

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, October 8<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

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

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

**Public Present in Chambers:** Rev. Herbert Rotunda, Gary Hendrickx, Angela Holm – Bolling Engineering and John Pfaff.

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

II. **Pledge of Allegiance was recited by the Council.**

- a. **Additions or Corrections to the Agenda:** Administrator Olinger requested to add union mediation to the business agenda and a grant award notice to the information items. A motion to add the items to the agenda was made by councilmember Oyen and seconded by councilmember Raddatz. After call for discussion and hearing none, Mayor Koepp called for a vote. All voted in favor. Motion passed.

III. **Public Forum:** None

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

- V. **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.

VI. **Business:**

- a. **Airport Electrical Vault, Beacon & Runway Lighting Bids** – Angela Holm from Bolling Engineering presented the bids for the project that were included in the council packet. The city share of the project will be 5%, the rest covered by a grant from the state. All the lighting will be upgraded to LED, helping to reduce the electrical cost. A motion to approve the bid from Jolma Utilities in the amount of \$464,322.00 for the Airport Electrical Vault, Beacon & Runway Lighting 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. **Airport Zoning Grant** – Angela Holm from Bollig spoke about the grant that is being offered to the city from the state. This grant would help to rewrite the zoning ordinances to match the latest language from MnDOT. This is the next step after completing the Airport Layout Plan, which the city has recently done. A joint board of city, county and township would be formed to review and update the ordinances, along with the help of Bollig. A motion to approve the task order with Bollig Engineering for the Airport Zoning and Clear Acquisition Plan 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. **Water Capital Purchase – Valve Turner** – Mayor Koepp met with Wastewater/Water Junior Operator Brian Knutson for a demo on the valve turner he would like to purchase. Mayor Koepp had questions on safety of the employee using it if they are working by themselves in the intersections where valves are located. There is also another quote in the packet for a kit that would fit down owner the valve and allow oil to be put directly on those that don't turn very easily. A question was raised that if we already have a valve turner, do we need to spend the money on purchasing a new one if there will still need to be two people working on turning

valves for safety. A motion to purchase the valve stem machine and oil 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.

- d. **Solar on Public Buildings Project Bids** – Administrator Olinger explained that this was the project that the council had directed staff to apply for a grant for. The Upper Minnesota Valley Regional Development Commission (UMVRDC) put together an Request for Proposal (RFP) that was sent out to the public for bids. Olinger invited Planning Commission Vice Chair Gary Hendrickx to talk about the planning commission review and recommendation. Hendrickx reported that there were 9 responses to the RFP. Three of the applications were not complete so they were not considered by the commission. After reviewing the six remaining applications, along with feedback from the UMVRDC and industry experts, the commission recommended accepting the bid from Wescom for the project. Olinger explained that the project would be completely covered by grants. A motion to approve the bid from WesCom for \$119,084 at the wastewater plant, \$136,754 at Apple Ridge and \$125,792 at the care center 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.
- e. **Set Assessment Hearing - Rooney Avenue-Behl Street Project-** Administrator Olinger explained the proposed assessment amount and percentage would match the one set for the Schlieman project. An assessment hearing needs to be held for public input before assessments are approved. There are two resolutions that need to be approved. A motion to approve Resolution 2025-28 setting the assessment level at \$6,000 for a term of 30 years at a 2.4% interest rate and Resolution 2025-29 setting an assessment hearing for November 12<sup>th</sup>, 2025 at 5:00 p.m. 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.
- f. **Rooney Avenue – Behl Street Extension** – Administrator Olinger explained the extension request from RL Larson that was included in the packet. A motion to grant an extension of milestones and waive liquidated damages associated with milestone timelines on Rooney Avenue for RL Larson Excavating not to exceed 30 days 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.
- g. **Rooney-Behl Pay Request #5**–A motion to approve pay request #5 of \$454,270.12 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.
- h. **Travel Policy** – Administrator Olinger explained that as part of the union negotiations, the travel language in each contract was removed and the city’s travel policy will be cited so that it is consistent for all employees. The only change to the policy that needs to be made is where it says City Clerk/Treasurer, it should read City Administrator. A motion to approve the new travel policy for the City of Appleton 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.
- i. **ECPN** – Clerk/Treasurer Haugen explained that back in 2021, the city was not billed for the full required amount. The remaining balance was billed in January of 2023. All payments that the city has been making have been applied to the oldest portion of the bill. The outstanding balance has to be paid before the nursing home can apply for the 2026 program. A motion to approve paying the past due balance of \$41,674.53 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.

- j. **Union Mediation** – Administrator Olinger presented and email to the council requesting mediation for negotiations between the City and the International Union of Operating Engineers Local 70. The mediation would start at 9am and through the day. Either the full council or designated council members would need to be present. The council also looked through the available dates presented by the state. A motion to set December 2<sup>nd</sup>, 2025 at 9:00am for union mediation with a back up date of December 9<sup>th</sup>, 2025 at 9:00 am 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.

VII. **Information Items:** Administrator Olinger informed the council that the city had been awarded a \$1.2 million grant for the Thielke/Behl intersection project as well as money for multi-family dwellings. The funding would be combined with money from the township and a Rural Development grant to complete the intersection project.

VIII. **Department & Commission Updates:**

IX. **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 6:40 pm.