

**APPLETON CITY COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 14, 2024**

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, August 14th, 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

Public Present in Chambers: Rev. Herbert Rotunda, Bri Dobbs, Mitch Febb, Brian Wojtalewicz, Bob Schlieman – APEX Engineers & Shawn Swenson.

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:** None

IV. **Public Forum:** None

V. **Public Hearing/Presentations:** David Meyer from Conway, Deuth & Schmeising presented the 2023 Audit. A motion to approve the 2023 audit was made by councilmember Raddatz and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

VI. **Consent Agenda:** A motion was made by councilmember Raddatz and seconded by councilmember Enke to approve the items listed on the consent agenda with a correction to the date of the last council minutes on the agenda. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

VII. **Business:**

a. **Solar Arrays:** Brian Wojtalewicz provided the council with a lease agreement for various locations in the city where he would like to install solar arrays on city owned property. Mr. Wojtalewicz is asking for the council to approve the lease so that he can make applications to the power companies for installation. The hope is to build the arrays in 2025 if funding comes through. The areas for potential sites include the wastewater plant, cemetery land and the open area south of the swimming pool/volleyball courts. The council is going to refer this to the planning commission and will hear their recommendations at the September meeting.

b. **Street Signs:** Administrator Olinger explained that the quote provided is for the same signs that are going to be installed on the Schlieman Avenue project. They would be a white background with black writing. The funds for the signs would be from the Miller Oil Trust

that has been given to the city. Olinger also mentioned that he would check with the contractor doing the Schlieman Project signs about getting a quote to install the rest of the signs across town. A motion to approve the purchase of street signs from Sign Solutions USA for a total of \$16,129.97 and seek quotes to install the signs 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. Motion passed.

c. **2025 Rooney/Behl Project:** Administrator Olinger explained that these two streets were engineered in the proposed street project that included Schlieman Avenue as is already approved the Public Facilities Authority. Bob Schlieman spoke about the changes to Rooney as well as the timeline for bidding if the council wishes to pursue this for 2025. A motion to have APEX start the grant application for Rooney & Behl reconstruction was made by councilmember Raddatz 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. **2026 East Thielke Ave/Behl Street Project:** Administrator Olinger that this intersection is a consideration for 2026 as it is deteriorating, and it also allows large amounts of water onto a private property across the road. Funds could be applied for through the LRIP program as this would be strictly a street and not a utility project. A quote from Bollig Engineering was presented to the council for consideration to begin the engineering process. A motion to contract with Bollig Inc. for a preliminary review of the Thielke/Behl project for \$1,000.00 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

e. **August Budget & Police Department Working Session:** A motion to set a work session for August 19 at 5:00 pm to discuss the 2025 preliminary budget and policing 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. Motion passed.

f. **Water Treatment Plant Final Payment:** Bob Schlieman from APEX Engineering explained that the final item on the water treatment plant punch list has been completed. A motion to make the final payment of \$5,000.00 for the Water Treatment Plant project 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.

g. **Pay Order #2 Schlieman Utility Project:** A motion to approve pay order 2 for the amount of \$588,212.97 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 and motion carried.

h. **Briana Dobbs Part-Time Status:** Administrator Olinger presented a recommendation that Briana Dobbs be allowed to drop to 32 hours a week but still receive her current benefits until 2 weeks after her replacement is hired. A motion to approve Briana Dobbs working 32 hours per week starting August 19th, continuing to two weeks beyond the hire of her replacement and continuing her benefits 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. Motion passed.

i. **City Administrator Contract:** Administrator Olinger explained that his current contract is up in September and he is willing to sign a 3 year contract to continue with the city. The contract presented to the council includes wages at the current rate and changes to vacation and severance. A motion was made to extend the contract for 3 years with the revisions as provided. After call for discussion, councilmember Enke made a motion to amend the original motion to increase the wages by the \$900.00 monthly housing stipend. Councilmember Raddatz seconded the amendment to the motion. After call for further discussion and hearing none, Mayor Koepp called for a vote. All voted in favor of the motion. A motion to approve the original motion with the amendment 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. Motion passed unanimously.

j. **City Administrator Vacation Requests:** Administrator Olinger requested time off in September October. A motion to approve the administrator's vacation requests 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 unanimously.

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 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 at 7:28 pm.

Emma R. Haugen, Clerk/Treasurer
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