



CITY OF APPLETON

MEMORANDUM

Date: January 14, 2026
To: Community Development Committee
From: Kara Homan, AICP, Community Development Director
Lily Paul, Economic Development Specialist
Subject: Amendment to the Cost Reimbursement Agreement with Thrivent Financial for Lutherans

Background & Analysis:

A cost reimbursement agreement between the City of Appleton and Thrivent Financial for Lutherans (Thrivent), for an initial deposit amount of \$100,000, was approved by the Common Council on February 19, 2025, the details of which can be found [here](#). Since then, City consultant expenses incurred related to engineering technical review for Wilden Portfolio Park's preliminary plat approval and Ehlers Associates fiscal analysis / TID feasibility services have nearly exhausted the initial escrow amount as of December 23, 2025.

Thrivent and the City have mutually determined additional escrow is needed to fund engineering analysis related to the final plat of Wilden Portfolio Park, and related approvals; and ongoing fiscal and TID evaluation services, and if warranted, TID creation services.

The estimated costs for Consultant Fees to be included with this amendment are as follows:

Ehlers/Financial Consulting		
	Proforma Review	\$ 11,000.00
	TID Creation Services	\$ 14,000.00
Engineering Consulting		
	Traffic, Bike/Ped Review	\$ 7,168.75
	Floodplain Review	\$ 28,000.00
	Stormwater Review	\$ 75,000.00
Total Additional Escrow:		\$ 135,168.75

A related budget amendment will be considered by the Finance Committee prior to the City accepting and depositing the additional \$135,168.75 in funding from Thrivent for consulting per the cost reimbursement agreement.

RECOMMENDATION

Staff requests authorization to amend the cost reimbursement agreement with Thrivent Financial for Lutherans, to include an Additional Deposit of \$135,168.75, for a total of escrow deposit Fee Ceiling of \$235,168.75.