



City of Appleton

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

Meeting Minutes - Final Community Development Committee

Wednesday, July 10, 2024

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

4. Approval of minutes from previous meeting

[24-0852](#)

CDC Minutes from 6-12-24

Attachments: [CDC Minutes 6-12-24.pdf](#)

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

Motion carried by the following vote:

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

5. **Public Hearing/Apearances**

[24-0853](#)

2024 Annual Action Plan (AAP) for the Community Development Block Grant (CDBG) Program (Associated with Info Item #24-0854)

Attachments: [Public Hearing Notice for 2024 AAP.pdf](#)

[Public Comment Period Notice Publication for 2024 AAP.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**

[24-0690](#)

Request to award the contract for updating Appleton's Comprehensive Plan and Sub-Area Plans to SmithGroup in the amount of \$359,000 with a contingency of \$16,000 for a project total not to exceed \$375,000

Attachments: [AwardMemo_CompPlanUpdate+SubAreaPlanning_For7-10-24.pdf](#)
[RFP_CompPlanUpdate_SubAreaPlanning_Final_4-12-24.pdf](#)
[SmithGroup_Proposal_CompPlanUpdate+SubAreaPlanning_7-2-24.pdf](#)

Jones moved, seconded by Smith, that awarding the contract with SmithGroup be recommended for approval. Roll Call. Motion carried by the following vote:

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

[24-0691](#)

Request to award the contract for the Neighborhood Leadership Academy Program to NeighborWorks Green Bay in the amount of \$76,250 with a contingency of \$3,750 for a project total not to exceed \$80,000

Attachments: [AwardMemo_NeighborhoodLeadershipAcademy_For7-10-24.pdf](#)
[RFP_NeighborhoodLeadershipAcademy_4-12-24.pdf](#)
[NeighborWorksGreenBayProposal_NeighborhoodLeadershipAcademy_FINAL_24.6.24.pdf](#)

Jones moved, seconded by Smith, that awarding the contract with NeighborWorks Green Bay be recommended for approval. Roll Call. Motion carried by the following vote:

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

[24-0892](#)

Request to approve the First Amendment to the Offer to Purchase from F Street Manager 3, LLC to extend the inspection date and modify the purchase price for the approximately 14 acres located at the southwest corner of E. Vantage Drive and S. Eisenhower Drive in Southpoint Commerce Park Plat No. 3 (Tax Id #31-9-5712-00)

Attachments: [OTP Amendment_FStreet_Memo to CDC_7-10-24.pdf](#)
[1st Amendment to OTP_FStreet.pdf](#)
[BuyerSignedOTP+Addendum_AdjacentExcessLand_14Acres_FStreet_Manager3LLC.pdf](#)
[FStreet14 acre-Exhibit A.pdf](#)

Wolff moved, seconded by Jones, that the First Amendment to the Offer to Purchase be recommended for approval. Roll Call. Motion carried by the following vote:

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

[24-0893](#)

The Community Development Committee may go into closed session pursuant to State Statute §19.85(1)(e) for the purpose of discussing real estate negotiations regarding the potential sale of the approximately 14 acres located at the southwest corner of E. Vantage Drive and S. Eisenhower Drive in Southpoint Commerce Park Plat No. 3 (Tax Id #31-9-5712-00) and then reconvene into open session

The Committee did not go into closed session.

7. Information Items

[24-0854](#)

2024 Annual Action Plan (AAP) for the Community Development Block Grant (CDBG) Program

Attachments: [Annual Action Plan Memo to CDC 7-10-24.pdf](#)
[AAP 2024 Draft for Public Comment.pdf](#)

This item was presented.

[24-0873](#)

Inspection Division Permit Summary Report - Ending 6-30-24

Attachments: [Inspections Permit Report June 2024.pdf](#)

This item was presented.

8. Adjournment

**Siebers moved, seconded by Jones, that the meeting be adjourned at 4:59 p.m.
Roll Call. Motion carried by the following vote:**

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