

APPLETON CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 9, 2023

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, August 9th, 2023 in the Council Chambers at the Appleton Civic Center.

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

City Staff Present in Chambers: John Olinger – Interim City Administrator & Emma Haugen – Clerk/Treasurer

Public Present in Chambers: Mitch Fett, Kari Steinbeisser, Kery Kolke Bonk, Rev. Herbert Rotunda, Michael Borstad

Mayor Koepp 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:** Addition of Street Signs Mural from Kery Kolke Bonk was added to the presentation portion of the meeting.

IV. **Public Comments:** None

V. **Public Hearing/Presentations**

a. **Street Signs Mural Project:** Kerry Kolke Bonk presented the council with the mural project she would like to do that highlights the veterans that each street is named after. She has already gotten donations and a grant to begin with 10 of the veterans. She also asked for the city to maintain the area around the proposed installation site and to help with the application to the Minnesota Department of Transportation. A motion to allow Kerry to submit the paperwork was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

b. **2022 Audit:** Kari Steinbeisser from Conway, Deuth & Schmeising presented the 2022 Audit to the council. A motion to approve the 2022 audit as presented was made by councilmember Enke and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

c. **Prairie Waters Membership Update:** Melissa Streich from the Upper Minnesota Valley Regional Development Commission presented spoke to the council about what the Western Minnesota Prairie Waters board and program does for the area and for Appleton.

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 Koepp called for a vote. All voted in favor. Motion passed.

VII. **Business:**

a. **Tax Forfeit Properties:** The council reviewed the properties that are listed on the tax forfeiture list provided by the county. A motion to acquire 148 W Werring Avenue Parcel 22-0006-000 and the four lots on main street at 128 N Miles Parcels 22-0078-000, 22-0080, 22-0081-000 and 22-0083-000 was made by councilmember Raddatz and seconded by councilmember Enke. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and motion carried.

b. **UMVRDC Lease Renewal:** Administrator Olinger provided the council with the lease renewal for the

space at the Civic Center that includes a 5 year increase in rent. The city will also be sharing the cost of or paying for new insulated curtains, carpet and entrance sidewalk repair. A motion to authorize the Mayor and City Administrator to sign a lease agreement with the UMVRDC for 2023-2028 was made by councilmember Lhotka-Meyer and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and motion passed.

c. **Demolition Reimbursement Request – Michae Borstad:** Administrator Olinger explained the demolition reimbursement program to the council and the application submitted. A motion to approve Mike's reimbursement request was made by councilmember Lhotka-Meter and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

d. **Library Pay Request #11:** Administrator Olinger checked over the list of items included in the pay request and found them to have been completed to satisfaction. A motion was made by councilmember Enke and seconded by councilmember Raddatz to approve pay request #11 for \$43,224.78. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and motion carried.

e. **CDBG-CV Grant Draw Request #5:** A motion to approve draw #5 to Federated Telephone for work completed to date was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor Motion passed.

f. **Set Date for 2024 Budget Work Session:** A motion to set August 22, 2023 at 6:00 p.m. for a 2024 Budget Work Session was made by councilor Enke and seconded by councilor Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and motion carried.

g. **City Administrator Vacation:** Administrator Olinger asked the council to approve two weeks of vacation at the end of September that was planned before he entered into the new employment contract. A motion was made by councilmember Oyen and seconded by councilmember Lhotka-Meyer to grant John his vacation. After call for discussion, the discussion of Administrator taking it as paid or unpaid vacation was held. A motion to amend the motion to read half of the vacation to be paid was made by councilmember Enke and seconded by councilmember Lhotka-Meyer. After call for further discussion and hearing none, Mayor Koepp called for a vote. All voted in favor and motion carried.

VIII. **Information Items:** Items were provided in the packet about the general fund budget, transaction summary and liquor fund.

IX. **Adjournment:** A motion to adjourn the meeting was made by councilmember Enke and seconded by councilmember Raddatz. 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 7:07 p.m.

Emma R. Haugen, Clerk/Treasurer
(9-20-1c)