



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Minutes - Final Community & Economic Development Committee

Wednesday, January 27, 2021

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 4:34 p.m.

2. Roll call of membership

Alderson Otis' video was not displaying for the meeting; therefore, he was unable to vote on the items.

Present: 5 - Coenen, Reed, Firkus, Otis and Thao

Others present:

Alderson William Siebers, District #1

Mike Bonertz, ADVOCAP

Joe Mauthe, Pillars

Karen Harkness, Director of Community & Economic Development

Monica Stage, Deputy Director of Community & Economic Development

Nikki Gerhard, Community Development Specialist

Ryne Lodl, Coordinated Entry Specialist

David Kress, Principal Planner

Nick VandeCastle, Assistant City Attorney

3. Approval of minutes from previous meeting

[21-0012](#)

CEDC Minutes from 12-9-20

Attachments: [CEDC Minutes 12-9-20.pdf](#)

Thao moved, seconded by Firkus, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 4 - Coenen, Reed, Firkus and Thao

Excused: 1 - Otis

4. Public Hearings/Appearances

[21-0062](#)

Third Substantial Amendment to the Community Development Block Grant (CDBG) 2020 Annual Action Plan (AAP) awarding an additional \$343,268 of CDBG Coronavirus Aid, Relief, and Economic Security (CARES Act) funding to community partner organizations (Associated with Action Item #21-0063)

Attachments: [AAP Third Substantial Amendment - Public Comment Period Notice 1-21-21.pdf](#)
[AAP Third Substantial Amendment - Notice of Public Hearing 1-21-21.pdf](#)

This public hearing was held, and Joe Mauthe, Executive Director of Pillars, spoke on the item. Also, Chairperson Coenen read into the record an email received from Jessica Anderson. The email is attached to the action item (File #21-0063).

5. Action Items

[21-0063](#)

Request to approve Third Substantial Amendment to the Community Development Block Grant (CDBG) 2020 Annual Action Plan (AAP) awarding an additional \$343,268 of CDBG Coronavirus Aid, Relief, and Economic Security (CARES Act) funding to community partner organizations as specified in the attached documents

Attachments: [2020 AAP Third Substantial Amendment Memo to CEDC.pdf](#)
[Appleton 2020 CDBG CV3 Award Letter.pdf](#)
[2020 AAP Third Substantial Amendment Draft.pdf](#)
[Final MOU - ADVOCAP 1-21-2021.pdf](#)
[PublicCommentReceived 1-26-21 2020AAPThirdSubstantialAmendment.pdf](#)

Firkus moved, seconded by Reed, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Coenen, Reed, Firkus and Thao

Excused: 1 - Otis

[21-0096](#)

Request to enter into a Memorandum of Understanding with ADVOCAP as specified in the attached documents (Associated with Action Item #21-0063)

Attachments: [2020 AAP Third Substantial Amendment Memo to CEDC.pdf](#)
[Appleton 2020 CDBG CV3 Award Letter.pdf](#)
[2020 AAP Third Substantial Amendment Draft.pdf](#)
[Final MOU - ADVOCAP 1-21-2021.pdf](#)

Amendment to Change "L" under #2 "Objectives" that currently states, "The Street Outreach Case Manager position will report to management at ADVOCAP and the City of Appleton," to read, "The Street Outreach Case Manager position will report to management at ADVOCAP. ADVOCAP and the City of Appleton management will serve as an advisory board for this project."

Coenen moved, seconded by Thao, that the Report Action Item be amended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Coenen, Reed, Firkus and Thao

Excused: 1 - Otis

Thao moved, seconded by Otis, that the Report Action Item be recommended for approval as amended. Roll Call. Motion carried by the following vote:

Aye: 4 - Coenen, Reed, Firkus and Thao

Excused: 1 - Otis

[21-0076](#)

Request to contract with and expend Wisconsin Department of Administration Community Development Block Grant (CDBG) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Round 2 funding (CDBG-CV2) and enter into a Memorandum of Understanding with the Boys & Girls Club as specified in the attached documents

Attachments: [2020 DOA CDBG-CV2 Funding Memo to CEDC 1-27-2021.pdf](#)
[State of WI DOA CV2 Entitlement Memo-FINAL.pdf](#)
[Final MOU - CoA Boys+Girls Club.pdf](#)

Firkus moved, seconded by Thao, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Coenen, Reed, Firkus and Thao

Excused: 1 - Otis

6. Information Items

[21-0059](#)

Resolution #1-R-21 Accessory Dwelling Units

Attachments: [#1-R-21 Accessory Dwelling Units.pdf](#)

City Plan Commission referred to Community & Economic Development Department staff for review and then report back to Commission in approximately 6-8 weeks.

The process for this item was clarified. When this resolution was read at the 1-20-21 Council meeting, it was said this would be referred to Community & Economic Development. This item should go to City Plan Commission. It was on the 1-26-21 City Plan Commission Agenda for action, and it was referred to department staff for review to be brought back to the Commission in approximately 6-8 weeks.

[21-0013](#)

Annual Updates to the Housing Affordability Report and the Housing Fee Report

Attachments: [StaffMemo_HousingAffordability&FeeReports2019_For01-13-21.pdf](#)
[AppletonHousingAffordabilityReport2019_For01-13-21.pdf](#)
[AppletonHousingFeeReport2019_For01-13-21.pdf](#)

This item was presented.

7. Adjournment

Thao moved, seconded by Reed, that the meeting be adjourned at 5:14 p.m.
Roll Call. Motion carried by the following vote:

Aye: 4 - Coenen, Reed, Firkus and Thao

Excused: 1 - Otis