



City of Appleton

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

Meeting Agenda - Final Community & Economic Development Committee

Wednesday, May 25, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-0691](#) CEDC Minutes from 5-11-22

Attachments: [CEDC Minutes 5-11-22.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[22-0692](#) Request to approve the REVISED 2022-2023PY Community Development Block Grant (CDBG) funding as specified in the attached community partner allocation recommendations

Attachments: [Alloc Recs Memo to CEDC Final Award 05-25-22.pdf](#)

[Reallocation of 2020 AHA Funds to RTFV Memo to CEDC 2-9-22.pdf](#)

[2022 CDBG Community Partner Recommendations-FINAL.pdf](#)

[2022 CDBG Simple Summary Recommendations-FINAL.pdf](#)

6. Information Items

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Any questions about items on this meeting are to be directed to Karen Harkness, Director, Community and Economic Development Department at 920-832-6468.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



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100 North Appleton Street
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Meeting Minutes - Final Community & Economic Development Committee

Wednesday, May 11, 2022

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

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

2. Roll call of membership

Present: 4 - Thao, Alfheim, Wolff and Jones

Absent: 1 - Del Toro

Others present:

Aldersperson Sheri Hartzheim, District #13

3. Approval of minutes from previous meeting

[22-0632](#)

CEDC Minutes from 4-27-22

Attachments: [CEDC Minutes 4-27-22.pdf](#)

**Thao moved, seconded by Jones, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Thao, Alfheim, Wolff and Jones

Absent: 1 - Del Toro

4. Public Hearings/Appearances

5. Action Items

[22-0633](#)

Request to approve two (2) Variances to the Deed Restrictions and Covenants to allow for: 1) a second expansion wall to be constructed of metal material on the north face of the building and 2) to allow for an overhead door facing the street on the south face of the building for Farrell Investments, LLC at 3920 E. Endeavor Drive and expansion on the adjacent lot (Lot 11) in Southpoint Commerce Park

Attachments: [Memo on Farrell Equipment Variance Request 5-11-22.pdf](#)
[Variance Request Letter for Farrell Equipment.pdf](#)
[Site Plan for Proposed Addition for Farrell Equipment.pdf](#)
[Landscape Plan for Farrell Equipment.pdf](#)
[SPCP Deed Restrictions.pdf](#)
[Subject Parcel Map for Farrell Equipment.pdf](#)

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

Aye: 4 - Thao, Alfheim, Wolff and Jones

Absent: 1 - Del Toro

6. Information Items

[22-0634](#)

Neighborhood Program Spring Meeting on Thursday, May 26, 2022 from 6:00 - 7:30 pm at Wilson Middle School, 225 N. Badger Avenue

Attachments: appleton.org/residents/neighborhood-program

This item was presented and discussed.

7. Adjournment

Thao moved, seconded by Wolff, that the meeting be adjourned at 4:44 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Thao, Alfheim, Wolff and Jones

Absent: 1 - Del Toro



MEMORANDUM

"...meeting community needs...enhancing quality of life."

TO: Community and Economic Development Committee
FROM: Nikki Gerhard, Community Development Specialist
DATE: May 25, 2022
RE: Final Award Recommendations for 2022 Community Development Block Grant Funding

The City of Appleton CDBG HUD award was recently announced, with the City of Appleton allocated \$565,880 for the 2022 program year. This is 4.5% lower than the 2021 allocation, and \$33,830 lower than the anticipated allocation (\$599,710).

The 2022 preliminary awards were approved in November 2021, totaling the \$599,710 (City programs and sub recipients combined).

Staff recommends the following reduction of \$33,830 as follows:

Reduce the Appleton Housing Authority's Award by \$33,830 for Final Award of \$41,170.

Due to staffing turnover and an extremely difficult housing market, the Appleton Housing Authority (AHA) has been unable to spend down any portion of the 2021 allocation, to date. In addition, in February 2022, AHA requested the reallocation of their remaining 2020 award - \$42,824.66 - to Rebuilding Together Fox Valley, due to the limitations mentioned previously.

The reduction of this allocation will allow the total outstanding funds to be utilized in a timely manner by the end of the 2022 program year (March 31, 2023), while still providing ample funding between the two program years (\$116,170 in total available).

The following attachments are provided for additional information for this action item.

Attached Documents:

- 1.) CEDC Memo Requesting Reallocation of AHA 2020PY Award
- 2.) Executive Summary of Award Recommendations for 2022 CDBG Program Year
- 3.) Simple Summary of Award Recommendations for 2022 CDBG Program Year

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!



MEMORANDUM

"...meeting community needs...enhancing quality of life."

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: February 9, 2022

RE: Amendment to Appleton Housing Authority 2020 Allocation

On January 4, 2022, City staff received notification from the Appleton Housing Authority (AHA) seeking to reallocate their remaining balance of \$42,824.66 from the 2020 program year to another agency and eligible activity. This remaining balance was unspent funding originally allocated for the purposes of AHA's First Time Homebuyer Program.

Due to a significant amount of loan payoffs, as well as a vacancy in their Homebuyer Program Manager role for an extensive period, the AHA had originally requested program year extensions, expiring December 31, 2021, in an effort to spend the funds down.

Staff recommends reallocating the balance of \$42,824.66 to Rebuilding Together Fox Valley (RTFV). RTFV's homeowner rehabilitation program is a similar housing activity to AHA's, which has been consistently funded since 2017. Staff of RTFV has expressed interest in these funds, as they have already spent down their 2020 and 2021 allocations (\$200,000 total) and have additional housing projects that could be expedited with this reallocation.

Staff Recommendation:

The reallocation of Appleton Housing Authority's 2020PY \$42,824.66 to Rebuilding Together Fox Valley's 2021PY SubAgreement for homeowner rehabilitation **BE APPROVED**.

The following attachments are provided for additional information for this action item.

Attached Documents:

- 1.) Email from Appleton Housing Authority staff requesting reallocation of unspent balance from 2020PY.
- 2.) Draft amendment to RTFV's 2021PY SubAgreement, increasing their allocation to a total of \$142,824.66.

If you have any questions, please contact me at 832-6469 or nikki.gerhard@appleton.org. Thank you!

**Community Partner Application AWARD RECOMMENDATIONS
for the 2022 CDBG Program Year**

NON-PUBLIC SERVICE	PROJECT ACTIVITY	PROJECTED OUTPUT	FUNDS WILL BE USED TO...	AMOUNT PREVIOUSLY APPROVED	CDBG ADVISORY BOARD \$ REC
Apricity, Inc (DBA Mooring Programs)	public facility	Rehabilitation of 5 Mooring Program houses & the main facility	Rehabilitation of 5 program houses & main facility	\$ 66,231	\$ 66,231
B.A.B.E.S., Inc Child Abuse Prevention Programs-Priority #1 Project	public facility	acquisition of new public facility	acquisition of new public facility building	\$ -	\$ -
B.A.B.E.S., Inc Child Abuse Prevention Programs-Priority #2 Project	public facility	renovation of public facility	renovation of current public facility building	\$ -	\$ -
Fox Valley Lutheran Homes	housing	rehabilitation of senior housing facility	replacement of 72 windows & 42 patio doors to senior community housing facility	\$ -	\$ -
Greater Fox Cities Area Habitat for Humanity	housing	2 properties rehabilitated and sold to qualified homebuyers	acquire 2 properties to do full house rehabilitation and then sell to qualified low or moderate income homebuyers	\$ 120,000	\$ 120,000
Pillars, Inc.	housing	rehabilitation of door security	affordable housing door security improvements	\$ -	\$ -
Rebuilding Together Fox Valley- Priority #1 Project	housing	rehabilitation of 10 units	Community Revitalization Partnership project to the West Appleton neighborhood	\$ 80,000	\$ 80,000
Rebuilding Together Fox Valley- Priority #2 Project	housing	rehabilitation of 5 units	offer additional modifications & repairs beyond CRP (above)	\$ -	\$ -
				\$ 266,231.00	\$ 266,231.00
PUBLIC SERVICE	PROJECT ACTIVITY	PROJECTED OUTPUT	FUNDS WILL BE USED TO...	AMOUNT PREVIOUSLY APPROVED	CDBG ADVISORY BOARD \$ REC
Harbor House DV Shelter Program	public service	500 persons served	fund salaries & fringes for shelter case managers & advocates	\$ 25,000	\$ 25,000
LEAVEN, Inc	public service	188 households served	provide rental assistance to those at risk of homelessness through the Emergency Assistance Program	\$ 30,000	\$ 30,000
				\$55,000.00	\$55,000.00

**City Programs/Appleton Housing Authority/Administration
(previously approved)**

\$244,649.00

CDBG Advisory Board Recommendations

\$321,231.00

\$565,880

AWARD RECOMMENDATIONS FOR 2022 CDBG PROGRAM YEAR

	Awarded	Revised
City Programs/Appleton Housing Authority/Administration		
City of Appleton Homeowner Rehabilitation Loan Program	\$ 120,000	\$ 120,000
Fair Housing Services	\$ 25,000	\$ 25,000
Appleton Housing Authority	\$ 75,000	\$ 41,170
CDBG Program Administration Costs	\$ 58,479	\$ 58,479
Non-Public Service		
Greater Fox Cities Habitat for Humanity	\$ 120,000	\$ 120,000
Rebuilding Together Fox Valley	\$ 80,000	\$ 80,000
The Mooring Programs	\$ 66,231	\$ 66,231
Public Service		
Harbor House	\$ 25,000	\$ 25,000
LEAVEN, Inc.	\$ 30,000	\$ 30,000
TOTAL	\$ 599,710	\$ 565,880