

**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, Town Board Rep

Steve Waier, Town Board Rep

**Jean Petrick, Vice President and
Community Member**

**Stephanie Sorn, Secretary and
Community Member**

Appointed non-Commission Member:

Mark Neitzel, Executive Director



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

Phelps Community Development Authority

May 12, 5:00 PM Meeting Agenda

Phelps Town Hall, 4495 Town Hall Road

1. Call Meeting to Order and Roll Call (Quorum) 5:00 PM
2. Approval of Minutes; Gene Hojan made a motion to accept the minutes; Steve Waier seconded the motion; motion carried.
3. Communications and Public Appearances; Jay Whitman (South Twin, Forward Bank, Former CEO/CFO Incredible Bank; Mike Schindler (North Twin)
4. Detailed Business
 1. Resolution to 3 Town Board Members on the CDA; Maureen Robinson stepped down from the CDA in order to meet a state statutory requirement of only having two Town Board members on the Community Development Authority. Mak Holcomb would stay on as President and Town Board Member; Steve Waier would remain as a Town Board member. Stephanie Sorn was appointed as the Secretary to replace Maureen Robinson in this role; and Jean Petrick was appointed the VP to replace Maureen Robinson in this role. Moe made a motion to approve the appointments; Steve Waier seconded the motion; motion carried. Maureen agreed to take care of the minutes from the May 12, 2026 meeting.
5. Business by Commissioners

Steve Waier - Survey of property; Steve did not have any new information on the survey; the surveyor has had health concerns so this was moved to the next meeting. Information from Sanitary District regarding access and number of units appropriate for the property; no new information.

Jeremy Ryan - input on design and concept and rent-to-buy option; Deed restrictions versus HOA. Jeremy is not able to attend Tuesday meetings due to his commitment as Chief of the Fire Department.
6. Discussion - Financing for builder; Locating Bank to handle finances and buy/sell transactions; Further discussion of economic incentives for funding strategies.

Jay Whitman discussed a lot of options that could be available to the CDA and home buyers. Ideas were discussed to keep homes in a new housing development as owner

occupied, as this project is meant to address the lack of affordable housing for residents. A discussion was held to make this a two year project where 5 homes were built each year. Forward Bank offered several financing options for home buyers.

7. Pursue Nov 2026 as date to present to electors. This date is still the goal for a presentation of a housing project in Phelps.

8. New Business

Appeal to local business property owners

- Mak sample letter

- Invitations to discussion sessions

- Video to market hospital site development, housing development, year round tourist attractions/activities; Ad Hoc committee, Laura Richart of the Chamber, Stephanie Sorn of CDA and President of Chamber; Maureen Robinson, Town Board Member, Planning and Development Commission Town Representative and Secretary, and Ad Hoc Committee member of the CDA, will take the lead on this project. Stephanie will be working on potential video companies qualified for this type of project.

9. Executive Director's Report: Mark Neitzel presented cost breakdown, plans, pictures of a three bedroom 1 ¾ Bath modular home. The costs of an actual project were presented including the cost of modular home, survey, lot cleaning, excavation/drive, foundation, heating, plumbing, electrical, attached garage, patio and garage approach, landscape, gutters, basement stairs, I beam and sill plate, interior painting, overage, general contractor permits. From these costs there were estimates made for one and two bedroom models. It was suggested that there be an egress in the basement for the addition of a bedroom and/or other living space. Though appliances for kitchen and laundry were not in the estimate, it was discussed that a builder could purchase these and other fixtures, cabinets, etc, at an economy of scale.

10. Set next meeting date; June 18, 2026; 5:00 PM

11. Adjourn; meeting adjourned at 6:15 PM.

s/Maureen Robinson, Town Supervisor, Ad Hoc Committee member for the CDA.

This meeting notice was posted at the Town Office, Post Office, Phelps Convenience Center and the Town website on May 8, 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.)