

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 use 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 notated 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