

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, April 9<sup>th</sup>, 2025 in the Council Chambers at the Appleton Civic Center.

**Council Members Present in Chambers:** Justin Koepp, Al Oyen, Stacey Raddatz & James Masee

**Council Members Absent:** Vanessa Lhotka-Meyer

**City Staff Present in Chambers:** John Olinger – City Administrator, Emma Haugen – Clerk/Treasurer & Cody Thomson – Appleton Police Officer

**Public Present in Chambers:** Rev. Herbert Rotunda, John Pfaff, Mitch Fett, Michael Weber – APEX Engineering, John Droogsma, Doug Bruner, Jen Grussing & Joe Tschida – Swift County Assessor’s Office, Brandon Guse, Krisit Fernholz – UMVRDC, Dan Enke, Laura Ostlie & Kylee Collins – Bollig Engineering, Grant Ascheman, Joe Arnold, Kim Mitchell and Kyle Brustuen.

**Public Present Virtually:** None

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

- II. **Pledge of Allegiance was recited by the Council.**
- III. **Additions or Corrections to the Agenda:** Administrator Olinger asked to add an item for TAP Grant at the end of the business portion of the agenda. A motion was made by councilmember Masee and seconded by councilmember Raddatz to approve the addition to the agenda. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- IV. **Public Forum:** Brand Guse, 124 North Nelson Street, presented a bill to the council for work that was done to the city main by Tubbs of Soft Water while trying to clear out his sewer line. Mr. Guse asked for reimbursement for the portion of the bill that was related to the city’s main. Discussion was held about the reimbursement, who is responsible for what portion of the line and setting up a maintenance schedule to prevent this from happening in the future. A motion to reimburse \$972.00 for the city’s portion was made by councilmember Masee and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- V. **Public Hearing/Presentations:**
  - a. **Local Board of Appeal and Equalization:** Mayor Koepp opened the public hearing at 6:11 p.m. Joe Tschida, Swift County Assessor, presented the three parcels that submitted an appeal of the assessed value and what the reassessed value for approval would be. They are 47 East Schlieman from \$93,500 to \$62,100, 23 West Schlieman from \$26,200 to \$7,500.00 and \$124 East Ronning Avenue from \$61,600 to \$37,800.00. A motion to adjust the values of the three parcels 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.
  - b. **Small Cities Development Program** – Kristi Fernholz from the Upper Minnesota Valley Regional Development Commission presented the Conflict of Interest Statement and asked the council if anyone had an conflicts of interest related to the program. Finding none, Mayor Koepp opened the public hearing at 6:14 p.m. Ms. Fernholz presented the following:
    - i. Citizen participation plan
    - ii. The grant is being applied for to rehab 42 units in multifamily rental facilities as well as the public facilities at the Thielke Avenue-Behl Street intersection

- iii. The cost for each portion of the program, which includes money for administration costs by the UMVRDC and the Swift County HRA.
- iv. Applications are due April 16<sup>th</sup>, with the award notification sometime between July and September. Funds would be available in early 2026.
- v. The UMVRDC, Swift County HRA and Bollig Engineering have good past involvement in this program as well as with the city.
- vi. Only properties that responded to the intent to participate will be eligible for funds.

After asking for any comments from the public and hearing none, a motion to close the public hearing was made by councilmember Raddatz and seconded by councilmember Masee. 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 Oyen 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. **JUST Utility Bill Reduction Request** – Doug Bruner and John Droogsma from Eat Just Protein were present to discuss two items. The first was a request to reduce their February surcharge bill from \$14,236.05 to their yearly average of \$2,592.68. There were malfunctions equipment used to read flows, which caused results to not be accurate. The second request was to change the SIU agreement because at the time it was signed, the plant was operational more days then it currently is running. Discussion on adding some contingencies for increases and decreases in production and changing the SIU now instead of when it is up for renewal. A motion to direct the City Administrator to renegotiate the SIU with Just was made by councilmember Masee and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed. Discussion was then held on the surcharge reduction request and staff was asked for their recommendations based on the history as well. It was noted that the outstanding balances in the packet had been paid in full on Monday, April 7<sup>th</sup>. A motion to reduce the February Surcharges to \$2,592.68 was made by councilmember Masee and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- b. **Local Board of Appeal and Equalization Public Hearing:** A motion to close the public hearing was made by councilmember Raddatz and seconded by councilmember Masee. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- c. **Conditional Use Permit 28 West Reuss Ave** – Planning Commission Chair Fett presented the council with the commissions recommendations for conditions of the conditional use permit. The council discussed the recommended conditions, they also added the condition of a silt fence on one side of the property. A motion to approve a conditional use permit for a mini-storage for 28 W Reuss with the conditions as presented by the planning commission and council was made by councilmember Raddatz and seconded by councilmember Masee. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed
- d. **Accepting Bid from R.L.Larson for the Rooney Avenue- Behl Street Project** – Michael Weber from APEX Engineering informed the council that the PFA had approved the funding for the Rooney-Behl project. A portion will be loan, a portion will be a low interest loan over 30 years and a small portion will be city share. A motion to approve Resolution 2025-18 accepting the low bid from R.L. Larson for the Rooney Avenue/Behl Street project was made by

councilmember Masee and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

- e. **Amendment to EJCDC Agreement** – Michael Weber explained that this amendment would allow APEX to execute task orders for engineering services rather than full length contracts for each project. The current agreement has expired, and this amendment would extend it. A motion to approve an amendment to the EJCDC Agreement between the city and engineer for professional services 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.
- f. **Task Order #8 for Construction Engineering Services and Funding Administration for the Rooney/Behl Utility Reconstruction:** A motion to approve Task Order #8 for construction engineering services and funding administration for the Rooney/Behl project was made by councilmember Masee and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor.
- g. **Engineering Services for the USDA RD CY22 Disaster Water Grant:** Michael Weber explained that the USDA has their own approved form for engineering services that the city would need to sign for the grant that was applied for. A motion to approve the EJCDC Agreement required by the USDA RD between the city and engineer for professional services was made by councilmember Raddatz seconded by councilmember Masee. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- h. **Street Light Installation Request:** Administrator Olinger explained that there is a request for a streetlight on Paul street that is not at an intersection but in a very dark area. Because the city has no policy for street light installation, Olinger asked the council to allow the planning commission to recommend a policy. A motion to direct the planning commission to review and advise on a street light installation policy 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.
- i. **Brent Powers Wastewater Services Contract** – Administrator Olinger explained that the contract for the Class A Operator Brent Powers is coming due in May. They only change Mr. Powers is requesting is changing the hourly charge for any time more than the contracted hours from \$70/hour to \$100/hour. A motion to approve an increase in “additional time required” to \$100 and contract with Mr. Powers for another year was made by councilmember Masee and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- j. **TAP Grant:** Administrator Olinger explained that the UMRDC had just notified him that the region was selected for eligibility for the Transportation Alternative Program grant program. Applications will be available in April. This grant could be used to help improve the trail behind the hospital. The information needed for the application has already been gathered for the federal trail grant application, Olinger expects it to translate to the TAP grant application. The money for the grant would be available in 2028. A motion to allow John to apply for the grant 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.

VIII. **Information Items:** Administrator Olinger reminded the council that the League of MN Cities conference is in June and that they still have money left in their budget for a couple members to attend.

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 Koeppe called for a vote. All voted in favor and the motion passed. Meeting was adjourned at 7:09 pm.