

**APPLETON CITY COUNCIL  
REGULAR MEETING MINUTES  
WEDNESDAY, JUNE 12, 2024**

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, June 12th, 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, Liz Gades-Accounting Officer & Cody Thomson-Appleton Police Officer

**Public Present in Chambers:** Tim Rittenour, Mike Borstad, Rev. Herbert Rotunda & 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: Construction Materials Testing & Appleton Fire Relief Valuation. The following were removed from the agenda: Appoint Gary Running to the Cemetery Commission & Greater MN Cities Family Services 52 Wing Lease. A motion to approve the additions and deletions to the agenda was made by councilmember Oyen and seconded by councilmember Raddatz. 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 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. Baseball Field Improvements:**

i. Mike Borstad spoke to the council about the sprinkler system installation at the baseball field that had been tabled at the May meeting. Discussion on location of the line was had and how the line would be put was held. A motion that the city assists with installation and excavation for a new water line and metering the use at the city's expense 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.

ii. Following the motion, payment for the water that was being used at the field was discussed. Administrator Olinger calculated that roughly \$5,000 would be the charge for water used. A suggestion that the city's in-kind donation of the water would be for the first year and then actual usage will be tracked, and the council will reevaluate the actual usage in March or April of next year. A motion to allow in kind use of water for 2024 season and revisiting it next year and each consecutive year 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.

iii. FEMA Grant for Concessions Stand/Storm Shelter: Administrator Olinger will do some research and report back to the council on the hours he spends and what the details of the grant are.

**b. Amendment to Wastewater Access Easement:** Administrator Olinger explained the original easement agreement that was approved by the council was drafted by the city's attorney and included walk in access only. Tim Rittenour, on behalf of the land owners James & Vaughn Rittenour, asked that their agreement strike line 5 about walking access and that they be allowed driving access to their property through the city's property. A lengthy discussion on the access for the Rittenour's as well as the other two property owners, one of which was not in attendance, was held. A motion to approve Tim's request to strike line 5 from the easement agreement was made by councilmember Lhotka Meyer and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. Voting in favor: Oyen, Lhotka-Meyer, Koepp & Raddatz. Voting against: Enke. Motion passed.

**c. Baseball Field Sprinkler System-**Administrator Olinger told the council that the city will have a table of information for residents at the Summer Kickoff Block Party on Thursday, June 13th.

**d. Office Staffing:** Administrator Olinger informed the council that Briana Dobbs is intending on leaving in August and asked the council to allow him to start advertising for a replacement. A motion to authorize the advertisement of the administrative assistant position 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.

**e. Construction Materials Testing:** Administrator Olinger presented quotes for the Schlieman Avenue project materials testing. A motion approve the low quote of \$27,355 for construction materials testing to American Engineering Testing 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.

**f. Appleton Firefighter's Relief Valuation:** Administrator Olinger explained that the city's auditors have requested that the Fire Relief complete a valuation. This valuation costs \$6,000 and the relief is not able to pay the whole cost themselves. Olinger asked if the council would cost share 50% of the cost of the valuation. A motion to share the cost of the audit valuation of the relief association 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 and motion carried.

**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 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 at 6:58 pm.

Emma R. Haugen, Clerk/Treasurer  
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