

**APPLETON CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, MAY 8, 2024**

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, May 8th, 2024 in the Council Chambers at the Appleton Civic Center.

**Council Members Present in Chambers:** Justin Koepp, Vanessa Lhotka-Meyer & Dan Enke.

**Council Members Absent:** Al Oyen & Stacey Raddatz

**City Staff Present in Chambers:** John Olinger – City Administrator, Liz Gades-Accounting Officer & Cody Thomson-Appleton Police Officer

**Public Present in Chambers:** Mike Borstad, Gary Running, Rev. Herbert Rotunda, Larry Johson & Mitch Fett.

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:** The following was added to the business portion of the agenda: Fund Transfer, Task Order from Apex Engineering, Summer Kickoff/Boock Party and Water Rates. 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:**

**VI. Consent Agenda:** A motion was made by councilmember Enke and seconded by councilmember Lhotka-Meyer to approve the items listed on the consent agenda. After call for discussion, Councilmember Lhotka-Meyer thanked the Martinson Foundation for the money received for the Summer Recreation Program and the Library Landscaping was made. After call for further discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

**VII. Business:**

a. **Conditional Use Permit-Auto Sales – Big Shooters:** Administrator Olinger & Planning Commission Chair spoke about the review and findings of the planning for the conditional use permit at 530 2nd Avenue. The council heard the four conditions that the Planning Commission recommended. An amendment was also discussed to allow the possibility that more than automobiles would be sold in the future. Lastly, it was noted that the conditional use permit stays with the property. A motion to approve a conditional use permit for auto sales for Big Shooters Auto Sales 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. Motion passed.

- b. **Sealcoat/Crack Fill Specifications, authorize to bid:** Administrator Olinger discussed the quotes received for the 2024 Street/Trail crack fill and seal coat project. The quote came in over the budgeted amount so an option for a reduction in the number of streets included was also sought. The council discussed removing Edquist and Bordson from the proposed project. Administrator Olinger was going to check to see if the cost could be reduced by the City sweeping the proposed streets rather than the contractor. A motion to accept the low bid from Morris Sealcoat and Trucking for the trails and Haven and Gaulke and allow the administrator to inform them to use up the leftover material and also to allow our street department to allow our street department to do the sweeping beforehand 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. **Baseball Field Sprinkler System-**Mike Borstad updated the council on what the group has accomplished in improving the baseball field and the donations they have received to do the work. He also listed the teams that are using the field for practice and games. He then made his requests for improvements at the baseball field. The improvements included a sprinkler system, storage container/control room and a FEMA grant for a storm shelter/concession stand. A motion to table this item to the June meeting 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. Item tabled until the June meeting.
- d. **Mowing & Compost Site Recommendations:** Administrator Olinger presented the staff recommendations about reducing mowing in certain areas to help stay within the budgeted amounts. He also presented the council with the recommendation to no longer accept appliances, concrete or metal at the brush site. A brush site supervisor for Saturdays was also discussed. A motion to approve of the mowing recommendations and to eliminate taking concrete and appliances at the compost site, and if financially possible, hire a seasonal site monitor 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.
- e. **Staff Retention Incentives:** Administrator Olinger presented the council with a recommendation to offer the listed employees retention incentives. A motion to approve pay period retention incentives until December 31, 2025 for Jeff Holquist, Briana Dobbs and Liz Gades and retention bonuses at the six-month anniversary for Les Tracy and Brandon Jaeger, following the city administrator's recommendations 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.

- f. **Set June 2025 Budget Work Session:** A motion to set a June work session for June 26th at 5:00 pm including the Planning, EDA, Parks, Library, Finance and Cemetery Commission 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 and motion carried.
- g. **Funds Transfer:** Administrator Olinger explained that due to the city being paid two times a year for taxes, the City has been using money from another fund to pay bills in between those two large payments. The fund is paid back after the money from property taxes and LGA is received. A motion to approve the transfer of \$100,000.00 from the Wastewater Replacement Fund to the General Fund with the intent to pay it back in the future 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 and motion carried.
- h. **Task Order #6 Schlieman Utility Reconstruction Project:** Administrator Olinger explained that this task order is for services to oversee the Schlieman Avenue Reconstruction Project. A motion to approve Task Order #6 for services with Apex Engineering for the Schlieman Utility Reconstruction Project 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 and motion carried.
- i. **Summer Kickoff/Block Party:** Mayor Koepp said he had been approached by the Chamber to help sponsor the Summer Kickoff/Block Party. A motion to approve the city contributing half the cost of the block party 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. Motion passed.
- j. **Water Rate Discussion:** Mayor Koepp explained that he has been approached by a variety of residents about the current water rates. Discussion between the councilmembers about the rates and the long term payback projections. Administrator Olinger also explained factors that affect the costs of operations.

**VIII. Information Items**

**IX. Department & Commission Updates**

X. **Adjournment:** A motion to adjourn the meeting was made by councilmember Lhotka-Meyer and seconded by councilmember Enke. 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.