

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, January 8th, 2025 in the Council Chambers at the Appleton Civic Center.

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

Council Members Absent: None

City Staff Present in Chambers: John Olinger – City Administrator & Emma Haugen – Clerk/Treasurer

Public Present in Chambers: Rev. Herbert Rotunda, John Pfaff, Mitch Fett, Tom Watson & Laura Ostlie – Bollig Engineers.

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:** Addition of the Thielke/Behl project as the first item on the business agenda.
- IV. **Public Forum:**
- V. **Public Hearing/Presentations:** Mayor Koepp, Councilmember Raddatz and Councilmember Masee were sworn in to their respective positions by Administrator Olinger.
- VI. **Consent Agenda:** A motion was made by councilmember Raddatz and seconded by councilmember Lhotka-Meyer to approve the items listed on the consent. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- VII. **Business:**
 - a. **Thielke-Behl Street Project:** Laura Ostlie from Bollig Engineers informed the council that the PFA had let her know that the revised project that included water main would not be eligible for funding. She provided the council with an informational sheet to show the costs of the project with and without the water main added. She also let the council know that the small cities application will have to be revised to put the full amount from the program towards the intersection project and remove the library portion that was included in the preliminary application. Discussion on what other funding sources can be utilized for the remainder of the project costs was held. A motion to approve editing the preliminary application to dedicate all funds to the Thielke/Behl Intersection 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.
 - b. **Annual Appointments:** Administrator Olinger presented the list of annual appointments to be made as well as the resolutions for the official newspaper, depository institutions and polling place. A nomination to appoint Jim Masee as acting Mayor was made by Mayor Koepp. A motion to approve the nomination and approve resolutions 2025-04 to 2025-06 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.
 - c. **Commission Assignments:** Administrator Olinger explained that most of the commissions did not need any new appointments as they all are still in their first terms. The seat held by Barb Meyer on the Hospital Board and the liaison to the Park & Recreation Commission were the two that were brought before council to consider. A motion to reappoint Barb Meyer to the Hospital Board and appoint Stacey Raddatz as the council liaison to the Parks & Recreation Commission was made by councilmember Oyen 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

- d. **Fee Schedule** – Administrator Olinger explained each year the staff looks through the fee schedule and recommends any adjustments. The council was presented with an updated fee schedule with the changes highlighted. Administrator Olinger explained each one of the changes. A motion to approve the adjustments to the fee schedule for 2025 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.
- e. **Council Orientation**–Administrator Olinger, along with the other city administrators in the area, have put together a council orientation training that will be held in Montevideo the end of the month. Any councilmember that is interested in going should contact him to sign up.
- f. **No Parking - Hospital** – Administrator Olinger explained that the hospital has requested that the portion of Behl Street located South of the hospital to Rooney Avenue be designated as a No Parking Zone. A motion to approve “No Parking” on both sides of South Behl from the alley South of the hospital to East Rooney Avenue 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.

VIII. **Information Items:** Councilmember Lhotka-Meyer congratulated Mayor Koepp and the fire department on the skid that was received for the grass rig. Mayor Koepp explained more about it as well.

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 Koepp called for a vote. All voted in favor and the motion passed. Meeting was adjourned at 6:30 pm.