

REDEVELOPMENT AUTHORITY

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



Thursday, April 02, 2026 at 9:00 AM

AGENDA

In-Person in Common Council Chambers, City of Kaukauna

1. Roll Call.
2. Approval of Minutes.
 - a. Approve Minutes from February 26, 2026
3. Old Business.
4. New Business.
 - a. 2026 Downtown Planters
5. Other Business.
 - a. Revolving Loan Fund Update
6. Adjourn.

NOTICES

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



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



Thursday, February 26, 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: Leon Vanevenhoven, John Moore, Quin Lenz, Heather Hayes, Julie Schroeder

Members Absent: Karl Kilgas, Shannon Schmalz

Other(s) Present: Associate Planner Adrienne Nelson, Applicant Mandy Waite and Husband Jeremiah Voight

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

2. Approval of Minutes

a. Approve Minutes from February 5, 2026

Lenz made a motion to approve the minutes from February 5, 2026. Seconded by Vanevenhoven. The motion passed unanimously.

3. Old Business

a. Introduction Revolving Loan Application Review – Club Ritz

Associate Planner Nelson presented the revolving loan application for Club Ritz. The application was previously discussed at the February 5, 2026 RACK meeting. At that meeting, RACK requested additional information, which was provided by the applicants. The loan documents were provided to RACK members, to be discussed.

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

Lenz 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 Documentation for Club Ritz. Seconded by Vanevenhoven. The motion passed unanimously.

Closed session entered at 9:03 a.m.

Applicant Mandy Waite and Husband Jeremiah Voight joined the closed session at 9:18 a.m. for further questions.

c. Return to Open Session for Possible Action

Vanevenhoven made a motion to return to open session. Seconded by Lenz. The motion passed unanimously.

Open Session entered at 9:25 a.m.

4. New Business

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

Vanevenhoven 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 Documentation for Club Ritz. Seconded by Lenz. The motion passed unanimously.

Closed session entered at 9:26 a.m.

Applicant Mandy Waite and Husband Jeremiah Voight joined the closed session at 9:41 a.m. for further questions.

Schroeder exited the closed session at 9:44 a.m.

b. Return to Open Session for Possible Action

Lenz made a motion to return to open session. Seconded by Vanevenhoven. The motion passed unanimously.

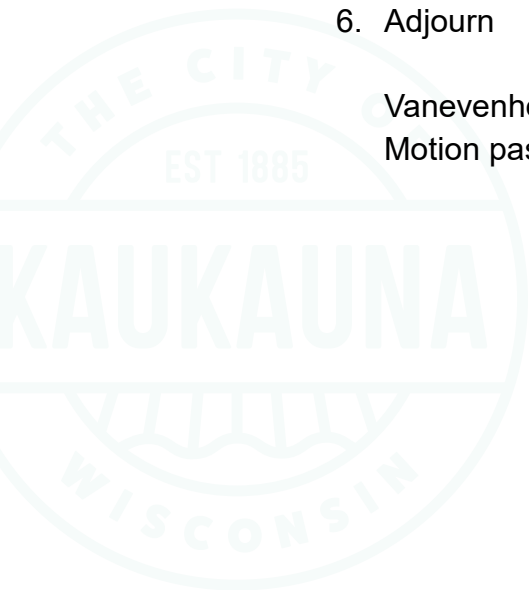
Open Session entered at 9:52 a.m.

Lenz made a motion to approve the loan documentation with a 7-year term and the following conditions: stormwater and erosion control permits are obtained from the Engineering Department prior to the issuance of building permits, the occupancy limit will remain at 86 people, a fence will be added on the western side of the property with plantings per 17.52 of the Municipal Code, angle parking is to remain on the street (no changes to ninety degree stalls), off-street parking stalls must also be angled parking due to access aisle width, a right-of-way permit is obtained prior to any work being done in the public right-of-way, a Certificate of Appropriateness is approved from the Redevelopment Authority (RACK) for the façade, one ADA stall and path should be provided for the off-street parking, and any on-street stall marked as ADA must meet all slope/dimension requirements. Seconded by Hayes. Moore, Lenz, and Hayes voted aye. Vanevenhoven voted nay. Motion passed three to one.

5. Other Business
 - a. None

6. Adjourn

Vanevenhoven made a motion to adjourn the meeting. Seconded by Lenz. Motion passed unanimously. The meeting adjourned at 9:55 a.m.





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority
From: Adrienne Nelson, Associate Planner
Date: March 30, 2026
Re: 2026 Downtown Planters

Background

For the past three years, RACK has financed the purchase of flowers for the downtown and uptown planters. Currently, there are three planters on W Wisconsin Avenue, four planters on E 2nd Street, two planters on E 3rd Street, and three planters outside of the police station, for a total of twelve planters. The amount spent last year on flowers for these planters was \$499.28. Historically, local businesses in the area have volunteered to keep the planters near their establishments watered throughout the summer, and the police department have kept the three planters outside of their station watered.

Per the minutes from the [March 25th, 2025, RACK meeting](#), the intent moving forward in 2026 was to locate a new funding source or have businesses sponsor the planters. At that time, there was additional talk on the prospect of starting a Beautification Committee and addressing concerns regarding the lack of consistent watering of flowers by some of the volunteers. With this in mind, staff have done research into alternatives for funding and maintenance, as well as into which flowers may be best suited for the City's planters. Due to Director Kittel's absence, the creation of the Beautification Committee is currently on hold.

Funding

Suggestions for possible funding sources are listed below. Please note that these items have not been discussed with prospective sponsors yet, as staff is looking for direction from RACK before proceeding with any inquiries.

1. **RACK funding.** RACK could continue to fund the downtown planters for another year. This simplifies things on staff's side, as it means staff do not have to seek out sponsors, and it ensures that there are no delays in the purchasing and planting of flowers. The money spent on the flowers, however, means less money in the revolving loan fund and is money that will never come back in.
2. **Business sponsorship.** Staff could reach out to local businesses, specifically those in the downtown and uptown area, and see if there would be interest in sponsoring a planter. If each planter had one sponsor, the cost per business would only be around \$42.00 per planter (\$500.00/12 planters, rounded). Opportunities to place a small sign in the planter and choose the types of flowers planted could be offered as incentives, as well as a social media post. One concern would be finding enough businesses interested in participating and competing with other City sponsorship opportunities, such as Electric City River Jam.
3. **Kaukauna Utilities sponsorship.** Staff could reach out to Kaukauna Utilities and see if they would be interested in sponsoring the downtown planters, with similar incentives as listed above. Kaukauna Utilities donates a seasonal portable toilet at the head of the Konkapot Trail on an annual basis, and they've also provided support for Electric City River Jam, so there are similar concerns as with businesses regarding competing with other sponsorship opportunities.
4. **1000 Islands partnership.** Staff could reach out to 1000 Islands staff to see if there would be an interest in starting a program focused on cultivating native plants at the Environmental Center and then transferring them to the City planters. This would be the option that would require the most work and coordination, and likely could not be implemented this year. It would, however, provide a steady crop of native plants at a fraction of the cost.

Watering

Although some local businesses are only able to water occasionally, City staff do not currently have the capacity to take on additional maintenance duties in place of businesses. It is recommended that this item is addressed further once a formal Beautification Committee is created.

Flowers

Last year, the City planted fountain grass, vistas, verbenas, and marigolds in the planters. Staff is recommending that this year fountain grass, marigolds, and salvias are placed in the planters, as these plants are fairly hardy.

Recommendation:

Discussion and direction for staff on how to proceed.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority
From: Adrienne Nelson, Associate Planner
Date: March 30, 2026
Re: Revolving Loan Fund Update

A request was received by staff to provide an update on the Redevelopment Authority’s available funds. Staff is planning on providing these updates at every meeting moving forward.

The attached balance sheet was pulled by the City’s Finance Department on March 30th, 2026, and contains the most up to date information available. RACK payments are made on the fifth of each month, so additional money will be coming in shortly.

Additionally, staff put together a spreadsheet to provide additional information on active loans.

Recommendation:

No action needed, this is for informational purposes only.



City of Kaukauna
City of Kaukauna
City - Balance Sheet (Years 2025+)
March 30, 2026

Options: Activity Only

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
1005 - Cash	\$1,004,791.12
Total Bank	\$1,004,791.12
Unbilled Receivable	
1295 - Accrued Interest Receivable (SA)	\$1,452.17
1375 - Loans (AR)	\$1,345.66
1376 - Loans (SA)	\$813,925.39
Total Unbilled Receivable	\$816,723.22
Other Current Asset	
1640 - Loan Payment Receivable Clearing	(\$8,916.55)
Total Other Current Asset	(\$8,916.55)
Total Current Assets	\$1,812,597.79
Total ASSETS	\$1,812,597.79
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
2015 - Accounts Payable	\$98.00
Total Accounts Payable	\$98.00
Deferred Revenue	
2718 - Rack Loans (SA)	\$880,969.17
2719 - Loans	\$1,345.66
Total Deferred Revenue	\$882,314.83
Total Current Liabilities	\$882,412.83
Equity	
Retained Earnings	\$903,439.57
Net Income	\$26,745.39
Total Equity	\$930,184.96
Total Liabilities & Equity	\$1,812,597.79

Loan Holder Name	Project Address	Parcel Number(s)	Loan Type	Initial Loan Balance	Annual Percentage Rate	Loan Term (Months) - Exact	Loan Term (Years) - Rounded	Approved Date	Initial Payment Date	Maturity Date
Image Nutrition Club	1920 Crooks Avenue	324047301	Revolving	\$5,300.00	2.50%	24	2		4/25/2014	3/25/2016
New China Wok, Inc.	1810 Crooks Avenue, Suite B	324047301	Revolving	\$70,000.00	4.00%	84	7		3/7/2020	2/7/2027
Sticky Fingers Cafe and Catering LLC	145 E Second Street	324008800	Revolving	\$70,700.00	2.00%	84	7		2/1/2021	1/1/2028
Domix LLC	3700 Electric City Boulevard	322112700	Revolving	\$150,000.00	3.97%	180	15		9/5/2021	9/5/2036
Riverside Property Management LLC	213/215 W Wisconsin Avenue	321029100	Revolving	\$18,250.00	2.00%	84	7		11/5/2022	10/5/2029
Mena's Place LLC	213/215 W Wisconsin Avenue	321029100	Revolving	\$13,000.00	2.00%	84	7		11/5/2022	11/5/2029
Feller LLC	171 W Wisconsin Avenue	321029800	Revolving	\$135,150.00	2.00%	120	10		3/5/2023	2/5/2033
Sydney Hummel Properties LLC	500 Lawe Street	322036600	Revolving	\$38,375.00	2.00%	84	7		5/5/2023	4/5/2030
Electric City Properties, LLC	380/382 Farmland Drive	322101100	Revolving	\$45,000.00	2.00%	84	7		11/5/2023	4/5/2030
Central Block, LLC	106/108 E Second Street	324004100 & 324004200	Revolving	\$136,472.00	2.00%	120	10		9/1/2024	8/1/2034
Fox Valley Meals LLC	107 E Second Street	324007900	Revolving	\$37,000.00	2.00%	60	5		4/5/2025	4/5/2030
Chris Berkers Properties, LLC	177 W Wisconsin Avenue	321029600	Revolving	\$6,130.00	2.00%	60	5		10/5/2025	9/5/2030
Tip-Top Enterprises LLC	139 E Second Street	324008700	Revolving	\$200,000.00	2.00%	222	19	2/5/2026	4/5/2026	9/5/2044
Club Ritz	301 W Seventh Street	323030300	Revolving	\$150,000.00	2.00%	84	7	2/26/2026	4/5/2026	3/5/2033