

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, May 14th, 2025 in the Council Chambers at the Appleton Civic Center.

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

Council Members Absent: Stacey Raddatz

City Staff Present in Chambers: John Olinger – City Administrator, Emma Haugen – Clerk/Treasurer & Brian Knutson – Jr. Wastewater/Water Operator

Public Present in Chambers: Rev. Herbert Rotunda & Mitch Fett

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 move the Trinity Lift Station item to the beginning of the business items. A motion was made by councilmember Oyen and seconded by councilmember Lhotka-Meyer to 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:** None
- V. **Public Hearing/Presentations:** None
- VI. **Consent Agenda:** 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.
- VII. **Business:**
 - a. **Trinity Lift Station Rehab** – Brian Knutson, Jr. Wastewater/Water Operator, presented to the council quotes for the rehab on the lift station by Trinity Church. He explained to the council the differences in the price between the companies and which one he would like to go with due to the know quality of the pumps they were quoting. Discussion was held if the difference in cost was aligned to the quality of the pumps that were quoted. A motion to approve the quote from Electric Pump for the Trinity Lift Station 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.
 - b. **Transportation Alternative Program Grant -Hospital Trail Reclaim:** Administrator Olinger explained that the city has a great opportunity to apply for a grant to reclaim the trail behind the hospital. The application opened in April and is due by the end of May. The city is in a prime position as the project was already identified and engineered. Swift County and the RDC would be assisting with the grant. However, the cost is \$6,600 to apply for the grant, which was not budgeted for. Administrator Olinger identified money in the capital reserve account earmarked for recreation. He also explained that the council can do a mid-year budget amendment for this. He also explained that gift, donation and grant money received but not included in the budget this year can be used to pay for expenses this year or can be put as a revenue for the following year. A motion to authorize \$6,600 from the Capital Reserves and a budget adjustment to apply for the Transportation Alternative Program Grant and approve agreements with Swift County and the RDC was made by councilmember Lhotka-Meyer 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. **Boiler Building Asbestos Abatement** – Administrator Olinger explained that the city is looking at removing the old boiler room at the 52 Wing complex. The city has had a asbestos inspection, a plumber and electrician look at the building to figure out how to remove it safely. The street contractor would be asked to demolish the building once it has been isolated form the rest of the building complex. A quote for \$2,000 for asbestos abatement was presented. A motion approve the quote from M.A.A.C for asbestos abatement of the boiler building 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. **EDA Request for 28 W Reuss Ave** – Administrator Olinger explained that the EDA would like to receive the proceeds from the sale of 28 West Reuss Avenue so that they can clean up the properties that have been taken down. They would also have money that they can apply for from the demolition program through Swift County as well as the sale of the post office parking lot. The money would be enough to haul away 3 of the 4 houses. A motion to approve assigning the proceeds from the sale of 28 West Reuss to the EDA for demolitions 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.
- e. **Airport Lease Negotiations** – Administrator Olinger explained that because the hangars that are currently under a lease have changed hands, the city has the opportunity to renegotiate the leases with the new tenants. The leases are for the land that the hangars sit on, not structures themselves. The finance commission has discussed a square foot cost and a standard term length. They have also offered to negotiate the leases and bring it back to council. A motion to authorize the Finance Commission to negotiate leases with Schwenk Air LLC and Mr. Mark Arnold and bring them back for council consideration 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.
- f. **2026 Budget Work Session:** Administrator Olinger explained that it is almost time to start the 2026 budget preparation. Councilmember Lhotka-Meyer brought up that last year during budget sessions the future of police department was discussed and nothing was ever decided on it and wondered if it should be added to the work session as well. The first working session was scheduled for June 18, 2025 at 5:00 p.m.
- g. **Create SCDP 2024 Bank Account:** Administrator Olinger explained that a new account needs to be created for the 2024 Small Cities Development Program. Clerk/Treasurer Haugen explained that the account would be used for the loan portion of the commercial projects. A motion to approve Resolution 2025-20 establishing the SCLP 2024 money market account at Prairie Sun Bank was made by councilmember Masee 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. **GO Water & Sewer Revenue Notes:** Administrator Olinger explained the presented resolutions were for the loans for the Rooney Ave-Behl Street project from the PFA. He noted the favorable loan amounts that he city was receiving. A motion to approve Resolutions 2025-21 and 2025-22 for GO Water and Sewer Bonds 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.

VIII. **Information Items:**

IX. **Department & Commission Updates:**

- X. **Adjournment:** A motion to adjourn the meeting was made by councilmember Masee and seconded by councilmember Lhotka-Meyer. 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 6:35 pm.