

**Minutes  
Avon City Council  
January 09, 2023**

**THE FOLLOWING MEMBERS WERE PRESENT**

Jeff Manthe – Mayor, Katie Reiling, Aaron Goebel, Doug Schaefer, Mark Schulzetenberge - City Councilors  
Corey Nellis – Chief, Chuck Pelkey – Public Works Foreman, Justin Kurtz – Water Wastewater Foreman  
Jodi Austing-Traut, City Clerk-Administrator

The Pledge of Allegiance was recited and the meeting was opened at 6:30 pm.

**SWEAR IN ELECTED OFFICIALS**

Oaths of Office were taken by Jeff Manthe – Mayor, Katie Reiling – City Council, and Mark Schulzetenberge – City Council.

**PUBLIC FORUM**

None present

**CONSENT AGENDA**

1. Council Minutes of December 5<sup>th</sup>, 2022
2. Receive Fire Department Minutes of November, 2022
3. Paid Check Register, Manual Claims, Capital Expenditures, Payroll Deposits
4. Legal Fees, Engineering Fees, Auditor/Acct. Fees
5. I.T. Solutions Computer Maintenance Contract
6. Property Insurance Increase from \$41k to \$58k
7. Stantec Rate Schedule 2023
8. Resolution 2023-01 Delegating Authority to Make Electronic Transfers

*Motion Goebel to approve consent agenda second Reiling and carried unanimously.*

**COUNCIL BUSINESS**

Nick Henkemeyer and Mark Buchanon – Avon Youth Baseball

Henkemeyer was present to state that the Avon Youth Baseball program is a potential recipient of up to \$50,000 in grant funds to be used to improve a ballfield in Avon. The baseball program is looking for approval to make improvements to the field in Stratford Addition. They plan to continue to raise local dollars to match with these potential grant funds. Some ideas for improvements include: redoing the infields of both fields, realignment of bases, redoing the bounds, along with rolling, flattening, and seeding the area. They are also considering possible dugouts and temporary fencing. The group is hoping to work with Pete Schleper to make some of these improvements. There is a need for additional batting cages at a couple of the fields in town. The plan is to move the 3<sup>rd</sup> and 4<sup>th</sup> grade league players to Stratford Field. This would create a need for additional parking during Tuesday night games. Goebel asked whether any remaining grant funds could be used, along with C&L Excavating's offer to grade a portion of an area in Avon Estates, in order to begin initial prep work for a future baseball field at Avon Estates. The group felt that this could be a potential use for any additional funds. Mayor Manthe mentioned that there may be potential funds available from Avon Township as well for park improvements. Staff will get estimates for initial site prep work for a field in Avon Estates.

Streets/Stormwater Update – Jeremy Mathiasen, Stantec

Mathiasen presented an engineering update along with several action items. Six bids were received and opened on January 5<sup>th</sup> for the 2023 Capital Improvements Street Project (Boat Landing, Dorado, 1<sup>st</sup> St SW). Kuechle Underground, Inc was the low bidder at \$796,772. With the grant from MnDot, the city's portion of the cost around \$700,000. Assessment hearing will be held at the March meeting.

*Motion Schaefer to approve Resolution 2023-02 Receiving Bids and Awarding Contract for 2023 Streets/CIP Project second Goebel and carried unanimously.*

Mathiasen presented a proposal to complete a feasibility study for the proposed First Street SE street project which is expected to include small areas of Dolphin Ave SE, Char Ave SE, and Barracuda Ave SE. This project is greater in scope than some recent ones. It will involve widening the roadway and utility improvements, specifically stormwater / drainage improvements.

The estimated cost for the feasibility study would be \$19,180 which would include a thorough storm sewer evaluation and analysis of previous data that has been collected by former engineering firms. Goebel stated he wanted to ensure that the feasibility study would continue to be accurate and relevant even if there is a lapse in time before the city is financially able to complete the project. Mathiasen assured the council that the feasibility study, being the basic initial stages of design, would remain usable for a future construction project. The city has asked the state legislature for the half-cent-sales tax revenue cap to be removed so that more street projects can be funded with the sales tax dollars that are already coming in.

***Motion Goebel to adopt Resolution 2022-03 Ordering a Feasibility Study for First St SE at a maximum cost of \$19,180 second Schaefer and carried unanimously.***

## **ISSUES BY STAFF**

### **Administration**

#### **2023 Appointments and Fee Schedule**

Council discussed and made 2023 Appointments.

Council discussed 2023 Fee Schedule.

***Motion Reiling to adopt fee schedule as presented second Goebel and carried unanimously.***

**Pay Equity / Comparable Worth Report** was presented for council review and acceptance.

***Motion Schaefer to adopt the pay equity report, second Schulzettenberge and carried unanimously.***

**Half Cent Sales Tax** resolution and documents were sent to the House and Senate for their review. Senator Jeff Howe's staff will be drafting legislation on behalf of the City of Avon to request the extension of the revenue cap that was on the original legislation.

#### **Noise Barrier**

Staff has been chatting with Avon Township about the possibility of a joint submission of a grant application for a noise barrier to be located on the south side of I-94. The grant program is only available to incorporated jurisdictions. Avon Township requested that the City of Avon act as the agent for submitting the proposal. Council expressed a general concern about ensuring that there be a strong and clear communication point person at the township level so the city would not become the catch all for any/all complaints regarding a noise barrier project. In the city's experience, not *all* residents are pleased with the placement of a wall on or near their property. Staff will continue to work with the township to see what the next step would be.

**Zoom** has not been used in quite some time. Council requested staff look into no-cost options to broadcast meetings as necessary.

#### **Planning / Zoning**

2022 Construction report was presented by staff. Total value of all permitted building projects in the City of Avon for 2023 was \$6,863,432. This included 12 new homes, one commercial/industrial permit, and 98 other permits (roofing, siding, remodel, etc).

#### **Public Works**

Chuck Pelkey presented his written report. Public Works is having to deal with the challenge of snow placement in several areas of the city with the amount of snow that has piled up, particularly in cul-de-sacs. Sidewalks in Avon Estates have also become a problem. Because of the amount of snow there, Public Works is having to push up higher and it is pushing onto the sidewalks which residents are trying to keep clear. Council discussed a potential "one-time" pass through of sidewalks if necessary. Pelkey requested approval for a budgetary line item specifically for snow removal of this nature.

***Motion Goebel to authorize public works to spend up to \$5,000 to hire Lange Trenching to move snow as needed Reiling and carried unanimously.***

Justin Kurtz presented his written report. Watermain break was repaired. A valve on Barracuda Ave needs to be replaced in the spring. Kurtz clarified that at the last meeting council authorized KLM to do the water tower work, since then a higher quote was obtained as well as one that was lower, but has a less than stellar reputation. The recommendation is still to continue on with KLM. Council consensus was to authorize KLM to do the work as presented and approved at the last meeting.

**Police Department**

Written report was presented by Chief Nellis. Chief Nellis explained that one of our part-time officers, Richard Etshokin has retired and will be greatly missed. Etshokin was a valuable asset to the Avon PD and other area police departments. Officer Klocker has requested the purchase of a flir which is a heat detecting spot light that is mounted on the squad car. Columbia Gear has offered to donate \$3,500 to cover the cost and installation on one of the squad cars. Chief Nellis has obtained a quote to purchase mobile radios for the squad cars. The ones we currently have are 15 years old and do not have encryption capabilities which will be required moving forward. The encryption prohibits scanners from picking up police communications, which also prohibits police departments without encryption from hearing those necessary communications. The low quote is for two radios for \$4,570.

***Motion Manthe to authorize \$4,570 for the encrypted radios, second Schulzetenberge and carried unanimously.***

**Fire Hall Update**

Seven bids were received. The committee is reviewing and ranking them. Top three will be selected for interview on January 23<sup>rd</sup>. The committee will then make a recommendation to council.

**ISSUES BY COUNCIL**

None

**Adjourn**

***Adjourned at 9:00 pm.***

Respectfully Submitted,  
 Jodi Austing-Traut  
 City Clerk/Administrator

**2023 APPOINTMENTS**

Official Depository	American Heritage Bank and Central MN Federal Credit Union (CMFCU) "No conflict of interest between bank employees, the City of Avon, and American Heritage Bank nor between the City of Avon and the the CMFCU exists." Alternate investment with qualified institutions as approved by the City Council and for the Clerk/Administrator to negotiate and invest.
	<b><i>**Signature Cards**</i></b>
Official Newspaper	Stearns Morrison Enterprise
Alternate	St. Cloud Times
Deputy Mayor	Katie Reiling

Treasurer	Jodi Austing-Traut
Authorized to initiate EFTs (Resn 2023-01)	Jodi Austing-Traut, Kathy Schulzetenberg
Deputy Clerk	Kathryn Schulzetenberg
Parks Board	Dave Huberty
	Gary Reiling
	Evie Fisher
	Jeff Lange
	Dan Zimmermann
	Public Works Staff (Chuck and Ethan)
Emergency Management Director	Hugh Knox
Emergency Management Co-Director	Corey Nellis, Joel Richter
Emergency Management Plan	Most Current Version of Stearns County Management Plan
City Attorney - Civil	Couri, Ruppe - Mike Couri
City Attorney - Criminal	Janelle Kendall/Stearns County
City Engineer	Stantec - Jeremy Mathiasen
Economic Development Authority	Jeff Manthe
	Doug Schaefer
	Aaron Goebel
	Katie Reiling
	Mark Schulzetenberge
	Tim Burg
	Jim Sand
Planning Commission	Jim Read
	Bryan Becker
	Dick Glatzmaier
	Chris Schellinger
	Aaron Goebel
Council Liaison to PC	N/A
Staff Liaison - Personnel	Katie Reiling

Joint Planning Board	Jim Read (PC)
	Mark Schulzetenberge (CC)
Fire Department Liaison	Joel Richter