

Pursuant to due call and notice thereof, the regular meeting of the City Council of Appleton was held on Wednesday, September 10th, 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, Laura Ostlie – Bolling Engineering and Roger Boraas

Public Present Virtually: Caller 01, Caller 02, Caller 03, Cobalt and J.

Mayor Koepp called the meeting to order at 6:04 p.m.

- II. **Pledge of Allegiance was recited by the Council.**
- III. **Additions or Corrections to the Agenda:** Mayor Koepp asked to add an email from Todd Hocum regarding a late fee to the end of the business meeting.
- IV. **Public Forum:** None
- V. **Public Hearing/Presentations:**
 - a. **Public Hearing - 2026 Preliminary Budget & Levy** – The public hearing was called at 6:06 p.m. Administrator Olinger explained that the process for creating the budget for 2026 was done by commissions, staff, works sessions and the council reviewing all request and recommendations. The preliminary levy for 2026 is \$1,30,438.00. The levy is made up of the general fund budget of \$1,505,478, EDA Levy of \$29,500.00 and the Debt Levy of \$295,460.00. A motion to approve the 2026 Preliminary Levy of \$1,830,438 and General Fund Budget of \$3,125,937 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. **Public Hearing – Appleton Estates Subdivision and Final Plat** – The public hearing was called at 6:08 p.m. Administrator Olinger explained that the owners of the Behl Street twin homes would like to separate the parcel into individual parcels that contain 1 unit each. There is also a vacant lot that would be platted off. The planning commission held a public hearing at their last meeting on this same item and no public were in attendance. Their recommendation to the council was to approve the request. Staff recommends that the council approve the request with the conditions that there be staff approval of a common wall agreement. Olinger stated that he already has the city attorney working on this matter. A motion to approve a subdivision request and final plat for R & K Key INV LLC, owner of Appleton Estates with the condition that a common wall agreement be submitted and approved by city staff before subdivision 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.
 - c. **Public Hearing – Community Facilities Application** – Laura Ostlie from Bolling Engineering spoke to the council about the application and the Thielke-Behl Intersection Project that it would help to cover. She went over a packet that included the planning area, estimated project costs, project funding and a preliminary project schedule. After hearing the presentation, the council asked questions about the funding sources, the grant amount, the Rural Development loan

portion and if the city can wait for approval on the grants before moving forward with the project. Mayor Koepp opened the public hearing at 6:18 p.m. After calling for any comments from the public in attendance and hearing none, the public hearing was closed at 6:20 p.m.

VI. **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.

VII. **Business:**

- a. **Union Negotiations** – Administrator Olinger explained that this was just a placeholder in case the council wanted to have any action on negotiations. A closed session will follow the regular meeting.
- b. **Eat Just Inc Update** – Administrator Olinger explained that this was time for the committee that met with JUST to update the council on their conversation. Mayor Koepp and Councilmember Masee updated the council on the items that they discussed with local plant management.
- c. **Rooney-Behl Pay Order #4** – Administrator Olinger gave an update on the construction. A motion to approve pay request #4 of \$411,617.99 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.
- d. **Schlieman Pay Order #7**– Administrator Olinger explained that the city is withholding money for landscaping and for damage to standpipes. That amount has already been removed from the pay request amount. A motion to approve pay request #7 of \$247,574.33 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.
- e. **Todd Hocum Late Fee** – Mayor Koepp presented an email from a utility bill customer, Todd Hocum, requesting the removal of a late fee that was incurred. Mr. Hocum explained that he didn't want to open the email bill as it was not sent from an official city email address, thus making his payment late in September. Councilmember Lhotka-Meyer asked why this matter was coming before the council and not handled internally. Staff responded that Mr. Hocum had talked to two staff members but did not get his matter resolved so he wanted to discuss it with the mayor and council. A motion to remove the \$10 late fee 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.

VIII. **Information Items:**

IX. **Department & Commission Updates:**

X. **Closed Session:** A motion to close the council meeting and reopen the closed session held prior to the meeting was made by councilmember Lhotka-Meyer 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. The closed session was entered in to at 6:32 p.m. A summary of the items during the closed sessions can be found in the minutes of the September 10, 2025 Closed Working Session.

XI. **Adjournment:** A motion to adjourn the meeting was made by council member Masee 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 7:35 pm.