



City of Appleton

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

Meeting Minutes - Final Community Development Committee

Wednesday, April 29, 2026

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

Present: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

Others present:

Alderperson Denise Fenton, District #6

Jed W. Engel, 1745 N. Superior Street

Jian Chen, 719 W. College Avenue

4. Approval of minutes from previous meeting

[26-0514](#)

CDC Minutes from 3-25-26

Attachments: [CDC Minutes 3-25-26.pdf](#)

Stancil-Martin moved, seconded by Meltzer, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

5. Public Hearing/Appearances

[26-0515](#)

2026 Annual Action Plan (AAP) for the Community Development Block Grant (CDBG) Program (Associated with Info Item #26-0516)

Attachments: [Public Hearing Notice for 2026 Annual Action Plan.pdf](#)

[Public Comment Period Notice Publication for 2026 AAP.pdf](#)

Vice Chair Lambrecht presided over this item.

This public hearing was held and no one spoke.

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

6. Action Items

[26-0520](#)

Elect Vice Chair

Lambrecht was elected Vice Chair.

Meltzer nominated Lambrecht for Vice Chair. No other nominations were received. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

[26-0547](#)

Determine CDBG Advisory Board Representative from the Community Development Committee

Attachments: [CDBG Policy.pdf](#)

Vice Chair Lambrecht presided over this item.

Smith was elected as the CDBG Advisory Board member.

Lambrecht nominated Smith for the CDBG Advisory Board member. No other nominations were received. Roll Call. Motion carried by the following vote:

Aye: 4 - Lambrecht, Meltzer, Stancil-Martin and Smith

Abstained: 1 - Jones

[26-0519](#)

Request to approve the Revised 2026-2027PY (Program Year) Community Development Block Grant (CDBG) allocations as specified in the attached documents

Attachments: [CDBG 2026PY Revised Allocation Memo to CDC 4-29-26.pdf](#)
[CDBG 2026 Revised Final Allocations 4.29.26.pdf](#)
[CDBG 2026PY Final Allocations Project Descriptions 04.29.26.pdf](#)
[Public Notice - RTFV Jones.pdf](#)

Vice Chair Lambrecht presided over this item.

Meltzer moved, seconded by Smith, that the revised 2026-2027PY CDBG allocations be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Lambrecht, Meltzer, Stancil-Martin and Smith

Abstained: 1 - Jones

[26-0517](#)

Request to approve an amendment to the Development Agreement with Oshkosh Investment LLC and Lofgren Properties 6 LLC to extend the completion date and minimum assessed value date from January 1, 2026 to January 1, 2027 and update payment process language 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 with the added condition to record alley right-of-way dedication quit claim deed prior to City signature on amendment documents

Attachments: [Amendment to Chase Bank Bldg DA Memo to CDC 4-29-26.pdf](#)
[22-1046 - Chase Bldg - Amendment No 1 to Dev Agrm - Extension 3.20.26.pdf](#)

Lambrecht moved, seconded by Smith, that the amendment to the development agreement with Oshkosh Investment LLC and Lofgren Properties 6 LLC be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

[26-0518](#)

Request to award three (3) separate contracts for (1) grass and vegetation cutting services, (2) detention pond/various mowing and (3) City-owned industrial sites to B&V Maintenance in an approximate total amount of \$33,951

Attachments: [Mowing Contracts Memo to CDC 4-29-26.pdf](#)
[B+V Maintenance Exhibit A B C .pdf](#)

Lambrecht moved, seconded by Smith, that awarding the 3 contracts to B&V Maintenance be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

[26-0521](#)

Set Meeting Date and Time

The meeting date and time remains the 2nd and 4th Wednesdays of the month at 4:30 p.m.

Lambrecht moved, seconded by Stancil-Martin, to keep the meeting date and time on the 2nd and 4th Wednesdays of the month at 4:30 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

[26-0522](#)

Designate Contact Person

Director Kara Homan was designated as the contact person.

Lambrecht moved, seconded by Stancil-Martin, to designate Director Kara Homan as the contact person. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith

7. Information Items

[26-0516](#)

2026 Annual Action Plan (AAP) for the Community Development Block Grant (CDBG) Program

Attachments: [Annual Action Plan Info Item Memo to CDC 4-29-26.pdf](#)
[DRAFT Appleton CDBG 2026 Annual Action Plan for Public Comment.pdf](#)

The 2026 Annual Action Plan was presented and discussed.

[26-0523](#)

Inspection Division Permit Summary Report Ending 3-31-26

Attachments: [Inspections Permit Report March 2026.pdf](#)

The Inspection Division Permit Summary Report Ending 3-31-26 was presented.

8. Adjournment

Stancil-Martin moved, seconded by Meltzer, that the meeting be adjourned at 4:55 p.m. Roll Call. Motion carried by the following vote:

Aye: 5 - Jones, Lambrecht, Meltzer, Stancil-Martin and Smith