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

Thursday, May 7, 2026 at 9:00 AM

MINUTES

In-Person in Council Chambers

Chairman Moore called the meeting to order at 9:00 a.m.

1. Roll Call

   Members Present: Karl Kilgas, Leon Vanevenhoven, John Moore, Quin Lenz, and Shannon Schmalz.

   Members Absent: Heather Hayes and Julie Schroeder

   Other(s) Present: Associate Planner Adrienne Nelson

   Vanevenhoven made a motion to excuse the absent member. Seconded by Lenz. The motion passed unanimously.

2. Approval of Minutes
   a. Approve Minutes from April 2, 2026.

      Kilgas made a motion to approve the minutes from April 2, 2026. Seconded by Vanevenhoven. The motion passed unanimously.

3. Old Business
   a. None

4. New Business
   a. Certificate of Appropriateness – 136 E 2nd Street.

      Associate Planner Nelson explained that the owners of Mad Chicken are requesting a Certificate of Appropriateness for their building located at 136 E 2nd Street. They were unaware that a Certificate of Appropriateness was required when they painted the building and are coming before RACK to ensure compliance with all City requirements.

Discussion was held by the Rack members to try to find a way to make sure Certificates of Appropriateness are filled out before businesses start façade projects. One suggestion is to have a packet of information available when a business comes in to pull building permits with the building inspector. Associate Planner Nelson stated that staff also plans to work on improving communications with the downtown businesses. They are working with hands-on owners as well as landlords that are off-site, so it can be difficult to get information for a contact person for some properties.

Kilgas made a motion to grant the Certificate of Appropriateness to 136 E 2nd Street for the façade design presented. Seconded by Schmalz. The motion passed unanimously.

b. Certificate of Appropriateness Application.

Associate Planner Nelson presented the Certificate of Appropriateness application. Although a design guide was approved by RACK on March 6, 2025, for the purpose of assisting property owners in the Commercial Core District when applying for a Certificate of Appropriateness, a formal application has not been created for this process. Staff have put together an appropriate application to help alleviate future confusion for applicants and to draw attention to the requirements outlined in the zoning code. RACK members would like to make sure this form is printable from the website. Members would also like the design guide to include the guideline that painted brick is not allowed for the façade.

Discussion was held regarding wording on the application indicating the 'City of Kaukauna will **never** request payment for any application in the form of a wire transfer.' RACK members would like Associate Planner Nelson to reach out to the Finance Director and the Bank of Kaukauna for options for re-wording this statement on the application.

Kilgas made a motion to approve the Certificate of Appropriateness application with the Associate Planner following up regarding the

questions on the form. Seconded by Schmalz. The motion passed unanimously.

c. 2026 Downtown Planters

Associate Planner Nelson introduced the 2026 Downtown Planters Proposal. At the RACK meeting on April 2, 2026, a discussion was held on how to finance the City's downtown/uptown flower planters for summer 2026. RACK suggested that staff engage with local businesses to see if they would be interested in sponsoring a planter, pending advice from the City's Marketing and Communications Manager on whether the city should request a donation and select the flowers for the businesses or make it a competition and have the businesses select the flowers themselves.

With guidance from Marketing and Communications Manager Fencl, staff put together a concept flyer for a flower planter competition. By offering $50 in Chamber Bucks and budgeting for at least $15 per sign per planter, staff estimate the competition will cost at least $185, which is $315 less than the usual cost of $500. Past volunteers and businesses adjacent to the planters will be given the first opportunity to select a planter. RACK members would also like to include a plaque for the winner to display at their business.

Lenz made a motion to approve the proposal with changes and an allocation of up to $500 for Chamber Bucks, a plaque, signage, and planting materials as needed. Seconded by Kilgas. The motion passed unanimously.

d. Purchasing of Additional City Planters

At the RACK meeting on Aril 2, 2026, interest was expressed in purchasing some additional planters to help beautify the City of Kaukauna. Direction was specifically given to investigate if it would be feasible to install a planter at the corner of E 2nd Street and Dodge Street. In talking with the Department of Public Works, it would be feasible to install a planter in this general location, but it would be

difficult to obtain permission to install it in the Dodge Street right-of-way because it's a county road. There is a fire hydrant near the intersection of E 2nd Street and Dodge Street, so the planter would need to be set back from the hydrant.

In 2023, when the original planters were ordered, the price for each was $566.00. With inflation, the price would likely be closer to $615.00 now, not counting costs for installation by staff.

RACK members would like Associate Planner Nelson to order a planter and talk to the Department of Public Works and the County about placement of the planter at or near Trina's Barber & Design or Sturbers Bar & Grill.

e. Revolving Loan Fund Update.

Associate Planner Nelson presented a balance sheet provided by the Finance Department. The balance sheet was dated April 28, 2026. With RACK payments being made on the fifth of each month, the balance sheet numbers were a little outdated by the May 7, 2026 meeting. An additional spreadsheet was put together by staff to provide additional information on active loans. No loans were closed since the last RACK meeting. RACK members discussed placing some funds into a Money Market account, versus a CD, to gain higher interest without a penalty for early withdrawal. This amount would depend on where RACK is in terms of their project list with loans coming due.

RACK members discussed some additional information they would like to see on the spreadsheet. One column they'd like to see would indicate whether the loan is current or delinquent. If the loan is delinquent, they'd like to see the count of how many months the loan is behind. Members would also like to see how much money is coming back into the RACK fund monthly. They'd like two additional columns: last payment amount and actual payment amount.

5. Other Business
    a. None

6. Adjourn

   Vanevenhoven made a motion to adjourn the meeting. Seconded by Kilgas. Motion passed unanimously. The meeting adjourned at 9:58 a.m.

   Christina Nelson, Deputy Clerk