

AGENDA

NEENAH COMMUNITY DEVELOPMENT AUTHORITY

Monday, August 3, 2026

4:00 P.M.

Hauser Room, City Administration Building

1. Approval of June 1, 2026 meeting minutes.
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Community Development Authority).
3. Discuss and Approve Amendments to By-Laws of the Community Development Authority of the City of Neenah
4. Discuss and Approve Proposed 2027 Operating Budget of the Community Development Authority of the City of Neenah
5. Executive Director's Report.
6. Adjournment.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the Community Development Department Community Development Specialist at 920-886-6125 or the City's ADA Coordinator at (920) 886-6106 or e-mail attorney@neenahwi.gov at least 48 hours prior to the scheduled meeting or event to request an accommodation.

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council may be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee but will not take any formal action at this meeting.

Community Development Authority of the City of Neenah
June 1, 2026 - 4:00 PM
Hauser Room, City Administration Building

Present: Board Members: Tom Martin, Ald. Tami Erickson, Lee Hillstrom, and Ald. Bill Pollnow. Also Present: Ald. Flo Bruno, Executive Director Kelly Nieforth, Community Development Specialist Samantha Jefferson, resident Frank Cuthbert (1533 Fallow Drive), resident Mark Neuman (509 Chatham Ct.), resident Debbie Ludka (324 Castle Oak Drive), resident Scott Becher (1061 Green Acres Lane) and Nikolas Degroot (Neenah News).

Approval of May 4, 2026 meeting minutes:

MSC Hillstrom/Pollnow, the CDA to approve the meeting minutes of May 4, 2026. Motion passed.

Public Appearances: Resident Mark Neuman (509 Chatham Ct.) introduced himself and explained that he is sitting in to understand how the city works and hopes to give back at some point.

Approve Regular Meeting Dates Per By-Laws of the Community Development Authority of the City of Neenah:

MSC Pollnow/Erickson, the CDA to approve the establishment of regular meeting dates to the first Monday of every other month starting on Monday, August 3, 2026.

During the meeting in May, members discussed changing the meeting frequency to every-other-month still on the first Monday of the month. Members were in favor of this change.

Member Hillstrom pointed out that the By-Laws indicate that there would be an annual meeting in May but that would not be a month that the CDA would meet. Executive Director Nieforth explained that in future meetings, the content of the By-Laws would be discussed and potentially updated based on current functionality of the CDA.

Presentation:

1. Houses Into Homes City Program

Community Development Specialist Jefferson gave a presentation on the city's Houses Into Homes Program. Of note:

- The program began with the utilization of the TIF Affordable Housing Extension. When TIF's 5 & 6 closed, the city was able to leave the TIF's open for an additional year and used the gained increment (approximately \$850,000) for this program.

- There are two subprograms: Curb Appeal (grants) and Refresh & Renew (loans). Each subprogram has different terms, eligible projects and eligibility requirements.
- Since the beginning of the program in 2024, 48 projects have been completed (37 Curb Appeal and 11 Refresh & Renew); the city has invested approximately \$277,000; and homeowners have invested approximately \$469,000.
- Modifications to the program were introduced in 2026 including more defined project eligibility, lower grant maximums, income eligibility for loans, and updated repayment terms for loans.

Member Pollow asked if participants in the program are made aware that by making these improvements, the assessed value of their property could increase. Community Development Specialist Jefferson does point this out to each applicant and it is noted in the contract that the assessor's office will review the changes made to the property.

Executive Director's Report:

Executive Director Nieforth provided the CDA with a report detailing several updates.

PCA Rollmeister LLC has submitted site plans for a 105,000 square foot building addition. However, city staff does not yet have information on the construction timeline.

An update was provided on Arrowhead Park. The Wisconsin Department of Natural Resources (WDNR) granted conditional approval for grading activities and the installation of interior roadways, parking lots, sidewalks, trails, and open-air shelters, but did not approve installation of water, sewer, and storm utilities. Following direction from the Committee of the Whole on May 11, the City appealed the DNR's decision regarding utilities. Outside counsel will work with the city on this.

It was reported that soil borings within the dike would be completed during the week of May 18. Executive Director Nieforth also reviewed a potential grant opportunity related to improvements at the Millview Drive rail crossing. Additionally, the Parks and Recreation Department collaborated with the City of Menasha and Village of Fox Crossing to host the "Listen to the Loop" event along the Little Lake Trail, including a stop at Arrowhead Park.

The Zoning Code update project is moving forward with a public workshop on Monday, June 15 from 6-7:30 p.m. at City Hall. An online survey will be available from June 15 – July 10.

DNR staff has informed the city that the VPLE for the Glatfelter Redevelopment site is close to being finalized. When the city has received the VPLE, the next step would be to transfer the land to the building owners.

Community Development staff has met with several developers – there has been interest in both Doty Island and S. Commercial Street development areas.

Eminent Development Corporation submitted a housing tax credit application to the Wisconsin Housing and Economic Development Authority (WHEDA) in March. If awarded, construction of the proposed 50-unit development would begin in 2027 (on the former Harn's site). As of this meeting, Community Development has not yet heard that a decision has been made on this application.

Adjournment: The meeting was adjourned at 4:25 p.m. **MSC Hillstrom/Pollnow. Motion passed.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Samantha Jefferson", written in a cursive style.

Samantha Jefferson
Community Development Specialist



MEMORANDUM

TO: Chairman Martin and Members of the Community Development Authority

FROM: Kelly Nieforth, Director of Community Development and Assessment

DATE: July 24, 2026

RE: Community Development Authority Bylaws Amendments

In 2004, the City of Neenah created the Community Development Authority (CDA) of the City of Neenah to carry out blight elimination, slum clearance, urban renewable programs and projects, and housing projects. Bylaws were adopted by the CDA which outlined the roles and responsibilities of the CDA and their members. Bylaws can be periodically reviewed and revised, with the last amendment occurring in 2008.

While discussing the option of changing the CDA's meeting dates at a previous CDA meeting, it was discovered that multiple sections of the bylaws were incorrect and needed to be amended. Specifically, the following sections are to be amended:

1. Under Article 2- Officers- Sections 2 and 3- Elections of the Chair and Vice-Chair will take place in June of each and every year.
2. Under Article 3- Meetings- Section 1- The annual meeting will be held in June of each year.
3. Under Article 3- Meetings – Section 3- The Executive Director may also call meetings in addition to the Chairperson.

The proposed amendments will align with the CDA's approved February, April, June, August, October, and December meeting schedule and will allow the CDA to elect the Officers after the spring elections and committee assignments.

Appropriate action at this time is to approve the proposed amendments of the Community Development Authority of the City of Neenah bylaws.

**BY-LAWS OF THE COMMUNITY DEVELOPMENT AUTHORITY
Of the City of Neenah, Wisconsin**

As adopted by the Community Development Authority on August 2, 2004; and
As approved by the Neenah Common Council on August 4, 2004

ARTICLE 1 – THE AUTHORITY

Section 1 – Constitution of Authority. The name of the Authority shall be The Community Development Authority of the City of Neenah.

Section 2 – Office of the Authority. The office of the Authority shall be at the City of Neenah Community Development Department, City Administration Building, 211 Walnut Street, Neenah, Wisconsin, 54956.

Section 3 – Powers. The Authority shall have those powers set forth in Ordinance No.1257 as adopted by the Common Council of the City of Neenah on April 20, 2004. The Authority shall be governed by Wisconsin Statutes and as the same may hereafter be amended; by all ordinances of the City of Neenah as they relate to the Authority, and as such ordinances may hereafter be amended; and by the By-Laws set forth herein. All provisions of Wisconsin Statutes, or ordinances of the City of Neenah as may be enacted from time to time, shall take precedence over these By-Laws. The Authority shall exercise all powers conferred, and perform all duties imposed by Wisconsin Statutes and ordinances of the City of Neenah, and shall perform such further and other ordinances duties as may properly required by the City of Neenah Common Council. Specific action taken related to the following powers shall be subject to review and approval by the Common Council:

- a. Acquisition of real estate.
- b. Exercise of powers of eminent domain, upon authorization of the Common Council.¹
- c. Issuance of debt.
- d. Establishment of an annual budget.

ARTICLE 2 – OFFICERS

Section 1 – Officers. The officers of the Authority shall be a Chairperson, Vice-Chairperson, Executive Director, and Treasurer. The Authority may appoint at its discretion such other officers as may be deemed necessary.

Section 2 – Chairperson. The Chairperson shall act as presiding officer of all meetings of the Authority, and shall be elected from among the commissioners at the meeting of the Authority in ~~May~~ June² of each and every year. The Chairperson shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeal from such rulings by proper motion; and shall conduct the meetings in accordance with these By-Laws.

Section 3 - Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. The Vice-Chairperson shall be elected from among the commissioners at the meeting of the Authority in ~~May~~ June² of each and every year.

¹ By-Laws amended, at Article 1, Section 3.b., by the Community Development Authority on November 7, 2007; Amendment approved by Neenah Common Council on January 16, 2008. ² By-Laws amended, at Article 2, Sections 2 & 3; Article 3, Sections 1 & 3, by the Community Development Authority on August 3, 2026; Amendment approved by Neenah Common Council on August 19, 2026.

Section 4 - Executive Director. The City of Neenah Community Development Director shall act as the Executive Director and Secretary of the Authority. The Executive Director shall manage and supervise the administrative operation of the Authority in accordance with the direction of the Board. The Executive Director shall also (a) execute documents, in conjunction with the Chairperson, on behalf of the Authority; (b) keep the minutes of the meetings of the Authority; (c) ensure that all notices are duly given in accordance with the provisions of these By-Laws or as otherwise required by law; (d) serve as custodian of the records of the Authority; and, (e) in general, perform all duties incidental to the operation of the Authority.

Section 5 - Treasurer. The City of Neenah Finance Director shall perform the duties of Treasurer of the Authority. The Treasurer shall handle and keep a record of the financial dealings of the Authority, and may utilize the City's Finance Department staff as required to carry out the tasks of the Authority.

Section 6 - Terms of Office, Vacancies. Officers shall be elected annually. Should the offices of Chairperson or Vice-Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the remainder of the unexpired term of said office.

ARTICLE 3 – MEETINGS

Section 1 - Annual Meeting. The annual meeting of the Authority shall be held during ~~May~~ June² of each and every year at the call of the Chairperson.

Section 2 - Regular Meetings. Regular meetings shall be held at a place, time and date established by the Authority.

Section 3 - Special Meetings. The Chairperson ~~and/or Executive Director~~² may, when deemed expedient, and shall, upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting only that business designated in the call. No other business shall be considered at such a special meeting. All meetings of the Authority shall be called and held in accordance with the Open Meetings Law, Chapters 19.81 through 19.98 of the Wisconsin Statutes.

Section 4 - Quorum. The powers of the Authority shall be vested in the commissioners thereof. Four commissioners shall constitute a quorum for the purpose of conducting business.

Section 5 - Conduct of Business. All meetings of the Authority shall be conducted in accordance with parliamentary procedure as determined by the most recent edition of Robert's Rules of Order.

Section 6 - Voting. In the event that any member shall disqualify himself or herself to vote on any matter, he/she shall, nonetheless, be counted in determining whether a quorum is present, but his/her disqualification shall not decrease the number of votes required for passage of any motion, resolution or the taking of any other action.

Section 7 - Parliamentary Procedure. Roberts Rules of Order shall govern the parliamentary procedure in Authority meetings.

² By-Laws amended, at Article 2, Sections 2 & 3; Article 3, Sections 1 & 3, by the Community Development Authority on August 3, 2026; Amendment approved by Neenah Common Council on August 19, 2026.

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ARTICLE 4 – OATH

Oath. Authority Commissioners and the Executive Director shall take and place on file an official oath of office. The official oath shall contain the following provisions:

I, (*Commissioner's Name*), having been appointed Commissioner of the Community Development Authority of the City of Neenah, Winnebago County, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of the Community Development Authority of the City of Neenah to the best of my ability. So help me God.

ARTICLE 5 – LEGAL COUNSEL

Legal Counsel. The Neenah City Attorney shall act as legal counsel to the Authority, consulting with outside legal authority as needed. Said provision of legal counsel shall be subject to any potential conflict of interest with regard to representation of the City of Neenah.

ARTICLE 6 – SUBCOMMITTEES

Subcommittees. The Authority, by a majority vote of its members, may establish working subcommittees to review and act on matters relevant to community development, revitalization, and housing. The roles and responsibilities of such subcommittees shall be as prescribed by the Authority. Furthermore, the Chairperson, or the membership of the Authority by a majority vote of its members, may establish ad hoc groups for the purpose of study and review of issues as determined by the Authority. Such ad hoc groups shall have no power to act except to report findings and recommendations to the Authority.

ARTICLE 7 - AMENDMENTS

Amendments. Proposed amendments to the By-Laws of the Authority shall be in writing, and shall be delivered to all commissioners at least five days in advance of the date of the meeting when action on the proposed change(s) is scheduled. All action on By-Laws shall be by a 2/3 vote of the total membership of the Authority and shall subsequently be approved by Common Council on a simple majority vote.



Department of Community Development
and Assessment
211 Walnut Street, Neenah WI, 54956
Phone: 920-886-6130
[Email: knieforth@neenahwi.gov](mailto:knieforth@neenahwi.gov)

MEMORANDUM

TO: Chairman Martin and Members of the Community Development Authority

FROM: Kelly Nieforth, Director of Community Development and Assessment

DATE: July 24, 2026

RE: 2027 Operating Budget for the Community Development Authority

The Community Development Authority (CDA) of the City of Neenah bylaws state that the CDA must establish an annual budget for the Authority which shall be subject to review and approval by the Common Council.

The City includes a budget for the CDA in the overall operating budget to account for expenditures that the CDA may incur each year. The CDA's proposed 2027 \$12,550 budget will be used for maintenance and utility costs for properties owned by the CDA, costs for outside services, and CDA administration costs. Staff removed the printing and postage line items for the 2027 budget because staff do not print and mail out CDA meeting packets as they are all provided electronically. Staff are not proposing an increase in the budget for 2027 beyond the increase in utility costs that were provided for staff by the Finance Department to use in all 2027 budgets.

Appropriate action at this time is to approve the proposed 2027 Annual Operating Budget of the Community Development Authority of the City of Neenah.

ACCOUNT	ACCOUNT DESCRIPTION	2024	2025	2026	2026 YTD	2026	2027	REQUEST
		ACTUAL	ACTUAL	BUDGET	TOTAL	DEPT ESTIMATE	DEPT REQUEST	% CHANGE
Community Development Authority								#DIV/0!
9321-801-0202	Outside Printing	-	-	50	-	-	-	-100.0%
9321-801-0203	Postage	-	-	60	-	-	-	-100.0%
9321-801-0206	Advertising & Publication	-	-	100	-	-	100	0.0%
9321-801-0207	Dues & Memberships	-	-	250	-	-	250	0.0%
9321-801-0219	Maintenance of Land	4,667	-	5,000	1,458	3,500	5,000	0.0%
9321-801-0222	Electricity	667	786	850	350	700	850	0.0%
9321-801-0224	Water & Sewer	134	139	150	66	130	150	0.0%
9321-801-0226	Storm Water	3,611	3,683	4,000	2,150	4,000	4,200	5.0%
9321-801-0236	Outside Services	-	1,475	2,000	-	-	2,000	0.0%
	Totals	9,079	6,083	12,460	4,024	8,330	12,550	0.7%



MEMORANDUM

TO: Community Development Authority of the City of Neenah Members
FROM: Kelly Nieforth, Director of Community Development and Assessment
DATE: July 24, 2026
RE: Executive Director's Report

2026 CDA Goals Update:

1. Downtown Development

a. Glatfelter Redevelopment

- i. The City has received the VPLE for this redevelopment area. The next steps in the process would be to transfer the land to the building owners if required within their Development Agreements.
- ii. Gateway Plaza, LLC has exercised their rights to extend their option to continue to manage the Gateway Plaza facility for another five years.

b. Arrowhead Park

- i. The City continues to negotiate with TWall Enterprises on the 135 Millview property. The City will work with the Council and CDA on this redevelopment project.
- ii. The City's appeal to DNR's conditional approval for utility improvements at Arrowhead Park is still being reviewed by a Winnebago County judge.

c. Parking

- i. Staff recently met with a representative from Plexus to discuss their anticipated parking needs and will formalize the requested parking into a master agreement in the near future.
- ii. The City and Alta Resources have a close to final draft of an amended parking agreement in the ramp to ensure Alta has capacity to grow.
- iii. The City is starting design work on the expansion of the Smith/Brien Street parking lot where the city will add approximately 100 additional surface parking spaces to the downtown.

2. Cecil/S. Commercial Redevelopment

a. Surrounding Development

- i. Eminent Development Corporation has received the WHEDA housing tax credits. Staff are working with them on finalizing the items they need to send to WHEDA to move forward with the project.
- ii. City staff are reviewing options for off-street parking lots to ensure that customers and residents have ample parking options in the S. Commercial Street business district.

- iii. City staff met with the new owners of the former Shattuck School building. They are looking to convert the building into a community learning center. New Springs School will continue to operate in the building.

3. Doty Island Redevelopment

a. Redevelopment

- i. The City of Neenah continues to meet with multiple developers and promote available property on Doty Island.

4. Corridor Planning

a. Opportunity Zone along Interstate 41

- i. The federal government recently identified census tracts that are eligible for the next round of Opportunity Zone funding and one tract in Neenah is eligible, Census Tract 37.01. The tract is located on the west side of I-41, south of Winneconne Avenue, east of Tullar Road, and north of Breezewood Avenue. The City submitted an application to the State of Wisconsin to formally request that Census Tract 37.01 be designated as an Opportunity Zone which would incentivize developers with capital gains to develop in that area.

5. Industrial Park Growth

- a. Gunderson Uniform and Linen broke ground on their 65,000 sq ft facility on July 16th. It is anticipated to open in 2027.