

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, March 12<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 & Vanessa Lhotka-Meyer

**Council Members Absent:** None

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

**Public Present in Chambers:** Rev. Herbert Rotunda, John Pfaff, Mitch Fett and Bob Schlieman & Michael Weber – APEX Engineering

**Public Present Virtually:** Jeff VanBuren – USDA and Bob Emory

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:** None

IV. **Public Forum:** None

V. **Public Hearing/Presentations:** None

VI. **Public Forum:** None

VII. **Consent Agenda:** A motion was made by councilmember Oyen 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.

VIII. **Business:**

- a. **Bob & Terri Emory Utility Bill Appeal** – Bob Emory was present virtually to appeal the \$1,490.19 bill for the usage in the month of January 2025. Mr. Emory said that they think the cause of the high usage was the water softener as there is only one person living at the house. After hearing from Mr. Emory, the council discussed his appeal and what type of precedence this could set if a reduction was approved. A motion to decline the request for forgiveness and instruct city staff to work on repayment of the bill 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. **USDA Disaster Relief Application Letter of Conditions** – Jeff VanBuren from the USDA presented the Letter of Conditions for the grant that the city is applying for. He went through the letter and explained each item. Also, he covered the additional steps that the City will need to take after the application is submitted. A motion to approve the resolution to proceed with the plan as presented for the USDA Disaster Relief 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. Motion passed
- c. **RFP For Engineering Services Behl/Thielke** – Administrator Olinger explained that due applying for funds through the small cities development program for the project, the city was required to gather request for proposals for engineering services for the project. A request for RFP's were sent to current and local engineering firms. Evaluation criteria for the RFP's were presented to the council. A motion to accept the estimate from Bollig Engineering was made by councilmember Masee 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. **John Deere Sweep and Blower Replacement** – Foreman Josh Larson presented the council a request to purchase a S70 Bobcat skid steer and attachments to replace snow removal equipment that was damaged and is going to cost a large amount to repair due to age. The new equipment would be used for snow removal mainly on sidewalks and hard to reach areas. It would also be used around the city with other projects as a regular skid loader bucket would be purchased for it. Larson indicated that the money would come from the capital item line for trucks that was approved in the budget for 2025. A motion to approve the purchase of the Bobcat S70 with attachment from Morris Bobcat and to reallocate the money from the Street Department capital outlay budget to cover the cost 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. Administrator Olinger commended Forman Larson and his crew on doing all the research and coming up with the solution for this.
- e. **Rooney/Behl Utility Reconstruction Alternations:** Administrator Olinger explained that the alternates were presented to the hospital board for improvements on Behl Street during the project. Olinger said that the board approved the alternate and will be paying for the cost of them as they would not be covered by the PFA funding. Bob Schlieman from APEX said that they were just informed that the city’s project was approved and a funding package will be on it’s way very soon.
- f. **Sale of Ice Rink:** Administrator Olinger explained that the Appleton Recreation group inspected the ice rink and decided to pass on using it as it didn’t fit what they had in mind for their future project. The City of Montevideo has expressed interest in the rink and the parks commission suggested that a price of \$14,500.00 for the purchase. The funds would go towards the future ice rink project from the recreation group. A motion to approve the sale of the ice rink for \$14,500.00 was made by councilmember Raddatz seconded by councilmember Oyen. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.
- g. **Utility Bill Assessment** – Clerk/Treasurer Haugen explained that the assessments for Parcels 22-0134-000 and 22-0285-000 were being brought for consideration because the renters had made a payment arrangements but broke the, by not paying on the agreed upon dates. A motion to approve Resolution 2025-14 and 2025-15 assessing the delinquent utility bills was made by councilmember Masee 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.
- h. for a vote. All voted in favor. Motion passed.
- IX. **Information Items:** Councilmember Lhotka-Meyer inquired about the status of the meeting with the fair board regarding metering the water. After some discussion, the Mayor and councilmember Masee will get together to come up with plan to present to the fair board.
- X. **Department & Commission Updates:** Administrator Olinger informed the council that the newly reinstated Airport Commission met this month as well as the quarterly meetings for a number of commissions.
- XI. **Adjournment:** A motion to adjourn the meeting was made by councilmember 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 7:00 pm.