

AGENDA

NEENAH COMMUNITY DEVELOPMENT AUTHORITY

Monday, June 2, 2025

4:00 P.M.

Hauser Room, City Administration Building

1. Approval of March 3, 2025 meeting minutes.
2. Public Appearances (Ten minutes divided among those wishing to speak on topics pertinent to the Community Development Authority).
3. CDA Executive Director Introduction.
4. Election of Officers.
5. Approval of 2025 Community Development Block Grant Funding Plan.
6. Community Development Updates.
 - a) CDA Properties
 - b) Donaldson Lot
 - c) Housing Study
7. Adjournment.

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Community Development Authority of the City of Neenah
March 3, 2025 - 4:00 PM
Hauser Room, City Administration Building

Present: Board Members: Tom Martin, Ald. Lee Hillstrom, Ald. Tami Erickson, Pete LeCompte, Grant Birtch, John Ahles, and Michelle Bauer. Also Present: Executive Director Chris Haese, Deputy Director Brad Schmidt, Community Development Specialist Samantha Jefferson, Ald. Cari Lendrum, Attorney Dave Rashid, Flo Bruno (1002 E. Forest Ave), and Frank Cuthbert (1533 Fallow Drive).

Approval of October 7, 2024 meeting minutes:

MSC Hillstrom/Ahles, the CDA to approve the meeting minutes of October 7, 2024. All voting aye.

Public Appearances: Flo Bruno (District 1) and Frank Cuthbert (District 3) introduced themselves. Both are running for City Council.

Redevelopment Project Updates:

Executive Director Haese is retiring after 34 years at the City of Neenah (15 of these as Community Development Director and Executive Director of the CDA). His last day is March 4th. Deputy Director Schmidt will step in as Interim Director until a new director is found. The CDA thanked Executive Director Haese for all his hard work and dedication to Neenah.

Executive Director Haese gave updates regarding CDA projects and other items of interest.

2405 Schultz Drive and site to the south: This site has been fully cleaned, and wetlands have been cleared on the site to the north of this property. It is a closed site but there are conditions that must be met if areas are excavated in the future.

Donaldsons: There will be closure of one driveway at Cranky Pat's as S. Commercial Street is being reconstructed. Executive Director Haese has been hesitant to recommend that the CDA take ownership of the Donaldsons site without a lease agreement with Cranky Pat's.

RGL: Member Hillstrom asked if the second phase of the RGL project is still planned. It is still planned for Fall 2026 or Spring 2027. Regarding the change in development start dates, an addendum could be done to current agreements if needed. Originally, the TIF analysis showed an increment of \$12M for the first phase, \$12M for the second phase, and \$12M for the site to the north. Now, the first phase is expected to have an increment of \$20M. Staff has been discussing the northern site with a business for over a year. Clarity about this project is expected in April. Staff is optimistic that this will come to fruition.

Arrowhead Master Plan: Staff is closer to fully preparing documents for grading and utility approval with the DNR.

Housing Study: Deputy Director Brad Schmidt briefly discussed that a draft of the housing study has been sent to staff from the consultant, Stantec. This document will be an agenda item at Plan Commission on March 11th and Council on March 19th. CDA is the housing authority of the city and the Plan Commission will be the steering committee for this project. A community survey was conducted as part of this study and developers were asked for input as well.

This study looked at a full range of housing. Some highlights include that 960 new housing units are suggested in the next ten years and that includes all types of housing. Household size is decreasing, and the median age is decreasing.

Parking: The difficulty with the construction of a parking ramp is determining when the best time will be. The demand for parking may be low for some time due to companies continuing work-from-home policies for the foreseeable future. Director Haese suspects that the city will see more supply than demand but at some point, that will change. Potentially, this would indicate that the city should build a smaller structure with the opportunity to build additional floors above if needed.

Shattuck School Property: At this point, there is no new news on this property. Staff has seen a conceptual plat for the property south of Lauden. The next steps are fully up to the owner.

Adjournment: The meeting was adjourned at 4:40 p.m. **MSC Ahles/Hillstrom. All voting aye.**

Respectfully Submitted,

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

Samantha Jefferson
Community Development Specialist



M E M O R A N D U M

TO: Chairman Martin and members of the Community Development Authority

FROM: Carol Kasimor, Assistant Planner

DATE: May 28, 2025

SUBJ: 2025 Community Development Block Grant (CDBG) plan

The proposed 2025 CDBG plan is currently under review. The allocation was announced in May and our grant year begins June 1. The Common Council will consider the plan in upcoming weeks.

Public input was invited in the development of the plan, including an application and comment process and public hearings. Goals addressed with the plan include support for:

- A. Needs of low and moderate income households through public services, housing and job creation.
- B. Revitalization, blight elimination, and site improvements.
- C. Improvements in neighborhoods, especially those with low and moderate income residents.
- D. Fair housing and planning

The proposed program allocates \$193,278 in 2025 funds and an estimated \$10,000 in revolving fund payments from the 2024 CDBG year. The 2024 grant was \$202,258.

Please contact me if you have any questions.

DRAFT 2025 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Public Services

Activity		Funding Request	2025 Proposed Funding	Description	2024 Funding
1	Christine Ann Domestic Abuse Services - CADAS	\$20,000 to provide services that address physical safety, basic needs, healing from trauma, connections to community resources, and prevention of further abuse, injury, and death due to domestic abuse.	\$7,000	CADAS is committed to empowering individuals and families through education, safety and support, and leading our community to reduce the incidents and the effects of domestic abuse and dating violence. http://www.christineann.net	\$7,000
2	Advocap Nutrition Program	\$20,000 to assist in providing meals to low income seniors and frail elderly persons at 1 congregate meal site and with home delivered meals.	\$7,000	The Nutrition Program aims to promote health by providing nutritious and affordable meals, reducing hunger, creating opportunities for social interaction, and helping seniors remain independent in their homes and communities. https://www.advocap.org/food-nutrition.html	\$7,000
3	Pillars, Inc. (formerly Homeless Connections)	\$10,000 to provide shelter services at the Adult and Adult and Family Shelters, Resource Center services, and case management services for Neenah residents experiencing homelessness.	\$7,000	From homelessness to coming home, Pillars provides shelter, support and solutions to address the housing needs in our community. All Pillars programs aim to ensure every person has a place to call home. http://pillarsinc.org	\$7,000
4	Reach Counseling Services	\$6,000 to provide sexual assault counseling services at a reduced fee to qualified Neenah residents.	\$6,000	Reach Counseling Services is a sexual assault service provider for children and adults that offers culturally responsive outreach, prevention education, victim advocacy, trauma counseling, and sex offender treatment. https://reachcounseling.com	\$6,000
				LEAVEN Inc. - Limited Emergency Assistance Valley Ecumenical Network	\$4,000
5	Total Public Service Funds		\$27,000	Cap of 15% of grant plus program income.	\$31,000

Housing and Economic Development						
	Activity	Funding Request	2025 Proposed Funding	Description	2024 Funding	
6	Property Acquisition and Redevelopment Activities	Funding for acquisition, demolition, rehabilitation, development, site and/or infrastructure improvements, economic development, and commercial façade improvement.	\$97,000	Purpose of the program is to remove deteriorated structures where necessary, assist with revitalization and redevelopment efforts, and offer matching grants for commercial facade improvement projects. Projects developed through housing organizations such as Greater Fox Cities Habitat for Humanity, Pillars, Inc. and Rebuilding Together Fox Valley may also be considered in this category.	\$90,000	
7	Neighborhood Improvements	Assistance for upgrades to neighborhoods and neighborhood facilities.	\$32,278	Improvements for purposes of assistance to low and moderate income neighborhoods.	\$39,258	
8	Total Housing and Economic Funds		\$129,278		\$129,258	

Planning and Administration						
	Activity	Funding Request	2025 Proposed Funding	Description	2024 Funding	
9	Fair Housing Center of Northeast Wisconsin	\$14,015 to provide services to households encountering discrimination in the housing market, and to provide technical assistance to housing providers and the City of Neenah.	\$12,000	The prevention of housing discrimination and the enforcement of fair housing law ensures that housing is available to low and moderate income households and racial/ethnic minorities and other protected classes. http://www.fairhousingwisconsin.com/	\$12,000	
10	Planning and Program Administration	Assist with costs of planning and administering the CDBG program.	\$25,000	Planning, staff salaries and program expenses are funded through the CDBG program.	\$30,000	
11	Total Planning and Administration Funds		\$37,000	Cannot exceed cap of 20% of grant plus program income.	\$42,000	

Community Development Block Grant program repayments

	Activity		2025 Proposed Funding from 2024 repayments	Description		
12	Small Business /Microenterprise Loan Program	\$0 estimated in repayments during the previous year.	\$0	Program provides low cost, fixed rate financing to small growing companies that are creating new jobs in Neenah.		
13	Housing Rehabilitation/ Homebuyer Assistance Program	\$10,000 estimated in repayments during the previous year.	\$10,000	Ongoing program assists low and moderate income homeowners with basic structural and mechanical repairs. Homebuyer program assists low and moderate income households to purchase homes in the City of Neenah. Winnebago County Housing Authority was contracted to provide homebuyer education and project management, and the City of Neenah provides downpayment, closing cost and housing rehabilitation assistance.		
14	Total Estimated Program Repayments		\$10,000	Estimated Housing Rehabilitation, Small Business and Homebuyer assistance repayments from 2024 program year.		
15	Total Estimated 2025 Community Development Block Grant		\$193,278			\$202,258