

APPLETON CITY COUNCIL MEETING MINUTES

WEDNESDAY, FEBRUARY 8, 2023

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, February 8th, 2023 in the Council Chambers at the Appleton Civic Center.

Council Members Present in Chambers: Justin Koepp, Allan Oyen, Vanessa Lhotka-Meyer, Stacey Raddatz & Dan Enke.

City Staff Present in Chambers: Emma Haugen – Clerk/Treasurer, Elizabeth Gades – Accounting Officer, Ryan Gallagher – Director of Public Works, Brent Powers – City of Appleton Contract Wastewater/Water Operator, Brian Knutson – Junior Wastewater/Water Operator, Nathan Grengs – Junior Wastewater/Water Operator and Janice Nelson – City Attorney

Public Present in Chambers: Bob Schlieman & Karla Olson – APEX Engineering, John Droogsma, Rev. Herbert Rotunda, Cari Weeding, Randy Henneberg, Mitch Fett, Joe Makepeace, John Pfaff, Rick Wilson and Bernice Robinson – Upper Minnesota Valley Regional Development Commission.

Public Present Virtually: Romulo Kabatay, Kristen, MDF, JK, JK, JK, Warren Rau, JK, DO, Kevin Skjei and two callers listed by phone number.

Mayor Koepp called the meeting to order at 6:00 p.m.

I. Approval of Minutes: A motion was made by councilor Enke and seconded by councilor Raddatz to approve the minutes from the January 11th, 2023 Special Meeting and January 18th, 2023 Regular Meeting with changes as noted. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

II. Public Hearings

a. **Wastewater Facilities Plan:** Mayor Koepp opened the public hearing for the Wastewater Facilities Plan at 6:02 p.m. Karla Olson from APEX Engineering went through the presentation that was posted online and provided to council. Questions about who administers any grants that the City is eligible for, if any part of the project was taken out would it affect the ending limit of money we get and if there was any federal money available because of the prison being located in Appleton were raised. After call for any further comments or questions and hearing none, a motion to close the public hearing was made by councilor Enke and seconded by councilor Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed. The public hearing was closed at 6:35 p.m.

b. **CDBG-CV Grant:** Mayor Koepp opened the public hearing for the CDBG-CV Grant at 6:35 p.m. Bernice Robinson from the Upper Minnesota Valley Regional Development Commission spoke to the council about the CDBG-CV grant progress and the handouts that were posted to the website as part of the packet. After call for questions or comments and hearing none, a motion to close the public hearing was made by councilor Lhotka-Meyer and seconded by councilor Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed. The public hearing was closed at 6:41 p.m.

III. Presentations:

a. **Open Meeting Law Annual Review – City Attorney Janice Nelson** went through the open meeting law document that was included in the council packet. She also included information about gifts.

IV. Public Comments:

a. A public comment sheet was turned in to Mayor Koepp who invited Joe Makepeace to speak. Mr. Makepeace spoke to the council about the possibility of walking in the 52 Wing Gym and Auditorium in the future.

V. Old Business:

a. **Interim Administrator Search:** Councilmembers Enke and Lhotka-Meyer gave an update from the committee about applicants that expressed interest and a change to the job ads from employee to consultant.

b. **Mayor Appointments:** Mayor Koepp appointed Louise Kack to another term on the Hospital Board as her term had ended January 31, 2023. A motion to approve Louise Kack as AAH Board Member was made by councilor Enke and seconded by councilor Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

VI. New Business:

Mayor Koepp presented additions to the New Business section of the agenda. They were Approving a repair above the policy limit for the snow blower, Acting City Administrator and Acting City Clerk.

a. **Acting City Administrator & Acting City Clerk:** Mayor Koepp had contacted Attorney Janice Nelson about having an acting city administrator until a replacement can be found. Councilor Raddatz also asked if the acting city clerk should be a full time employee and not a council member as this was past practice. A motion to appoint Emma as the Acting Administrator and Liz as the acting Clerk was made by councilor Enke and seconded by councilor Raddatz.

b. **Resolution 2023-11 Adopting the Wastewater Facilities Plan:** A motion to adopt the wastewater facilities plan with Apex moving forward was made by councilor Raddatz and seconded by councilor Enke. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

c. **Resolution 2023-12 Signatory for CDBG-CV Grant:** Councilor Enke asked what this was for and Bernice Robinson was invited up to speak more regarding the signatory change. A motion that Resolution 2023-12 signatory for the CDBG-CV grant be made by the Appleton City Administrator was made by councilor Enke and seconded by councilor Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

d. **Small Cities Draw Requests:** Bernice Robinson from the Upper Minnesota Valley Regional Development Commission spoke to the council about the process for the small cities draw requests. A motion to approve the RDC's request for the small cities draw and authorize Liz and Emma to approve those was made by councilor Lhotka-Meyer and seconded by councilor Enke. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

e. **Approve Additional Small Cities Development Grant Project:** Bernice Robinson provided a handout to the council regarding the Small Cities Grant program and two options for

the council to consider. A motion that we approve the additional Small Cities Development Grant project option two if the sixth project is approved the city will owe approximately \$3,800.00 for the grant administration was made by councilor Enke and seconded by councilor Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

f. **Approve Additional Commercial HVAC for the CDBG-CV Program:** Bernice Robinson provided a handout to the council about the commercial HVAC projects that are part of the grant and the options for the council to consider. A motion to approve option number three on behalf of the RDC was made by councilor Lhotka-Meyer and seconded by councilor Enke. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

g. **City Attorney Opinion – Gary Hendrickx Conflict of Interest:** City Attorney Janice Nelson and Bernice Robinson explained the letter provided to the council and that the public was aware of it.

A motion was made to acknowledge City Attorney Janice's opinion on the conflict of interest statement was made by councilor Lhotka-Meyer and seconded by councilor Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

h. **Centennial Field Improvements-Appleton Recreation Association:** John Droogsma from the Appleton Recreation Association spoke about the improvements that were made to the baseball field in 2022 after the storm, what the association was hoping to accomplish, with the approval of the council, in 2023 and that the association is willing to go out and fundraise to support the project listed. A motion to give you approval to move ahead with your improvements but no financial dollars listed yet was made by councilor Enke and seconded by councilor Lhotka-Meyer. After call for discussion, Mr. Droogsma said that he association is looking at grants. Mayor Koepp also asked if they had a timeline for some of these and Mr. Droogsma said that they are hoping this spring. After call for further discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

i. **Prairie 5 Rides Transportation Lease:** A motion to approve the transportation lease to Prairie 5 at the existing rate was made by councilor Enke and seconded by councilor Oyen. After call for discussion hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

j. **Farm Lease Advertising for Bids:** Clerk/Treasurer Haugen explained the previous process for bidding out the farmland and what was presented to the council. A motion that we advertise the bids for a three year period with bids due Friday, March 3rd by 5:00 p.m. with a bid opening Wednesday, March 8th at 3:00 p.m. to be prepared for city council approval that evening was made by councilor Oyen and seconded by councilor Enke. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

k. **Mowing Contract Advertising for Bids:** Mayor Koepp and councilmembers discussed the packet provided for past years mowing advertising and questioned if the city still advertised for individual mowers for the summer employees. Discussion on contractors versus hiring more employees was also held. A motion to advertise for individual park services for the summer and rediscuss on March 8th at our next meeting was made by councilor Lhotka-Meyer and seconded by councilor Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

l. **Summer Employment Advertising:** A motion that we start advertising for these summer positions was made by councilor Raddatz and seconded by councilor Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

m. **Publication of Council Minutes:** A motion that we publish the council minutes in the Appleton Press was made by councilor Enke and seconded by councilor Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

n. **Posting of council Minutes Discussion:** A discussion between the council and staff was held regarding the posting of the council minutes on the website.

o. **Posting of Council Recordings Discussion:** A discussion between the council and staff was held regarding the posting of the recorded meetings on the City's YouTube channel and the future of virtual meetings going forward, either in the current format or in a different format.

p. **City Office Hours & Organization Discussion:** Mayor Koepp and councilmembers raised concerns from citizens on the current office hours. Staff informed them that the State of Minnesota is evaluating all motor vehicle offices to ensure they are open forty hours per week and that they have made plans to open back up to the required hours. Discussion was also held between staff and council regarding the organization of the city office.

q. **Recognize Quarter 4 Franchise Revenue from Mediacom:** A motion to recognize the fourth quarter franchise revenue from Mediacom was made by councilor Enke and seconded by councilor Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

r. **Approval of Bills to be paid and ACH Transactions:** A motion to that we approve the attached bills and ACH transactions was made by councilor Raddatz and seconded by councilor Enke. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

s. **Purchases beyond City Policy Limits:** Mayor Koepp added the requested \$5,669.02 for the snow blower to the original amount listed on the agenda, bringing the total to \$306,625.36. A motion to approve the purchases above the purchase policy limit was made by councilor Raddatz and seconded by councilor Lhotka-Meyer. After a call for discussion and hearing none, Mayor Koepp called a vote. All voted in favor. Motion passed.

VII. **Adjournment:** Councilor Enke made a motion to adjourn the meeting. Councilor Oyen seconded the motion. After a call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and the motion passed. Meeting was adjourned.

Emma R. Haugen, Clerk/Treasurer

(3-15-1c)