

**APPLETON CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, APRIL 10, 2024**

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, April 10th, 2024 in the Council Chambers at the Appleton Civic Center.

**Council Members Present in Chambers:** Justin Koepp, 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:** Steve Mlnarik, Mitch Fett, Rev. Herbert Rotunda, Bob Schlieman & Michael Weber - APEX Engineering, Laura & Dwight Mayer, Jake Redepenning – AAH CFO, Greg Miner – AAH CEO, Joe Tschida – Swift County Assessor, Bob Dekle, Greg Bader, Roberta Schumann

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

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

Additions or Corrections to the Agenda: The following was added to the business portion of the agenda: Administrator Vacation Request. A motion to add the item to the agenda was made by councilmember Enke and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

**IV. Public Forum:**

**V. Public Hearing/Presentations:**

- a. **Board of Equalization:** Mayor Koepp opened the public hearing at 6:02 p.m. Swift County Assessor Joe Tschida opened the floor for citizens to speak out their valuations. Three residents in attendance spoke and then exited the council chambers with Assessor Tschida to further discuss their property valuations. Mayor Koepp moved the meeting on to the next item

**VI. Consent Agenda:** A motion was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer 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. **810 N Larson Side Yard Setback:** Administrator Olinger & Planning Commission Chair Fett spoke about the review and findings for the variance request from the property owners to allow them to build on to their current garage. A motion to approve the variance for Dwight & Laura Mayer 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.

b. **Financially Distressed Nursing Facility Loan:** Appleton Area Health CEO Greg Miner and CFO Jake Redepenning spoke about the hospital's intent to apply for the loan. Discussion about the items in the packet, the years 2016 & 2017 being used to meet the criteria and the possibility of not being approved based on some of the criteria that was included in the application materials provided was held. A motion to approve an application to the MN Financially Distressed Nursing Facility Loan Program for \$3,175,200.00 was made by councilmember Enke 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.

c. **Golf Cart Ordinance-** Planning Commission Chair Fett spoke about the commission's review of this ordinance and their findings He said that the commission felt it was more of an enforcement issue than an ordinance issue. The commission has asked the police department to look at it on a case by case basis and report back to the commission. They have also asked for a safety training program to be developed in the future.

d. **Public Hearing Continued:** Assessor Tschida listed the three properties for the council to consider the valuations. They are as listed: Parcel #22-0513-100 owned by Lori Perseke, Parcel #22-0040-000 owned by Robert Dekle and Parcel #22-0514-000 owned by Roberta Schumann. A motion to make no change on their value appeal on the three properties listed 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 and motion carried.

Councilmembers Oyen & Lhotka-Meyer asked Assessor Tschida what the values were based on and about the blanket changes that had been made in recent years.

A motion to close the public hearing was made by councilmember Lhotka-Meyer 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. The public hearing was closed at 6:45 p.m.

e. **Golf Cart Ordinance (Continued):** A motion to request the Appleton Police to offer an ATV/Golf Cart training course for underage drivers 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 and motion carried.

f. **State Equipment Grant-Airport Tractor & Cutter:** Administrator Olinger explained that the city received a grant from MnDOT for a new tractor with mower attachment to be used at the airport. This resolution is the last step in the process. A motion to approve Resolution 2024-13 and authorize the mayor and city administrator

to sign the agreement 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 and motion carried.

g. **Appointment to Park Commission-Brinna Langford:** A motion to appoint Brinna Langford to fill the remaining term of Mike Borstad 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.

h. **Sealcoat/Crack Fill Specifications, Authorize the Bid:** Administrator Olinger explained the project. A motion to approve the plans and specifications and authorize the engineer to seek quotes was made by councilmember Oyen 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.

i. **Brent Powers – Class A Wastewater Operator Contract Renewal:** Administrator Olinger explained that the City has to have a Class A Operator at the wastewater plant and that the current Class A Operator, Brent Powers, would like to renew his contract and has not asked for any changes from the last one. A motion to approve the renewal of a contract with Mr. Powers to operate as our Class A Wastewater Operator was made by councilmember Enke and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

j. **Jeff Holmquist - License:** Administrator Olinger recognized Jeff Holmquist on his recent success in passing his Class D Wastewater licensing exam with a 98%.

k. **City Administrator Vacation Request:** Administrator Olinger will be attending a conference May 1 through 3rd and asked to have April 29-30 off for vacation.

1. **PFA Loan:** Administrator Olinger & Bob Schliemann from APEX Engineering explained the city was notified that they qualify for a low interest loan from the PFA for the street project. Mr. Schlieman wanted to get the council's opinion on whether they would like the loan structured for a 20 or 30 year payback. The cost to extend to 30 years will be \$5,000 to \$6,000 more than a 20 year loan. There was no motion made but a 30 year loan was the preferred option.

**VIII. Information Items**

**IX. Department & Commission Updates:**

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, Mayor Koepp called for a vote. All voted in favor and the motion passed. Meeting was adjourned 6:58 p.m.

Emma R. Haugen, Clerk/Treasurer  
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