies; she received feedback from the group and was going to continue to make edits/revisions of the document to be used for a Board presentation. She will add information as other CDA members report on their research.
 2. Steve Waier-Steve is working on a survey of the property, and information from the Phelps Sanitary District on the number of units appropriate for the property; he reported on the cost for a property owner to connect to the main water and sewer line; lateral would be \$8,000 for 200 ft. For electricity the first 100ft is free.
6. Discussion - Financing for builder
 - Locating Bank to handle finances and buy/sell transactions: Maureen Robinson and Steve Waier will be meeting with a bank on April 15, 2026.
7. Pursue Nov 2026 as date to present to electors: CDA is still on track for this date, and continues to gather the necessary data and information for the presentation.
8. New Business
 1. Appeal to local business property owners; Mak Holcomb will be working on this for our next meeting.
 2. Video to be used by the CDA for recruitment of businesses, developers, and used by both the CDA and Chamber for promotion of Phelps; Maureen Robinson will be sharing some basic ideas with Laura Richart and Stephanie Sorn, to be shared with the rest of the Chamber at their next meeting.

9. Executive Director's Report: NA

10. Set next meeting date: May 12, 2026 at 5:00 PM at the Town Hall

11. Adjourn