

APPLETON CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, MARCH 13, 2024

lic hearing was closed at 6:22 p.m.

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

VII. **Business:**

a. **Wastewater Treatment Plant Resolution:** Bob Schlieman explained that this resolution is to submit a funding request to the PFA for the project. A motion to adopt Resolution 2024-11 applying for funding through PFAs Clean Water Revolving Fund was made by councilmember Oyen and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor. Motion passed.

b. **Sewer Usage Rate Adjustment:** Administrator Olinger explained that after updating the number of units that can now be billed due to new policies, the sewer usage rate can be adjusted down to \$11.56/750 gallons/month from the previously approved rate of \$13.36/750 gallons/month. A motion to approve the sewer usage rate adjustment was made by councilmember Raddatz and seconded by councilmember Enke. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor. Motion passed.

c. **Chapter 52 – Unpaid Water Fee Assessment:** Administrator Olinger explained that this ordinance update had already gone through the planning commission and needs council approval to update the code book to reflect changes in billing procedures. A motion to approve the amendment to Chapter 52 adding section 52.711 and amending sections 52.72(b)(1) and 52.74 as proposed was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

d. **5 Year Capital Improvement Plan:** Administrator Olinger explained that the UMVRDC was hired to put the plan together in the past and the 1st draft of the plan has been reviewed by the planning commission. The plan can be amended yearly by the planning commission for any projects over \$10,000.00. A motion to approve 5 year capital plan was made by councilmember Enke and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

e. **Access Easements – Wastewater Treatment Plant:** Administrator Olinger explained that there has been some interaction with property owners that have land abutting the wastewater treatment plant land. The access easements are so property owners can access their land. A path will be mowed for walking only access points for those property owners. A motion to authorize the Mayor and City Administrator to sign easement documents for Mr. Mike Borstad, Mr. & Mrs. Rittenour and Mr. & Mrs. Langford was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

f. **Community Education Summer Programming:** Administrator Olinger explained that the City has been working with Community Education to look over the programming. The planning commission has reviewed the proposed class offerings for the 2024 summer and approved the listing with the condition that if a class does not have 10 participants that the class be cancelled. Councilmember Lhotka-Meyer proposed dropping that requirement to 7 participants and seeking out donations from other community groups to help support the program after what the city has budgeted for. A motion to approve the Appleton Summer Program schedule with only program held that have 7 or more participants was made by councilmember Lhotka-Meyer and seconded by councilmember Enke. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

g. **Engineer RFP's for 2024 Street/Trail Crack Fill & Seal Coat project:** Administrator Olinger explained that the

RFP was for the design and specifications for the project and that there were 3 RFP's that were received. A motion to accept the low bid by APEX Engineering was made by councilmember Raddatz and seconded by councilmember Enke. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor. Motion passed.

h. **Working Session with Hospital Board:** The council looked at potential dates for meeting and Administrator Olinger would check with the hospital to make sure the proposed A motion to set a working session with the Hospital Board for April 3rd, 2024 at 5:00 p.m. at the Civic Center was made by councilmember Raddatz and seconded by councilmember Enke. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

i. **Hospital Board Composition Amendment:** Administrator Olinger explained that the proposal is to change the ordinance back to having just the Mayor and 4 appointees on the board. A motion to approve the amendments to the Hospital Board Composition to appoint the Mayor and four other members was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

j. **Aquatic Center and Campground Rate Increases:** Administrator Olinger explained that the rates were reviewed and recommended for approval by the parks commission. He also explained that there will be a split rate for the aquatic center season passes for residents and non-residents. A motion to approve the rate increases for the campground and pool for 2024 was made by councilmember Enke and seconded by councilmember Lhotka-Meyer. After call for discussion, a question about rates for renting the pool for private events was raised. After call for further discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

k. **Public Works Salaries:** Administrator Olinger presented a new system for public works employees' salaries. He said that it is hard to recruit employees and that we are below what other communities in the area are offering for wages. There would be steps and ranges built in for employees as well as combining the street and water/wastewater departments into one public works department. A motion to direct the City Administrator to finalize and bring it back for council consideration was made by councilmember Enke and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

l. **Commission Appointments and Resignation:** A motion to appoint Janelle Welling to fill the term of John Heinecke on the EDA, to accept the resignation of Mike Borstad from the Park Commission and appoint Gary Running to the Cemetery Commission was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

m. **Golf Cart Ordinance:** Mayor Koeppe asked where the updates on the golf cart ordinance that had been discussed last year was at. Administrator Olinger was going to check on it and bring it to the Planning Commission for their April meeting.

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 liaisons any questions that arise.

X. **Adjournment:** A motion to adjourn the meeting was made by councilmember Oyen and seconded by councilmember Lhotka-Meyer. After a call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and the motion passed. Meeting was adjourned 6:50 p.m.

Emma R. Haugen, Clerk/Treasurer
(Published 4-17-24 in The Appleton Press)

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, March 13th, 2024 in the Council Chambers at the Appleton Civic Center.

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

Council Members Absent: None

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

Public Present in Chambers: Randy Henneberg, Steve Mlnarik, Larry Rebman, LaVonne Syltie, Mitch Fett, Tom Watson, Rev. Herbert Rotunda, Fletcher Syltie, Kristi Fernholz UMVRDC, David Cooksley, Donna Cooksley, Vena Hall, Andrew Hall, Paul Vogt, Gary Hendrickx, John Pfaff & Bob Schlieman APEX Engineering

Mayor Koeppe 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 business portion of the agenda: Appointing Janelle Welling to the EDA, accepting the resignation of Mike Borstad from the Parks Commission, appointing Gary Running to the Cemetery Commission and Golf Cart Ordinance. A motion to add the items to the agenda was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor. Motion passed.

IV. **Public Forum:**

a. Larry Rebman submitted a request to speak to the council about the Schlieman Street Project and was invited forward to speak.

V. **Public Hearing/Presentations:**

a. **2024 Schlieman Avenue Utility Project:** Bob Schlieman from APEX Engineering informed the council that the PFA had just notified the City that 100% of the project costs will be fundable through a low interest loan. He also spoke about the project timeline if bids are approved by the council. A motion to adopt Resolution 2024-08 accepting the low bid and awarding the contract to Joe Riley Construction, Inc. was made by councilmember Lhotka-Meyer and seconded by councilmember Enke. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor. Motion passed.

b. **SCDP Grant Public Hearing:** The public hearing was opened at 6:16 p.m. Kristi Fernholz from the Upper MN Valley Regional Development Commission went through the following items:

i. An estimated 20 owner occupied projects at \$25,000 each and 7 or 8 commercial projects at \$40,000 each, will be funded by this grant. The total cost, including administration costs will be \$943,000.00.

ii. There will be \$5,000 in costs for general administration.

iii. The Swift County HRA will be the field administrators for the grants. The UMVRDC will do the general administration.

iv. There were 52 resident surveys that were returned showing interest, 32 of them low income. There were 11 commercial surveys returned showing interest, 8 were eligible for the grant.

v. Timeline: Grant Application due 4/17/2024, notification of award sent July 2024, environmental study September or October 2024, money available in January 2025, projects started summer 2025. All funds have to be used in 2.5 years.

vi. After asking for any public comments or questions and hearing none, a motion to close the public hearing was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor. Motion passed and the pub-