



Thursday, April 2, 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, Shannon Schmalz, Heather Hayes

Members Absent: Julie Schroeder

Other(s) Present: Associate Planner Adrienne Nelson

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

2. Approval of Minutes

- a. Approve Minutes from February 26, 2026

Kilgas made a motion to approve the minutes from February 26, 2026. Seconded by Lenz. The motion passed unanimously.

3. Old Business

- a. None

4. New Business

- a. 2026 Downtown Planters

Associate Planner Nelson introduced the 2026 downtown planters. RACK financed 12 downtown and uptown planters over the past three years. In 2025, \$500 was spent on flowers. Local businesses volunteered in the past to water the planters. In March 2025, the intent was to locate new funding source or have businesses sponsor the planters. Additional discussion occurred suggesting the start of a Beautification Committee to address concerns with consistency of

some of the volunteers watering the flowers. Creation of a Beautification Committee is on hold with Director Kittel's absence.

Staff came up with four potential funding sources. First, RACK could continue to fund the flowers for another year, but the downside is that this use of RACK funding means that the funds are spent and do not return to the RACK fund. Second, local businesses in the downtown and uptown areas could sponsor the planters. If each planter had one sponsor, the cost per business would be about \$42. With sponsorships, there would be opportunities for local businesses to choose the flowers planted and for signage in the planters. Third, city staff could reach out to Kaukauna Utilities (KU) to sponsor the planters. The fourth potential would be for 1000 Islands to cultivate native plants at the nature center and transplant them to the planters, although this plan would not be implemented this year with the timing constraints from planting.

The concern with volunteering was that some local businesses were only able to water occasionally. City staff does not currently have the capacity to add additional maintenance duties in place of volunteers watering. Staff recommends that the water item is addressed once a Beautification Committee is created.

Potential flowers for 2026's planters include fountain grass, marigolds, and salvias. These are hardy plants that would do well with minimum maintenance.

Kilgas asked where the initial funding came from for the planters themselves. Nelson answered that the initial funding came from RACK. Kilgas suggested adding a planter on the corner near Sturbers Bar and Grill. Kilgas also asked what the pricing was for the planters. Nelson answered that the planters were \$500.

Moore stated that he doesn't believe that the \$42 sponsorship fee for planters would deter donations to other activities.

Hayes suggested turning the planters into a contest where a business would sponsor, design, and maintain a planter. Lenz noted that if businesses sponsor a pot, they are more likely to be consistent with their watering.

Nelson stated that staff will follow up with the city marketing manager and decide whether to purchase flowers or hold a competition. Staff will also follow up with public works to assess vision concerns for placing a planter on the corner near Sturbers Bar and Grill.

5. Other Business

a. Revolving Loan Fund Update

Associate Planner Nelson presented the revolving loan fund update. Staff received a request to provide an update on the Redevelopment Authority's available funds. The discussion references a balance sheet pulled by the City Finance Department on March 30th, 2026 with the most current information through that date.

Moore asked if there are any loans in default. Nelson confirmed that there are two loans in default. These defaulted loans are for Image Nutrition Club and Mena's Place LLC. The city paralegal is looking into both loans.

Moore asked what type of interest is earned on the balance of available funds. Nelson stated that she would provide the information at the next meeting. Moore noted that the Redevelopment Authority could generate more money for the fund if the money was in a Certificate of Deposit. Schmalz asked how often the Redevelopment Authority touches the funds. Moore answered that the funds are only touched when loans are granted. Nelson stated that she would follow up with the finance department on interest for Redevelopment Authority funds.

Nelson stated that she would provide an updated table of loans in the future with historical loans included.

6. Adjourn

Hayes made a motion to adjourn the meeting. Seconded by Vanevenhoven.
Motion passed unanimously. The meeting adjourned at 9:37 a.m.

