

REDEVELOPMENT AUTHORITY OF THE CITY OF KAUKAUNA

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Wednesday, November 29, 2023 at 9:00 AM

MINUTES

Meeting was called to order by Chair Moore at 9:00AM

1. Roll Call.

Members present: Heather Hayes, Paul Hennes, Karl Kilgas, Quin Lenz (arrived at 9:01AM), John Moore, Julie Schroeder, Nicci Sprangers

Other(s) present: Associate Planner Lily Paul, PCDD Joe Stephenson, City Attorney Kevin Davidson, Matt Gaede owner of 109 W 3d Street

A motion to excuse the absent member(s) was made by Hennes and seconded by Schroeder. The motion passed unanimously. After the motion passed, the absent member had joined the meeting.

2. Approval of Minutes

- a. Approve Minutes from November 9, 2023 Meeting

Hennes made a motion to approve the meeting minutes from November 9, 2023. Sprangers seconded the motion. The motion passed unanimously.

3. New Business.

- a. Renew Kaukauna Exterior Renovation Program - Façade Application

Lori and Matt Gaede, owners of 109 W 3rd Street applied for the exterior and interior renovation forgivable loan through the Renew Kaukauna program. The windows will be redone, and the façade with vinyl siding. The interior request is to update the furnace of the building. Work will begin as soon as possible. Furnace could be replaced immediately, and the siding would be in the spring.

Hennes made a motion to approve Renew Kaukauna Façade Improvement Application for 109 W 3rd Street in the amount of \$13,590.06 to be paid directly to the contractor upon completion. Sprangers seconded the motion. The motion passed unanimously.

Kilgas made a motion to approve the Renew Kaukauna Interior Improvement Application for 109 W 3rd Street in the amount of \$1,033.33 to be paid directly to the contractor upon completion. Schroeder seconded the motion. The motion passed unanimously.

b. Renew Kaukauna Exterior Renovation Program - Facade Application Update

Ellen and Brian Hubers, owners of 140 E 2nd Street have submitted the siding material and color for their Exterior Renovation Application. Vinyl, dark gray siding will be installed vertically on the front of the building, and horizontally on the side and back of the building.

The applicant inquired if they may come back to the Redevelopment Authority with extra expenses, specifically for the stone work that Brian Hubers is doing on the first level of the front of the building. If the work is already complete, then no.

Hennes made a motion to Approve Renew Kaukauna Façade Renovation Application for 140 E Second Street in the amount of \$8,250.00 to be paid directly to the contractor upon completion. Lenz seconded the motion. The motion passed unanimously.

c. Default Loans - Notice of Default Letter

AP Lily informed the Redevelopment Authority of two delinquent loans. Atty Davidson informed the members that after 1 month of delinquency action should begin which includes sending a notice letter and implementing monthly late fees. These actions should not need approval from the Redevelopment Authority every time, staff can move forward with the action as soon as possible. Provisions such as liens, personal guarantees, and ACH have been added to loan agreements to protect the Redevelopment Authority. One of the delinquent loans does not have all of those provisions, so it is recommended to use the best methods to collect any of the money owed to RACK like: sending to collections, or reducing the monthly payments.

Kilgas made a motion to authorize staff to notify default loans immediately upon default. Schroeder seconded the motion. The motion passed unanimously.

d. Renew Kaukauna Beautification Program - Winter Arrangements

AP Lily presented 2 options for winter arrangements for the downtown planters: an artificial arrangement or a fresh arrangement. The artificial arrangement is more expensive, but could be used again. It also is a smaller diameter than the planters so may not look very full. The fresh arrangements are significantly less expensive, but will have to be redone every year. In the future, some of the elements in the planter can be collected from street department maintenance such as red twig dog wood trimmings, and pine/evergreen trimmings. RACK directed staff to move forward with the fresh arrangements for now so they can be installed before the Christmas parade. A permanent option can be discussed during spring/summer 2024.

No action was taken.

4. Closed Session.

- a. Adjourn to Closed Session per Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - 109 W 3rd Street
- b. Return to Open Session for possible action

- c. Adjourn to Closed Session per Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds - 140 E 2nd Street
- d. Return to Open Session for possible action

The meeting did not adjourn to closed session

- 5. Other Business.

There was no other business.

- 6. Adjourn.

Hennes made a motion to adjourn the meeting. Sprangers seconded the motion. The motion passed unanimously. Meeting adjourned at 9:47 AM.