



# City of Appleton

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

## Meeting Minutes - Final Community Development Committee

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Wednesday, May 27, 2026

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

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

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Lambrecht, Meltzer, Stancil-Martin and Smith

**Excused:** 1 - Jones

*Others present:*

*Aldersperson Patrick Hayden, District #7*

*Aldersperson Sheri Hartzheim, District #13*

*Aldersperson Christopher Croatt, District #14*

*Jed W. Engel, 1745 N. Superior Street*

4. Approval of minutes from previous meeting

[26-0676](#)

CDC Minutes from 5-13-26

**Attachments:** [CDC Minutes 5-13-26.pdf](#)

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

**Motion carried by the following vote:**

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

**Excused:** 1 - Jones

5. Public Hearing/Appearances

[26-0677](#)

2025 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program (Associated with Information Item #26-0678)

**Attachments:** [Public Comment Period and Public Hearing Notice Publication for 2025 CAPER.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

[26-0623](#)

Resolution #5-R-26 Administrative Fees for Weed Cutting & Abatement Services

**Attachments:** [5-R-26 Administrative Fees Weed Cutting & Abatement Services.pdf](#)  
[5-R-26 Nuisance Weed Administrative Fee Proposed.pdf](#)  
[5-R-26 Snow Removal Charges.pdf](#)  
[Weed Cutting Administrative Fee Breakdown Revised05272026.pdf](#)

*Amended the last paragraph pertaining to snow removal services to add language at the end of the sentence, "with an annual review to ensure that the 3% increase remains in compliance with State Statutes."*

**Smith moved, seconded by Lambrecht, that Resolution #5-R-26 be amended to change the last paragraph to read as follows: "The Public Works Department's administrative fee assessed in connection with City-performed snow removal services shall be modified to add a 3% annual increase, commencing in FY2027 with an annual review to ensure that the 3% increase remains in compliance with State Statutes." Motion carried by the following vote:**

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

**Excused:** 1 - Jones

*Amended the 2nd to last paragraph pertaining to minimum fee assessed where a warrant is required from \$215 to \$225.*

**Smith moved, seconded by Lambrecht, that Resolution #5-R-26 be amended to change the 2nd to last paragraph to read as follows: "The Community Development Department's minimum administrative fee assessed in connection with City-initiated weed cutting and/or nuisance abatement services shall be modified to \$75; and where a warrant is required, the fee shall be \$225 per occurrence, in addition to the actual contractor charges incurred by the City." Motion carried by the following vote:**

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

**Excused:** 1 - Jones

*Staff provided additional information (misc. expenses added) based on the feedback at Council. A document listing the fee breakdown was distributed and is attached to File #26-0623.*

**Lambrecht moved, seconded by Smith, that Resolution #5-R-26 Administrative Fees for Weed Cutting & Abatement Services be recommended for approval as amended twice. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Jones

## 7. Information Items

[26-0678](#)

2025 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) Program

**Attachments:** [2025 CAPER Info Item Memo to CDC 5-27-26.pdf](#)

[DRAFT Appleton CDBG 2025 CAPER for Public Comment 5-26-26.pdf](#)

The 2025 CAPER was presented.

## 8. Adjournment

**Meltzer moved, seconded by Stancil-Martin, that the meeting be adjourned at 4:53 p.m. Roll Call. Motion carried by the following vote:**

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

**Excused:** 1 - Jones