**Minutes**

**Avon City Council**

**January 8, 2024**

**THE FOLLOWING MEMBERS WERE PRESENT**

Jeff Manthe – Mayor, Aaron Goebel, Katie Reiling, Doug Schaefer, Mark Schulzetenberge - City Councilors

Justin Kurtz – Water Wastewater Foreman, Chuck Pelkey – Public Works Foreman, Corey Nellis – Chief of Police

Jodi Austing-Traut, City Clerk-Administrator

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

**PUBLIC FORUM**

None present

**CONSENT AGENDA**

1. Council Minutes of December 4th and 18th 2023
2. Receive Fire Department Minutes of November 27, 2023
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. Resolution 2024-01 Delegating Authority to Make Electronic Transfers
7. Resolution 2024-02 Authorizing an “Opt-Out Agreement” with Albany Mutual Telephone Association
8. Resolution 2024-03 Over the Hills of Avon Gambling Permit (Raffle to be held 05/31/2024)
9. Resolution 2024-04 Approving Election Judges (subject to amendment as needed)
10. Acknowledge Letter from MN Dept of Human Rights

***Motion Goebel to approve consent agenda as presented***

***Second Reiling***

***Motion carried unanimously***

COUNCIL BUSINESS

**Engineering**

Shawn Mulhern and Dan Popehn of KLM Engineering were present to discuss the water tower evaluation that was completed last spring. Blasting, painting, and structural modifications necessary would cost in the neighborhood of a half a million in addition to engineering fees. Mulhern suggested the city consider maintenance to the water tower sometime within the next five years. KLM tries to get projects like this bid out in fall for spring/summer construction of the following year. Manthe asked when the city would need to start looking at an additional water tower for Avon Estates. Engineers indicated that it depends on anticipated usage and anticipated revenues. Staff will look into funding for the existing water tower maintenance and report back to council.

City Engineer Jeremy Mathiasen of Stantec gave project updates and requested approval of payment of invoices:

$3101.10 for General Engineering

$480 for 2023 CIP

$4699.94 for 2023 CIP

$6953.57 for General Engineering

***Motion Schaefer to approve invoices in the total amount of $15,234.61***

***Second Reiling***

***Motion carried unanimously***

**ISSUES BY STAFF**

**Administration**

2024 Appointments approved as presented with the exception of Gary Reiling retiring from the parks board. Thank you to Gary Reiling for his years of service to the Parks Board. Mayor Manthe will check with Mike Kleinschmidt to see if he might be interested in serving.

Fee Schedule

Changes to include: landscape escrow fee to $5,000; construction water to $25/1,000 gallons; water shut off / turn on by request $75.

***Motion Goebel to adopt fee schedule with changes as presented***

***Second Schulzetenberge***

***Motion carried unanimously***

Amendment to Personnel Policy Re: Earned Sick and Safe Time

Goebel suggested that wording be added to state that any missed trainings will be required to be made up per FD bylaws. Staff will make that adjustment.

***Motion Schulzetenberge to approve Amendment to Personnel Policy for Earned Sick and Safe Time***

***Second Reiling***

***Motion carried unanimously***

**Planning/Zoning**

Austing-Traut presented Zoning Administrator Amy Pease’s Annual Permit and Construction Report. Austing-Traut further stated that Pease is in the process of reconstructing the city’s website and the new website will go online shortly. It will be simpler, user friendly, and eventually will allow for the option of credit card payments for utility and permit fees if the council chooses to proceed with that.

**Fire Department**

Austing-Traut presented an Asbestos Report prepared by Resource Training and Solutions based on the testing they completed of the Fire Hall area. Asbestos was found in the flooring of the bathroom, office, and meeting room areas. These areas will not be disturbed by construction activities, however, Austing-Traut suggested Public Works obtain quotes for sealing and reflooring those affected areas.

Council discussed authorizing Mayor and Clerk/Administrator to enter into Agreement to Provide Fire Protection with Townships. State law does not allow for a 20 year contract so the contract is written for a 10 year term. The city looked at other options including a 10 year repayment schedule, however this was deemed to be too cost prohibitive for township residents. The townships will have the option to renew the agreement for an additional 10 year period under the same terms.

***Motion Schaefer to authorize Mayor and Clerk/Administrator to enter into Agreement to Provide Fire Protection with Collegeville and Avon Townships as presented***

***Second Reiling***

***Motion passed unanimously***

Authorize Notice of Award to Subcontractors and Suppliers as presented

***Motion Schaefer to authorize notice of award to subcontractors and suppliers as presented by W. Gohman***

***Second Goebel***

***Motion passed unanimously***

Authorize Mayor and Clerk to Execute Assignment Agreement contingent upon City Attorney drafting the agreement

***Motion Goebel to authorize Mayor and Clerk to Execute Assignment Agreement contingent upon City Attorney drafting the agreement***

***Second Reiling***

***Motion passed unanimously***

Authorize Mayor and Clerk to Execute Subcontracts and Purchase Orders as presented

***Motion Reiling to Authorize Mayor and Clerk to Execute Subcontracts and Purchase Orders***

***Second Schulzetenberg***

***Passed unanimously***

Authorize Guaranteed Maximum Price Amendment

Bill Trout of W. Gohman gave a summary of the GMP Amendment to the contract. Trout explained the labor and tax-exempt materials pricing. Trout further explained each of the exhibits in the amendment including bids, quotes, drawings, specifications, allowance items, schedule, alternate pricing, unit prices, purchasing agent agreement and a breakdown of costs.

***Motion Goebel to approve Amendment No 1 to the Guaranteed Maximum Price Agreement***

***Second Reiling***

***Motion passed unanimously***

**Public Works**

Kurtz and Pelkey presented their report. Kurtz presented quotes for fence repair and the additional of a gate at the wastewater treatment plant. The fence was damaged by an individual who drove through it during a police chase. Bemboom fence provided a quote to repair the fence as well as installing a small secondary gate. Total project cost $5,505. Authority fencing provided a quote only for repairs. A third fencing company was contacted but did not provide a quote. Kurtz will get some clarification on what is all included in the quotes and will try to get an additional quote for the next meeting.

**Police Department**

Chief Nellis presented his report and gave an update on the squad cars and some maintenance and repairs that have been needed recently. The motor in the new Tahoe also had to be replaced.

**ISSUES BY COUNCIL**

**Adjourn**

***Adjourned at 9:15 pm.***

Respectfully Submitted,

Jodi Austing-Traut

City Clerk/Administrator