

Community Development Authority of the City of Neenah
August 3, 2026 - 4:00 PM
Hauser Room, City Administration Building

Present: Board Members: Tom Martin, Ald. Tami Erickson, John Ahles, Michelle Bauer, Lee Hillstrom, and Ald. Bill Pollnow. Also Present: Ald. Mark Neuman, Mayor Brian Borchardt, Executive Director Kelly Nieforth, Community Development Specialist Samantha Jefferson, and resident Frank Cuthbert (1533 Fallow Drive).

Approval of June 1, 2026 meeting minutes:

MSC Hillstrom/Erickson, the CDA to approve the meeting minutes of June 1, 2026. Motion passed.

Public Appearances: None.

Discuss and Approve Amendments to By-Laws of the Community Development Authority of the City of Neenah:

In the CDA's previous meetings, it was discussed and approved to schedule meetings bi-monthly as opposed to monthly. The By-laws of the CDA needed to be updated accordingly. Other updates are also being considered. Changes are the following:

- 1) Changing elections of chair and vice chair from May to June each year.
- 2) The annual meeting will be held in June instead of May.
- 3) The Executive Director can call special meetings in addition to the chairperson.

Member Hillstrom suggested including other details such as the number of members on the CDA, how many members constitute a quorum and what the make-up of the board should be. These details are found in the ordinance and the board affirmed that the ordinance should be referenced.

MSC Pollnow/Hillstrom, the CDA to amend the proposed Community Development Authority of the City of Neenah Bylaws amendments to include a reference to the City of Neenah Ordinance, Subpart A, Chapter 2, Article V, Division 3. Motion carried.

MSC Pollnow/Hillstrom, the CDA to amend the Community Development Authority of the City of Neenah Bylaws as proposed. Motion carried.

Discuss and Approve Proposed 2027 Operating Budget of the Community Development Authority of the City of Neenah:

Executive Director Nieforth explained that it is specified in the CDA By-laws that the budget must be approved by the board. She presented the proposed budget including increases that were

suggested by the Finance Department for utility costs. Postage and printing line items were removed.

Member Pollnow suggested that staff time from other departments to mow and shovel CDA lots should be taken out of the CDA Maintenance of Land Fund. Executive Director Nieforth suggested this be a discussion with Finance Director Rasmussen as a part of the budget process.

MSC Hillstrom/Erickson, the CDA to approve the proposed 2027 Annual Operating Budget of the Community Development Authority of the City of Neenah. Motion carried. Member Pollnow voting nay.

Executive Director's Report:

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

The DNR has given a VPLE for the Glatfelter Redevelopment area. Community Development will begin working with the legal department to determine if each development agreement in the redevelopment area would require a transfer of land to the property owners.

Gateway Plaza, LLC (the company that manages The Plaza) has exercised their right to continue managing the ice rink for another five years.

As discussed at the last meeting, the DNR did not approve installation of water, sewer, and storm utilities in Arrowhead Park. Following direction from the Committee of the Whole on May 11, the City appealed the DNR's decision regarding utilities. A Winnebago County judge is reviewing the appeal.

The city continues to negotiate with T. Wall Enterprises regarding the 135 Millview property.

Community Development staff met with Plexus to discuss parking. The next step will be to formalize the requested parking into a master agreement.

A close to final draft of an amended parking agreement with Alta Resources is being reviewed by Alta and the city. This involves their parking spaces in the ramp.

Design work has started on the expansion of the Smith/Brien Street parking lot. Approximately 100 surface spots will be added.

Eminent Development Corporation has received the WHEDA housing tax credits. The city is working with them on moving the projects forward with WHEDA.

Options are being reviewed for off-street parking in the district Cecil/S. Commercial Street area.

The former Shattuck School building was donated to a new entity who has met with staff. They plan to convert the building into a community learning center and New Springs School will continue to operate in the building. Member Erickson asked if the building is taxable. At this point, the entity has not filed a tax exemption form.

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

The city has submitted an application to the State of Wisconsin to formally request that Census Tract 37.01 (located on the west side of I-41, south of Winneconne Avenue, east of Tullar Road and north of Breezewood Avenue) be designated as an Opportunity Zone. This could incentivize developers to develop that area.

Gunderson Uniform and Linen broke ground on their 65,000 square foot facility. Construction is anticipated to be completed in 2027.

Adjournment: The meeting was adjourned at 4:33 p.m. **MSC Hillstrom/Bauer. Motion passed.**

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Samantha Jefferson', written in black ink.

Samantha Jefferson
Community Development Specialist