

**APPLETON CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 13, 2023**

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, December 13th, 2023 in the Council Chambers at the Appleton Civic Center.

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

Council Members Absent: None

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

Public Present in Chambers: Bob Schlieman, Rev. Herbert Rotunda, Mitch Fett, Steve Mlnarik, Duane Hodge, Harry Kem, John Pfaff

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:** A motion to approve adding the Minnesota Department of Transportation Crack Sealing Contract to the consent agenda and moving the Purple Heart Proclamation to the Presentations 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.

IV. **Public Forum:**

V. **Public Hearing/Presentations**

a. **Purple Heart City Proclamation:** Mayor Koeppe read the proclamation for Appleton to become a Purple Heart City. A motion to approve the Purple Heart City proclamation 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. Duane Hodge from the Purple Heart Committee presented Mayor Koeppe with the official signs to be displayed.

b. **Public Hearing – 2024 General Fund Budget & Levy:** The public hearing was opened at 6:07 pm. Administrator Olinger spoke about the impacts to the taxes, the dramatic budget reduction in previous years and the tax rate with the proposed final levy.

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, Mayor Koeppe called for a vote. All voted in favor. Motion passed.

VII. **Public Hearing Continued**

a. A motion to close the public hearing 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. Public hearing was closed at 6:14 p.m.

b. A motion to approve Resolution 2023-45 setting the 2024 General Fund Levy and approving the 2024 General Fund Budget at \$2,544,736.00 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.

VIII. **Business:**

a. **2024 Project Decisions-Street and Wastewater Plant:** The council decided to speak about the two projects independently so in-depth discussion could be held before decisions were made.

i. Councilmembers, Planning Commission Chair and Bob Schlieman discussed options, funding and specifications for the street project. A motion to direct the city engineer to revise the plans and specifications for a road width of 32 feet and eliminate the sidewalks on Schlieman and prepare plans and specifications for Schlieman Avenue alone and eliminate the other 2 streets was made by councilor Raddatz and seconded by councilmember Lhotka-Meyer. After call for discussion, a questions about drains was asked of Bob Schlieman and answered by him. After call for further discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

ii. Bob Schlieman spoke about funding for the wastewater project and where the project sits on the state's funding list. He also said that since there was a contract in place, there was no needed action from the council at this meeting.

b. **Magney Closeout Agreement:** Administrator Olinger explained the agreement presented to the council to close out the water treatment plant with Magney Construction. A motion to approve the closeout agreement with Magney Construction for the final pay request of \$96,731.27 and withhold the \$5,000 until final items completed 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.

c. **Garbage Rate Increase:** Administrator Olinger explained that the contract price will be going up next year so garbage rates will also need to increase. A motion to increase the garbage rate from \$17 per month to \$23 per month starting in January 2024 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.

d. **Library Pay Request #15:** Administrator Olinger presented to council the pay request and listed the items left on the punch list for completion of the project. A motion was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz to approve pay request #15 for \$15,199.89. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

e. **McNaney Group Revised Contract:** Administrator Olinger explained that McNaney has agreed to revise the contract to an hourly basis rather than the current retainer style. A motion to approve a revised contract with McNaney Group for 2024 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.

f. **ECPN Agreement:** Administrator Olinger presented his report on the ECPN Agreement for 2024. A motion to authorize the City Administrator to sign the agreement for 100% of the ECPN 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. **Building Inspection Services Contract with Inspectron, Inc.:** Administrator Olinger explained that the current building inspector, Mike Jacobson, has expressed his desire to retire. Morris, Benson & Appleton have looked into Inspectron as they would be interested in coming to the area if all three towns were to sign with them. A motion to authorize the Mayor & City Administrator to sign a contract with Inspectron, Inc for building inspection services starting January 1, 2024 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.

h. **Set Work Session for 2024 Enterprise Fund Budgets and Rate Adjustments:** A motion to set December 20, 2023 at 5:00 pm as a work session to discuss the enterprise fund budgets and rate adjustments was made by councilor Lhotka-Meyer and seconded by councilor Enke. After call for discussion and hearing none, Mayor Koeppe called for a vote. All voted in favor and motion carried.

IX. **Appoint Planning Commission Liaison:** Mayor Koeppe appointed Al Oyen to be the liaison for the Planning Commission. A motion to confirm Al Oyen as city council liaison to the planning commission was made by councilmember Enke and seconded by councilmember Raddatz.

X. **Write Offs – Utility Bills, Ambulance Bills & Fire Department Bills:** A motion to approve the write offs for delinquent Ambulance, Fire & Utility bills 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.

XI. **City Administrator Vacation:** Administrator Olinger requested vacation time the last week of December. A motion to authorize the City Administrator vacation days December 26-29, 2023 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.

XII. **Information Items**

XIII. **Adjournment:** A motion to adjourn the meeting was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. 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 6:58 p.m..

Emma R. Haugen, Clerk/Treasurer
(Published 1-24-24)