

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, August 13<sup>th</sup>, 2025 in the Council Chambers at the Appleton Civic Center.

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

**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:** Rev. Herbert Rotunda, Mitch Fett, Andrew Schmidt, Kari Steinbeisser – Conway, Deuth & Schmiesing, Fletcher Syltie, Cari Weeding, Norman Schwarz, Kim Mitchell, Orlin Avelsgard, Kyle Brustuen, Angela Holm – Bollig Engineering, Shawn Swenson, Patricia Krebs, Wade Schmidt, Tom Avelsgard, Lucas Z., Caryn Avelgaard, Ruth Nash, Irla Avelsgard, Shelly Abehlgard, Jason Avolsgard, Blake Nelson

**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 52 Wing Rental to the end of the business meeting. A motion was made by councilmember Lhotka-Meyer and seconded by councilmember Masee 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.

IV. **Public Forum:** None

V. **Public Hearing/Presentations:**

- a. 2024 Audit: Kari Stenbeisser from Conway, Deuth & Schmiesing presented the council with the 2024 Audit. A short PowerPoint presentation was given summarizing the findings in the general funds and the enterprise funds. There were improvements in the water, sewer and garbage funds for 2024. A motion to approve the 2024 audit 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.
- b. Public Hearing for Amended Conditional Use Permit for 28 E Reuss Ave: Administrator Olinger informed the council of the items that have led to the amended permit. The original conditional use permit was for one building to be built to the far South end of the property. The property owner, after talking with the power company, discovered that there was a power line running through the middle of the property that would interfere with constructing one building. The contractor and property designed a new construction plan that would split the one building into two and the buildings would cover both the North and South ends of the property. An amended conditional use permit was requested and public hearings were scheduled with the planning commission and council. Before the planning commission met, the poles for the building on the North end of the property were set. Administrator Olinger went to the site and issued a stop construction order as the amended conditional user permit had not been approved. At their August 4<sup>th</sup> meeting, the Planning Commission took public input and a subcontractor and the East neighbor's family went out to the site and discussed a solution for the changed building plans. The group returned to the planning commission meeting and the commission approved the updated conditional use permit to be sent to the city council. The items that they commission

approved as their recommendation are screening on the east side per resident's desires, a reduction of the impervious surface by 3,000 square feet and a site plan approved by city staff. Mayor Koepp opened the public hearing at 6:29 pm. Blake Nelson, attorney representing Brustuen Construction, spoke to the council about their position that any movement on the property is allowed as the building meets all standards listed in city code. Tom Avelsgard, representing his brother Orlin Avelsgard the adjacent property owner, raised questions about the lack of building permit when the poles were set, the elevations listed on the plan, the obstructed view the building will cause and wanting to have the building moved back to the original location and built as originally planned. Kim Mitchell, the property owner, spoke to the council and the public on the reason that the original plans for 1 building were changed to two separate buildings. Questions were raised by the public and council regarding the building permit/inspection process, possible solutions and planning commission recommendations. A motion to close the public hearing 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. The public hearing was closed at 7:51p.m..

- i. A motion to approve the amended conditional use permit for a mini storage facility with the condition that the covered area be reduced by 3,000 square feet and with adequate screening by fence or green belt to be determined by east neighbor was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz.
- ii. An amendment to the motion to include the words with additional conditions made by the planning commission was made by councilmember Lhotka-Meyer and seconded by councilmember Raddatz. After call for discussion, it was noted that no work should be done on the building until the building permit was posted on site. After call for further discussion, Mayor Koepp called for a vote. All voted in favor. Amendment to the motion passed.
- iii. A motion to approve the amended motion was made by councilmember Raddatz 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.

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

VII. **Business:**

- a. **Airport Lighting Project** – Angela Holm from Bolling Engineering updated the council on a couple of airport items. The Airport Layout Plan project is now complete and signed off by MnDOT. This plan is a 20 year plan that serves as a roadmap for future projects. The airport lighting project is now ready to be sent out for bids. The estimated cost of the project will be \$86,000, with the city's share being 5% of the total. A motion to approve the plans and specification and authorize Bollig Engineering to bid the Airport Electrical Ault, Beacon and Runway Lighting project was made by councilmember Massee and seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed. Angela Also mentioned that the city, because of the Airport Layout Plan being in place, could be eligible for a zoning grant to update the city's airport zoning code to match state zoning language. The application for this program will be due in November 2025.

- b. **Establish Applefest as Official City Event, Adjust 2025 Budget \$7,500** – Administrator Olinger explained that the event would be covered by the City’s insurance. He also explained that the council could approve moving money from the recreation fund to the general fund to be used towards the event. A motion to approve Applefest as an official city event, appoint Shawn Swenson to the planning committee as the city’s liaison and amend the 2025 Parks, Recreation and Events budget \$7,500 toward the event and direct city staff to remove the fireworks exclusion from our insurance 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.
- c. **Loan to Appleton Recreation Association for Purchase of Grandstand:** Andrew Schmidt updated his request for the loan for the grandstand to be for \$250,000 that would be paid back to the city over 5 years starting July 1, 2026. A motion to authorize the mayor to sign a promissory note to loan the Appleton Recreation Association \$250,000.00 from the Wastewater Plant Replacement fund at 0% interest for five (5) years payable in \$50,000 increments July 1 starting in 2026 was made by councilmember Lhotka-Meyer 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. **Solar on Public Buildings Grant** – Administrator Olinger explained that a grant for cities outside of Excel territory has been opened up recently. It is free to the city due to 70% being supported by the state and 30% is a match for federal funds. They are a first come, first serve grant. The hope is to install 3 arrays at the hospital and 1 array at the wastewater plant. The UMRDC is completing the grant application for free on behalf of the city. A motion to direct city staff in partnership with the UMRDC to apply for a Solar on Public Buildings grant 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. **Water Capital Purchase – Valve Turner** – Administrator Olinger explained the request from Brian Knutson, Jr. Wastewater/Water Operator, for a Milwaukee Valve Turner. Mr. Knutson is requesting the purchase so that one person could turn valves without needing to use the current piece of equipment that requires two people. A question was raised by Mayor Koepp if this would work on some of the older, stubborn valves in the city. The topic was tabled so that Mayor Koepp can do some research and connect with Knutson about the purchase.
- f. **SCDP Conflict of Interest Determination** – Administrator Olinger explained that Councilmember Raddatz’s parents have submitted an application for the SCDP program. The city attorney has reviewed the potential conflict of interest and has concluded that their application can go through as long as Councilmember Raddatz abstains from voting on any payment requests for her parents. A motion to declare no conflict of interest for council member Raddatz and that she must abstain from any voting on the submittal of the SCDP disbursement approvals 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: Masee, Lhotka-Meyer, Koepp and Oyen. Abstaining from vote: Raddatz. Motion passed.
- g. **Set 2026 Budget Work and Union Negotiations Closed Work Session** – Administrator Olinger proposed scheduling another work session for the budget and union negotiations. A motion to set August 20th at 5:00 pm for a 2026 budget, JUST requests and compliance, liquor store financials and union (closed) work session 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.

- h. Street Light Request Policy Introduction** – Administrator Olinger presented the Street Light Request Policy to the council. This was reviewed by the planning commission due to a request to install a street light in a new location by a resident. The policy presented was recommended to the council by the commission for review at this time. No actions were taken.
- i. Shipping Container Ordinance Introduction** – Administrator Olinger presented the shipping container ordinance that the planning commission has reviewed and recommended. This is the first reading of the ordinance and no actions were taking at this meeting.
- j. Crack Filling/Seal Coating Pay Order #2** – Administrator Olinger updated the council that the project has been completed. A motion to approve pay request #2 of \$13,203.25 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
- k. Rooney-Behl Pay Order #3** – Administrator Olinger gave an update on the construction. A motion to approve pay request #3 of \$759,549.46 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.
- l. 52 Wing Rental** – Administrator Olinger explained that family services is interested in renting the old daycare area of the old high school building. They are asking the city to look in to the airflow and water items in the area. The city would also need to invest into carpet and paint for the rooms they are going to use. The rent would be \$650/month with includes utilities. A motion to approve the lease in the 52 Wing with county services was made by councilmember Lhotka-Meyer and seconded by councilmember Masee. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

VIII. **Information Items:**

IX. **Department & Commission Updates:**

- X. **Adjournment:** A motion to adjourn the meeting was made by council member Oyen 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 8:41 pm.