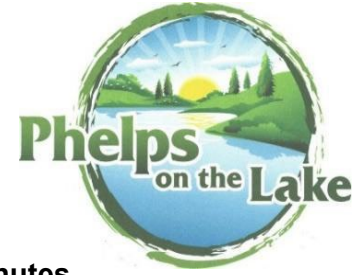


Town of Phelps Planning and Development Commission
4495 Town Hall Rd., PO Box 157
Phelps WI 54554
Fax 715-545-2270

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 May 5, 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; Mark Neitzel excused.
3. VERIFICATION OF PUBLIC NOTICE: Town Hall and Town Website
4. APPROVAL OF MINUTES of April 7, 2026, regular monthly meeting: First-Gene Hojan; Second-Eugene McCaslin; motion carried.
5. COMMUNICATIONS AND CORRESPONDENCE: Maureen reported that Wolf Tracks signs were interested in completing signs for the Town. Quita will invite to the next meeting to discuss.

DISCUSSION/ACTION ITEMS

6. THRIVE UPDATE:
 - a. Next Steps – Video – CDA, PC and Chamber involvement; Chamber was unable to hold a meeting to discuss prior to this meeting. Maureen volunteered to work with Stephanie Sorn and Laura Richart to discuss it further.
7. PARKS DEPARTMENT:
 - a. Parks Financial Report: main expense was the survey of the shooting range.
 - b. Park Supervisor Report: Schiessl-Moore
 - Parks Report - Wavering Park & LPP; concession stands, restrooms, kitchen facilities cleaned and ready to go. Checking on a stove donation. Working on jumbo roll pull down towel dispensers. Working with Josh and FD on getting water in the porta potties.
 - Boat Landings – No Power Loading signs
 - Trail Maintenance - trails are all ready for use and will be maintained throughout the season.
 - Shooting Range - see 9b below.
 - c. Lakefront Pines Park: Cement and Sod Installation – response to RFP; quotes were too high for budget for sod. Concrete dance floor and new stage steps will be completed by the first Music on the Lake; concrete pads for future pavilion and seating areas will be completed after Scarecrow Festival.
 - d. Wavering Park Sign Replacement - Schiessl-Moore. Any other offers? Chad will review.
 - e. Lakefront Pines Park docks – NSTLA donation; nothing new since their email of interest. Chad will review the original email for next steps. Docks and canoe launch on Friday.
 - f. Review Parks 5-year plan. – small group work? Small work group with Quita and Chad
 - g. Military Creek Trailhead signage – work on this before next meeting; replacement or repairs of signs on Deerskin and Vista bike trails.
8. CHAPTER SEVEN OF THE TOWN OF PHELPS COMPREHENSIVE PLAN REVIEW AND COMMENTS: The topic is Land Use: moving to next meeting; plans to develop a vision statement for each section and then develop goals that work towards bringing the vision to fruition.
9. PLANNING SUBCOMMITTEE/COMMITTEE/WORK GROUP UPDATES:
 - a. Housing Development Planning – activities from CDA-working on housing plans for a 5-acre site currently owned by the town.
 - b. Shooting Range Redevelopment Workgroup: Selby, Hojan: the PDC voted to downsize to the original grant plans submitted by Dave Selby. First; Jon Ward; Second; Gene Hojan; motion carried.
 - c. Military Hill Forest Fire Lookout Restoration Project:

- Fund Raising Plan – Community Foundation response? Next steps? Plans/specs should be received in June. Quita discussed fundraising briefly with Jim Kuchenbecker and will follow up on next steps.
 - d. Veterans Memorial: Site selection – Meeting May 20 per Laura Mills; seeking permission for a new location in Wavering Park.
 - e. New Town Shop – completion/move in? Moving in during May with approval from the state. More work to be completed by a subcontractor, and the punch list still has some items for completion.
 - f. Community Center Workgroup: move in end of June; building completed by August.
 - g. Town Lakes Committee: there will be a STBM with Lakes Committee to discuss wake boat recommendations.
10. SET DATE FOR NEXT MEETING: Tuesday June 1, 2026, at 5:30 PM, Phelps Town Hall
11. ADJOURNMENT:

/s/ Maureen Robinson, Secretary

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.)