

REDEVELOPMENT AUTHORITY

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



Thursday, November 05, 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 May 7, 2026
3. Old Business.
4. New Business.
 - [a.](#) Flow Family Chiropractic Subordination Document
 - [b.](#) Revolving Loan Fund Update
5. Other Business.
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, 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 Fencil, 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 April 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





MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority
From: Adrienne Nelson, Associate Planner
Date: October 30, 2026
Re: Flow Family Chiropractic Subordination Document

At the [February 5th, 2026 RACK meeting](#), revolving loan fund documentation was approved for Tip-Top Enterprises LLC (Flow Chiropractic) for their building located at 139 E Second Street. The loan is for \$200,000.00 and is set to be paid back over nineteen years. Currently, RACK is in the second mortgage position on the real estate, subordinate only to the Bank of Kaukauna.

Staff received a request from WBD, who is partnering with the Bank of Kaukauna to facilitate an SBA 504 loan for the purchase and renovations completed at 139 E Second Street. As part of the SBA loan requirements, WBD needs to be in the second mortgage position on the real estate. They are requesting that RACK sign off on a mortgage subordination agreement.

In reviewing the documentation originally submitted by Tip-Top Enterprises LLC, the WBD/SBA loan was originally planned and budgeted for. The funding sources for the project were listed as follows: WBD/SBA (38% of the cost), BOK (38%), RACK (19%), and borrower equity (5%).

The SBA loan obligation being given priority is the current SBA financing and not for any future, unrelated debts. The signing of this agreement would move RACK to a third position mortgage behind the bank and SBA loan.

Staff Recommendation:

Staff are recommending that the RACK Chair be authorized to sign the mortgage subordination agreement for the additional financing secured by the property.



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

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

The attached balance sheet was pulled by the City's Finance Department on October 30th, 2026, and contains the most up to date information available. RACK payments are made on the fifth of each month, so this balance sheet will be a little outdated by the time of the RACK meeting on November 5th, 2026.

Additionally, staff put together a spreadsheet to provide additional information on active loans and loans that are currently in default. No loans have been closed out since the last RACK meeting.

Recommendation:

No action needed, this is for informational purposes only.

City of Kaukauna
City of Kaukauna
City - Balance Sheet (Years 2025+)
End of Sep 2026
Options: Activity Only

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
1005 - Cash	\$737,767.95
Total Bank	\$737,767.95
Unbilled Receivable	
1295 - Accrued Interest Receivable (SA)	\$1,980.52
1375 - Loans (AR)	\$1,345.66
1376 - Loans (SA)	\$746,112.55
Total Unbilled Receivable	\$749,438.73
Total Current Assets	\$1,487,206.68
Total ASSETS	\$1,487,206.68
Liabilities & Equity	
Current Liabilities	
Deferred Revenue	
2718 - Rack Loans (SA)	\$746,112.55
2719 - Loans	\$1,345.66
Total Deferred Revenue	\$747,458.21
Total Current Liabilities	\$747,458.21
Equity	
Retained Earnings	\$903,439.57
Net Income	(\$163,691.10)
Total Equity	\$739,748.47
Total Liabilities & Equity	\$1,487,206.68

Loan Holder/Borrower	Signer(s)	Project Address	Parcel Number(s)	Loan Type	Initial Loan Balance	Annual Percentage Rate	Loan Term (Months) - Exact	Loan Term (Years) - Rounded	RACK Approval Date	Initial Payment Date	Maturity Date	Amended Maturity Date?
New China Wok, Inc.	Dong Sheng Chen	1810 Crooks Avenue, Suite B	324047301	Revolving	\$70,000.00	4.00%	84	7	1/8/2020	3/7/2020	2/7/2027	12/5/2027
Sticky Fingers Cafe and Catering LLC	Natalio Hernandez Geronimo	145 E Second Street	324008800	Revolving	\$70,700.00	2.00%	84	7	1/29/2020	2/1/2021	1/1/2028	5/5/2028
Domix LLC	Kim Mischler	3700 Electric City Boulevard	322112700	Revolving	\$150,000.00	3.97%	180	15	12/14/2020	9/5/2021	9/5/2036	N/A
Riverside Property Management LLC	Sebastian Schmidt	213/215 W Wisconsin Avenue	321029100	Revolving	\$18,250.00	2.00%	84	7	9/1/2022	11/5/2022	10/5/2029	N/A
Feller LLC	Jason Hurst	171 W Wisconsin Avenue	321029800	Revolving	\$135,150.00	2.00%	120	10	10/13/2022	3/5/2023	2/5/2033	N/A
Sydney Hummel Properties LLC	Sydney Hummel	500 Lawe Street	322036600	Revolving	\$38,375.00	2.00%	84	7	4/6/2023	5/5/2023	4/5/2030	N/A
Electric City Properties, LLC	Allie Thiel	390 Farmland Drive	322101100	Revolving	\$45,000.00	2.00%	84	7	4/6/2023	11/5/2023	4/5/2030	N/A
Central Block, LLC	Clay Elting	106/108 E Second Street	324004100 & 324004200	Revolving	\$136,472.00	2.00%	120	10	7/11/2024	9/1/2024	8/1/2034	N/A
Fox Valley Meals LLC	Destiny Antuna	107 E Second Street	324007900	Revolving	\$37,000.00	2.00%	60	5	2/6/2025	4/5/2025	4/5/2030	N/A
Chris Berkens Properties, LLC	Chris Berkens	177 W Wisconsin Avenue	321029600	Revolving	\$6,130.00	2.00%	60	5	7/17/2025	10/5/2025	9/5/2030	N/A
Tip-Top Enterprises LLC	Rachel Tippins	139 E Second Street	324008700	Revolving	\$200,000.00	2.00%	222	19	2/5/2026	4/5/2026	9/5/2044	N/A
Q & V, LLC	Mandy Waite Abbie Quella Luke Quella	301 W Seventh Street	323030300	Revolving	\$150,000.00	2.00%	84	7	2/26/2026	4/5/2026	3/5/2033	N/A

Loan Holder/Borrower	Signer(s)	Project Address	Parcel Number(s)	Loan Type	Initial Loan Balance	Annual Percentage Rate	Loan Term (Months) - Exact	Loan Term (Years) - Rounded	RACK Approval Date	Initial Payment Date	Maturity Date	Amended Maturity Date?
Sherry Kavanaugh d/b/a Image Nutrition Club	Sherry Kavanaugh	1920 Crooks Avenue	324047301	Revolving	\$5,300.00	2.50%	24	2	2/21/2014	4/25/2014	3/25/2016	N/A
Mena's Place LLC	Shalia Lopez	213/215 W Wisconsin Avenue	321029100	Revolving	\$13,000.00	2.00%	84	7	9/1/2022	11/5/2022	11/5/2029	N/A