

**APPLETON CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 14, 2024**

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, February 14th, 2024 in the Council Chambers at the Appleton Civic Center.

Council Members Present in Chambers: Stacey Raddatz, Al Oyen & Dan Enke

Council Members Absent: Justin Koepp & Vanessa Lhotka-Meyer

City Staff Present in Chambers: John Olinger – City Administrator, Emma Haugen – Clerk/Treasurer & Cody Thomson-Appleton Police Officer

Public Present in Chambers: Bob Schlieman, Rev. Herbert Rotunda, Larry Rebman & John Pfaff

Public Present Virtually: Mitch Fett & Kelli Olson
Vice Mayor Enke called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance was recited by the Council and the public

III. Additions or Corrections to the Agenda: The following were added to the agenda: appointing Rich Voorhees to the Appleton Area Health Hospital Board to business and Small Cities Development Program public hearing to the consent agenda. A motion to add the items to the agenda was made by councilmember Oyen and seconded by councilmember Raddatz. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor. Motion passed.

IV. Public Forum:

V. Public Hearing/Presentations

VI. Consent Agenda: A motion was made by councilmember Raddatz and seconded by councilmember Oyen to approve the items listed on the consent agenda. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor. Motion passed.

VII. Business:

- a. **Computer Use Policy:** Administrator Olinger explained the computer use policy is something the city does not have in place yet and it is required by our insurance to have as well. A motion to approve the computer use policy was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor. Motion passed.
- b. **2024 Schlieman Avenue Street Utility Project:** Bob Schlieman from APEX Engineering gave an update on the bid opening that was held February 14th at 3:00 p.m. He provided the council with a list of the bids that were received.
- c. **Utility Rate Adjustment:** Administrator Olinger explained the rates that are proposed. They have been structured to cover the current debt service and future debt service. Olinger also highlighted the proposed service fee and usage fee increase. The rates would be for 2024 only and can be evaluated at anytime during the year. A motion to adopt Resolution 2024-03 adjusting the water and wastewater rates for 2024 and the policy recommendations made by staff for snowbirds, homes/businesses without water, apartment vacancies, homes without updated utility meters, fairgrounds and assessing unpaid utilities at the end of the year was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- d. **Fee Schedule:** Administrator Olinger explained that staff has gone through the current fee schedule and the city code to ensure the proposed fee schedule is complete. A motion approve the 2024 Fee Schedule was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- e. **Assessment Policy:** Administrator Olinger explained the recommendations from the planning commission. He also explained that since the project can be classified

as a utility project and not a street project, there are other statutes that allow the city to set the rate of assessment. The recommendation from the planning commission is to assess \$6,000.00 per buildable lot on the Schlieman Avenue project. A motion to approve the recommendation as stated was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.

- f. **Accept bids for farm land rent:** Clerk/Treasurer Haugen explained the bids that were received for the alfalfa land and the farm land. A motion to approve lease agreements with the high bidders for the city land was made by councilmember Oyen and seconded by councilmember Raddatz. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- g. **Hospital Working Session:** Administrator Olinger proposed that the council and hospital board have a joint working session so that the council can be informed of what the board is doing. It was decided to table this item until the March meeting.
- h. **Gambling Permit Signature Authority:** Administrator Olinger explained the request to allow gambling permits to be approved by the city administrator and not have to wait to go to each council meeting. A motion to authorize the City Administrator to approve gambling permits was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- i. **Aquatic Center Manager Salary:** Administrator Olinger explained that the ad for the aquatic center manager has been posted. A motion to set the salary at \$20.00 per hour for the Aquatic Center Manager was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- j. **MN River Valley Scenic Byway Partnership Grant Lead Partner:** A motion to approve being the lead sponsor for the MN River Valley Scenic Byway Partnership Grant and to authorize the City Administrator to sign the Signature Authority Form was made by councilmember Oyen and seconded by councilmember Raddatz. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- k. **City Administrator Vacation Request:** A motion to approve vacation for the City Administrator as requested was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.
- l. **Appleton Area Health Board Appointment:** Vice Mayor Enke stated that Mayor Koepp would like to appoint Ritchie Voorhees to fill the spot currently held by Keving Skjei for the hospital board. A motion to appoint Ritchie Voorhees to the hospital board was made by councilmember Oyen and seconded by councilmember Raddatz. After call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and motion carried.

VIII. Information Items

IX. Department & Commission Updates: Administrator Olinger told the council and the public in attendance that the commissions and departments will be providing their reports monthly so that the council can see what each group is doing and have opportunities to ask the council liasons any questions that arise.

X. Adjournment: A motion to adjourn the meeting was made by councilmember Raddatz and seconded by councilmember Oyen. After a call for discussion and hearing none, Vice Mayor Enke called for a vote. All voted in favor and the motion passed. Meeting was adjourned 6:43 p.m.

Emma R. Haugen, Clerk/Treasurer
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