



Thursday, November 6, 2025 at 9:00 AM

MINUTES

In-Person in Council Chambers

Chairman Moore called the meeting to order at 9:05 a.m.

1. Roll Call

Members Present: John Moore, Quin Lenz (virtual), Shannon Schmalz, Heather Hayes

Absent: Karl Kilgas, Leon Vanevenhoven, Julie Schroeder

Other(s) Present: Director of Planning and Community Development Dave Kittel, Associate Planner Adrienne Nelson, Dr. Rachel and Marcus Tippins from Flow Family Chiropractic

Hayes made a motion to excuse the absent members. Seconded by Schmalz. The motion passed unanimously.

2. Approval of Minutes

a. Approve Minutes from August 7, 2025

Hayes made a motion to approve the minutes from August 7, 2025. Seconded by Schmalz. The motion passed unanimously.

3. Old Business

a. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Application for 120 E Second Street

Hayes made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Revolving Loan Fund Application for 120 E Second Street. Seconded by Schmalz. The motion passed unanimously.

Closed Session entered at 9:08 a.m.

b. Return to Open Session for Possible Action

Hayes made a motion to return to open session. Seconded by Schmalz. The motion passed unanimously.

Open Session entered at 9:27 a.m.

4. New Business

a. Introduction Revolving Loan Application Review – Flow Family Chiropractic

Director Kittel introduced the application submitted by Flow Family Chiropractic for RACK's Revolving Loan Program. They are requesting to borrow \$200,000.00 from RACK to facilitate the purchase of a commercial building and the expansion of their business. Kittel explained that funding would be discussed in closed session but opened the floor for initial questions.

Moore inquired about the value of the building.

Dr. Tippins explained that the property was assessed at \$176,200.00.

Moore asked about the number of existing tenants in the building.

Dr. Tippins responded that there are currently ten tenants in the building.

Moore asked if all ten of the tenants were businesses.

Dr. Tippins confirmed that none of the tenants were residential.

Moore asked if Flow Family Chiropractic was currently a tenant of the building.

Dr. Tippins explained that Flow Family Chiropractic currently rents a different building right across the street.

Moore asked if Flow Family Chiropractic would be replacing one of the existing ten tenants.

Dr. Tippins explained that their practice would end up replacing six businesses on the first floor, but they would not end any leases early. They are planning to start construction in March.

Schmalz asked if the upstairs tenants would be keeping their leases.

Dr. Tippins said that the upstairs tenants could continue their leases as long as they chose to. The long-term plan for the building is to expand it into a perinatal and family wellness center for children and moms. Flow Family Chiropractic already refers patients out to other care providers for speech language development, lactation consultants, etc. so they already have some great connections in place to make this into a wellness center. It would provide services not offered in Kaukauna and provide for patients in the surrounding areas of Appleton, Green Bay, Sherwood, Chilton, Wrightstown, etc.

Hayes asked if Flow Family Chiropractic accepts health insurance.

Dr. Tippins explained that many insurances won't recognize pediatric and perinatal chiropractic options. Instead of working with insurance, Flow Family Chiropractic works to keep their prices affordable for clients.

Moore asked if any of the services provided by Flow Family Chiropractic are connected with the Inclusion Community Center.

Dr. Tippins explained that Flow Family Chiropractic and the Inclusion Community Center don't have much of a crossover, but both businesses are members of HYPE, which is run by the Heart of the Valley Chamber of Commerce.

Schmalz asked for confirmation that they were planning on hiring an additional chiropractor in 2026.

Dr. Tippins explained that they just hired an additional chiropractor this year and are hoping to hire another one in 2027 or 2028. Their new hire works an hourly wage and works alongside Dr. Tippins collaboratively.

Schmalz inquired further about the building Flow Family Chiropractic is currently renting.

Dr. Tippins explained that they are currently renting a loft-style building that has one room for exams/adjustments. Their business is running into the issue of simply not having enough room. People tend to hangout in the waiting room before and after appointments, and one day they had 20+ people in the waiting room. They need more space, and they don't want to push any families out.

Schmalz asked if their current landlord is aware of their plans for expansion.

Dr. Tippins explained that, although they have discussed needing to renovate their current building or expand somewhere else, they haven't talked specifically about their plans to purchase this building. They have been in open communication with their landlord but wanted to hold off a little bit until they knew more. They are planning to talk with him further next week.

- b. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Flow Family Chiropractic

Hayes made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Flow Family Chiropractic. Seconded by Schmalz. The motion passed unanimously.

Closed session entered at 9:42 a.m.

c. Return to Open Session for Possible Action

Hayes made a motion to return to open session. Seconded by Schmalz. The motion passed unanimously.

Open Session entered at 10:23 a.m.

d. Renew Kaukauna Application Review – Galleria of Tile

Director Kittel introduced the application submitted by the Galleria of Tile for RACK's Renew Kaukauna Program. They are requesting assistance for work completed on restoring the siding of their building.

e. Adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Galleria of Tile

Hayes made a motion to adjourn to Closed Session pursuant to Wisconsin State Statute 19.85(1)(e) to discuss the disposition of public funds – Galleria of Tile. Seconded by Schmalz. The motion passed unanimously.

Closed session entered at 10:28 AM

f. Return to Open Session for Possible Action

Hayes made a motion to return to open session. Seconded by Schmalz. The motion passed unanimously.

Open Session entered at 10:39 a.m.

Hayes made a motion to deny the Renew Kaukauna Program submitted by the Galleria of Tile due to not meeting requirements of the program and directed staff to recommend the applicant re-apply to obtain funding for signage alone. Seconded by Schmalz. The motion passed unanimously.

5. Other Business

a. None

6. Adjourn

Hayes made a motion to adjourn the meeting. Seconded by Schmalz. Motion passed unanimously. The meeting adjourned at 10:41 a.m.

