



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Minutes - Final Community Development Committee

Wednesday, February 12, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Chair Hartzheim called the meeting to order at 4:30 p.m.

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Hartzheim, Jones, Smith, Siebers and Wolff

Others present:

Aldersperson Denise Fenton, District #6

Ian Martin, Land by Label (Thrivent's master developer) (appeared virtually via Zoom)

Maggie Pearce, 5125 W. Red Barn Ct.

Liana Irish, 4350 N. Sugarberry Ln.

Kim Massey, Wisconsin Women's Business Initiative Corporation (WWBIC)

4. Approval of minutes from previous meeting

[25-0012](#)

CDC Minutes from 1-8-25

Attachments: [CDC Minutes 1-8-25.pdf](#)

Jones moved, seconded by Smith, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 5 - Hartzheim, Jones, Smith, Siebers and Wolff

5. **Public Hearing/Appearances**

[25-0043](#)

Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2025 Program Year (4/1/25 - 3/31/26) (Associated with Action Item #25-0044)

Attachments: [Funding Available Community Needs Public Hearing Notice For 2-12-25 CDC.pdf](#)

This public hearing was held and no one spoke.

This public hearing was held, and no one spoke on the item.

6. Action Items

[25-0044](#)

Request to approve the Preliminary 2025-2026PY (Program Year) Community Development Block Grant (CDBG) Community Partner Allocations as specified in the attached documents

Attachments: [CDBG External Allocations Advisory Board Prelim Rec Memo to CDC 2-12-25.pdf](#)
[2025 CDBG Advisory Board Preliminary Award Allocation Recs From 1-28-25 Meeting.pdf](#)
[PY2025 CDBG Staff Evaluation Matrix.pdf](#)
[Approved CDBG Policy 11-17-2021.pdf](#)
[CDBG Funding History Last 10 Years.pdf](#)

Jones moved, seconded by Wolff, that the preliminary allocations be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Jones, Smith, Siebers and Wolff

[25-0013](#)

Request to approve an extension of the completion date and minimum assessed value date to January 1, 2026 under the Development Agreement with Oshkosh Investment LLC and Lofgren Properties 6 LLC for improvements to the property located at 200 W. College Avenue (Tax Id #31-2-0263-00) (Chase Bank building) in Tax Increment Financing District No. 11 contingent on the dedication of a portion of parcel #31-2-0263-00 to the public

Attachments: [Chase Bank DA Extend Completion Date Memo to CDC 02-12-25.pdf](#)
[Extension Request From Oshkosh Investment LLC 01-06-25.pdf](#)
[Chase Bank DA Map.pdf](#)
[200 W. College Avenue_Chase Bank Bldg_Dev Agreement Recorded.pdf](#)

Smith moved, seconded by Jones, that the extension of the completion date and minimum assessed value date be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Jones, Smith, Siebers and Wolff

[25-0045](#)

Request to approve the creation and recordation of deed restrictions and covenants for Southpoint Commerce Park Plat No. 4 as described in the attached documents

Attachments: [Southpoint Plat No 4 Deed Restrictions Memo to CDC 2-12-25.pdf](#)
[Deed Restrictions Southpoint Plat No 4 Marked Up Version 2-6-25.pdf](#)
[Deed Restrictions Southpoint Plat No 4 Clean Version 2-6-25.pdf](#)

Jones moved, seconded by Smith, that the creation and recordation of deed restrictions and covenants be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Jones, Smith, Siebers and Wolff

[25-0064](#)

Request to approve entering into a cost reimbursement agreement with Thrivent Financial for Lutherans for an initial amount of \$100,000 to fund Tax Incremental District (TID) creation/fiscal consulting, engineering-related consulting and other City consulting services deemed necessary to facilitate the redevelopment of Thrivent's office campus located north of I-41 and west of Ballard Road (Associated with File #25-0046)

Attachments: [Thrivent TID Consultant Memo to CDC 2-12-25.pdf](#)
[Thrivent - City Reimbursement Agreement - FINAL - 02-06-2025.pdf](#)

Jones moved, seconded by Siebers, that entering into a cost reimbursement agreement with Thrivent Financial for Lutherans be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Smith, Siebers and Wolff

Nay: 1 - Hartzheim

[25-0046](#)

Request to award a contract to Ehlers in an amount of \$14,000 for Tax Incremental District (TID) creation services and further fiscal analysis services to be billed at \$325/hour, conditioned on approval of the cost reimbursement agreement with Thrivent Financial for Lutherans (Associated with File #25-0064)

Attachments: [Thrivent TID Consultant Memo to CDC 2-12-25.pdf](#)
[Ehlers - Appleton TID Creation Cost Proposal.pdf](#)
[Ehlers - Appleton TID Creation Proposal.pdf](#)

Jones moved, seconded by Siebers, that awarding a contract to Ehlers be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Jones, Smith, Siebers and Wolff

Nay: 1 - Hartzheim

7. Information Items

[25-0014](#)

Inspection Division Permit Summary Reports Ending 12-31-24 and 1-31-25

Attachments: [Inspections Permit Report December 2024.pdf](#)
[Inspections Permit Report January 2025.pdf](#)

This item was presented.

[25-0078](#)

Upcoming Comprehensive/Sub Area Plans Community Workshop on March 18 from 4:00 - 7:00 pm at the Appleton Public Library, 200 N. Appleton Street, Mary Beth Nienhaus Community Meeting Room (upper level)

This item was presented.

8. Adjournment

Wolff moved, seconded by Siebers, that the meeting be adjourned at 5:07 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Jones, Smith, Siebers and Wolff