

# AGENDA

## NEENAH COMMUNITY DEVELOPMENT AUTHORITY

Monday, June 1, 2026

4:00 P.M.

Hauser Room, City Administration Building

1. Approval of May 4, 2026 meeting minutes.
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Community Development Authority).
3. Approve Regular Meeting Dates Per By-Laws of the Community Development Authority of the City of Neenah
4. Presentation
  1. Houses into Homes City Program
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  
May 4, 2026 - 4:00 PM  
Hauser Room, City Administration Building**

**Present:** Board Members: Tom Martin, Michelle Bauer, Ald. Tami Erickson, Lee Hillstrom, Ald. William Pollnow, and Grant Birtch. Also Present: Mayor Brian Borchardt, Ald. Flo Bruno, Executive Director Kelly Nieforth, Community Development Specialist Samantha Jefferson, resident Frank Cuthbert (1533 Fallow Drive), resident Mark Neuman (509 Chatham Ct.), and resident Jim Erickson (1402 Whittier Drive).

**Approval of March 2, 2026 meeting minutes:**

**MSC Hillstrom/Pollnow, the CDA to approve the meeting minutes of March 2, 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.

**Election of Officers:**

- A) Chair: **MSC Hillstrom/Pollnow, the CDA to nominated member Tom Martin as Chairperson. Motion passed.**
- B) Vice Chair: **MSC Hillstrom/Pollnow, the CDA to nominated member John Ahles as Vice Chairperson. Motion passed.**

**Meeting Frequency:**

Historically, the CDA has been scheduled to meet on the first Monday of each month. However, in the last year, it has been more common that the group would meet every other month. Executive Director Nieforth discussed changing the meeting frequency from monthly to every-other month. She would not recommend any less frequently than every-other month. Member Martin pointed out that additional meetings can be called between meetings if necessary. Due to the 4<sup>th</sup> of July holiday, a meeting will be held in June 2026 and then the every-other month format will begin.

Executive Director Nieforth will bring this back to the CDA for a motion at the next meeting scheduled for June.

## Presentation:

### a) Downtown Parking

Executive Director Nieforth presented an update on the downtown parking situation, which was also presented to Council. The Public Works and Community Development departments jointly oversee parking. With the departure in recent years of two staff members who had primarily managed parking, Executive Director Nieforth noted that one of her initial goals upon hire was to evaluate the downtown parking situation and determine whether a new parking ramp—previously proposed prior to COVID—remains necessary.

She noted that the downtown has experienced significant changes since COVID, including reduced demand for parking due to increased work-from-home arrangements. Executive Director Nieforth provided an overview of current parking inventory versus obligations for surface lots and the parking ramp. Based on this analysis, it was determined that a new parking ramp is not needed at this time and would not be fiscally feasible.

Staff recommendations include:

- Amend any parking agreements that need to be updated. This includes parking agreements between the city and Alta, Plexus, and Ascension.
- The parking ramp will be removed from the CIP.
- Utilize already-borrowed funds in TID #10 to potentially acquire property and construct a surface parking lot in the area adjacent to the Plexus Design Center Lot.
- Review parking permit process.

Members discussed the historical context of downtown parking, noting that conditions were more constrained prior to COVID. While needs have shifted, there is currently some relief. Executive Director Nieforth commented that this does seem to be the case but also by acquiring the property adjacent to the Plexus Design Center Lot, the footprint area for a potential future ramp would then be owned by the city.

Member Erickson asked whether all parking for patrons of Arrowhead will be located on the Arrowhead site. Executive Director Nieforth confirmed that public parking is currently available on the Arrowhead site for park users and that with any future development on the site, parking for these amenities would be expected to be on the site.

## Executive Director's Report:

Executive Director Nieforth provided the CDA with a report detailing several updates, including updates on tasks related to the goals created.

Arrowhead Park was discussed – staff will be providing Council with a quarterly updated soon and will also share this with the CDA.

Director Nieforth reported that Van’s Construction has purchased thirty lots within the Courtside Fields Subdivision. Single-family homes will be constructed.

Community Development staff have met with several developers and have highlighted property on Doty Island. Members discussed the corridor and the opportunities for it to be a thriving area especially with the new resident program and housing development.

Members asked about 110 W. Cecil Street and the proposed parking lot reconstruction. Currently, the entity planning to reconstruct the parking lot is in discussions with the City regarding an agreement. The details are still being finalized.

Executive Director Nieforth also discussed the former Harn’s site. 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. A decision on this application should be made in May.

Members asked if there is land available in the Industrial Park. At this time, there is no available land in the expansion area. Horseshoe Beverage has an option on the property across the street from their current building. Edgewater Door will begin their development project imminently.

**Adjournment:** The meeting was adjourned at 4:51 p.m. **MSC Hillstrom/Erickson. Motion passed.**

Respectfully Submitted,



Samantha Jefferson  
Community Development Specialist



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## M E M O R A N D U M

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**TO:** Chairman Martin and Members of the Community Development Authority  
**FROM:** Kelly Nieforth, Director of Community Development and Assessment  
**DATE:** May 27, 2026  
**RE:** Regular Meeting Frequency Change

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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. By-laws were adopted by the CDA which outlined the roles and responsibilities of the CDA and their members. Section 2 of the by-laws established guidance regarding regular meetings and allowed the CDA to determine the place, time, and date of when the meetings would be held. The City’s Municipal Code does not dictate the frequency of the CDA meetings either.

Currently, the CDA has regular meetings scheduled on a monthly basis, but in the past year, the CDA has been meeting every other month. CDA members discussed formally establishing a meeting schedule for the first Monday of every other month to allow CDA members and staff to properly plan for agenda items, presentations, and projects that the CDA reviews.

Future meeting dates will be:

<b>2026</b>	<b>2027</b>	<b>2028</b>
Monday, August 3	Monday, February 1	Monday, February 7
Monday, October 5	Monday, April 5	Monday, April 3
Monday December 7	Monday, June 7	Monday, June 5
	Monday, August 2	Monday, August 7
	Monday, October 4	Monday, October 2
	Monday, December 6	Monday, December 4

**Appropriate action at this time is to approve the establishment of regular meeting dates to the first Monday of every other month starting on Monday, August 3, 2026.**

**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.<sup>1</sup>
- 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 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 of each and every year.

Section 4 - Executive Director. The City of Neenah Community Development Director shall act as the Executive Director and Secretary of the Authority. The

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<sup>1</sup> 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.

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 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 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.

### 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.



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## MEMORANDUM

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**TO:** City of Neenah Community Development Authority Members  
**FROM:** Kelly Nieforth, Director of Community Development and Assessment  
**DATE:** May 27, 2026  
**RE:** Executive Director's Report

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### **Industrial Park Updates:**

#### **RGL Logistics**

PCA Rollmeister LLC at 2474 Schultz Drive, submitted site plans for a 105,000 sq ft building addition bringing their total building area to approximately 150,000 sq ft. Plans are currently being reviewed but the construction timeline is unknown to city staff at this time.

### **Arrowhead Update:**

City staff provided the following update to Council members on Arrowhead Park on May 6<sup>th</sup> via email:

- WDNR has provided comments to the city regarding our grading, utilities, and minor improvements plan that we submitted for review. WDNR has given the city conditional approval to install interior roadways, parking lots, sidewalks and trails, open-air shelters, and grade the site per plans.
- WDNR did not provide approval for the city to install utilities (water, sewer, storm) so the city is reviewing our options on how we should proceed.
  - **Update to this item:** At the May 11<sup>th</sup> Committee of the Whole meeting, Council directed staff to appeal the DNR's decision to not allow utilities. Per City Attorney David Rashid: *"The City of Neenah filed this lawsuit to protect the city's rights to install public improvements to Arrowhead Park, consistent with the 2024 master plan that received enthusiastic public support. The city believes the DNR's approval decision was inconsistent with past practice and state law because it approved improvements in some areas of the park while not approving the same and similar improvements in other locations."*
- The soil borings within the dike will be completed the week of May 18.
- Staff participated in a webinar to learn more about a grant opportunity to improve the rail crossing at Millview Drive. Staff is reviewing the grant materials to see if we would have an eligible project.
- The Parks and Recreation Department is collaborating with the City of Menasha and Village of Fox Crossing Parks and Recreation Departments to put on the "Listen to the Loop" event at three different stops along the Loop the Little Lake Trail on June 5<sup>th</sup> from 4:30-8:30pm. The Neenah stop will be at Arrowhead Park from 4:30-6:30 featuring food trucks and a live band.

### **Overall City Projects:**

#### **Updated Zoning Code**

The first public workshop will take place on Monday, June 15 from 6-7:30pm at City Hall. An online survey will be available from June 15-July 10.

## **2026 CDA Goals Update:**

### **1. Downtown Development**

#### **a. Glatfelter Redevelopment**

- i. DNR staff has informed city staff that they are close to finalizing the VPLE for this site. The next steps in the process would be to transfer the land to the building owners.

### **2. Cecil/S. Commercial Redevelopment**

#### **a. Surrounding Development**

- i. As of Wednesday, May 27<sup>th</sup>, the City has not heard if Eminent Development Corporation has received the WHEDA housing tax credits. Staff will keep CDA members posted on any award announcements.
- ii. City staff has fielded multiple inquiries regarding development projects in the South Commercial Street corridor.

### **3. Doty Island Redevelopment**

#### **a. Redevelopment**

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