

Pursuant to due call and notice thereof, an Avon City Council Meeting was duly held at City Hall on the 1<sup>st</sup> day of February 2016 at 7:00 p.m.

**THE FOLLOWING MEMBERS WERE PRESENT:**

Hugh Knox – Mayor; Jeff Manthe, Jeff Meyer, Julie Jarnot, Jesse Springer – Councilors  
Jim Thares, City Clerk/Administrator

**CALL MEETING TO ORDER:**

Pledge of Allegiance

**PUBLIC ACCESS FORUM:** Denis McGuiness, Avon Area Lakes Association, spoke about the plans to obtain funding to continue surveying the lakes and treating the milfoil infestations. In 2015, a total of 8 acres was treated with the majority of it being handpicked. A funding application was recently submitted to Stearns County for \$10,000. The intent is to use \$3,000 to survey and \$7,000 to treat the infestations. A grant application was also submitted to the MN-DNR to secure additional funding to treat 9-acres of milfoil.

**CONSENT AGENDA:**

- #1 Council Minutes – December 7, 2015; January 4, 2016
- #2 Claims Register – December 2015 and January 2016
- #3 Capital Expenditures, Legal Fees, Engineering Fees and Detailed Reports
- #4 Approve change of July and September 2016 Council Meeting dates [July 11 and September 12, 2016]

Councilor Jarnot asked about the multiple payments to staff. City Clerk-Administrator Thares explained that various staff are paid from different funds. Councilor Meyer pointed out that the apartment developers had indicated in the December 2015 meeting that they did not want TIF (Tax Increment Financing). He would like the December minutes to be restated/corrected to note that fact. **Motion by Councilor Manthe to approve the Consent Agenda. Second by Councilor Meyer. Motion passed unanimously.**

**OTHER MINUTES:**

Planning Commission Minutes – January 19, 2016

**COUNCIL BUSINESS:**

**Consider Approval of Official Interest/Conflict of Interest Resolution (Jesse Springer) – Motion by Councilor Manthe to approve the Official Interest/Conflict of Interest Resolution for Councilor Jesse Springer to continue to serve as the City’s computer and software technician vendor. Second by Councilor Meyer. Motion passed unanimously. .**

**Consider Approval of Check #209618 and #209603 to I.T. Solutions of MN, LLC**

**Motion by Councilor Jarnot to approve check #209618 and #209603. Second by Councilor Manthe. Motion passed unanimously.**

**Consider Proposed Apartment Inspection Program and Fees**

Council discussed the goal of life-safety inspections conducted by the Building Official and linked with a crime free registration program to promote good behavior among property owners and renters. Police Chief Corey Nellis differentiated between good and bad properties in the City; the best of them require little monitoring and cost the City nothing. Proposed fee levels were discussed. Council consensus is to avoid extra fees and try to utilize a basic fee structure that treats all rental properties fairly. The goal is to not harm the property owners but rather to monitor the properties and keep the public safe and real property values higher.

### **Consider Approval of Revised Zoning Map**

Corrections on the Zoning Map were noted. Katie Reiling indicated that the final version should be reviewed by the Planning Commission one more time before it is fully approved by Council.

### **Avon Estates Update**

Marketing flyers and notes regarding a possible reduced lot price for a spec home originating from Matt Imdieke, Central Minnesota Realty, were reviewed by Council. Discussion ensued regarding which lot to offer for a spec home. Council directed City Clerk-Administrator Thares to ask Matt to bring a detailed proposal to a future meeting for consideration.

City Clerk-Administrator Thares reported that a prospective buyer of the existing patio home located at 114 Serenity Court, is negotiating price with the homebuilder, Tim and Donna Backes. The request being asked of Council is to consider further reducing the land component by another \$5,000. The end result, including the \$13,000 TIF incentive, would lead to a lot sale price of \$7,000. Councilors discussed the proposal and the consensus was that the reduction is not what they are interested in at this time. **Motion by Councilor Jarnot to not lower the price of the patio home lot at 114 Serenity Court. Second by Councilor Meyer. Motion passed unanimously.**

City Clerk-Administrator Thares provided an update on the apartment development proposal. The developers asked to push the consideration of the TIF Development Agreement to the March 1, 2016 meeting. City Clerk-Administrator Thares will send out information to Council in mid-month for advance review of the proposal.

### **ISSUES BY STAFF:**

**Public Works Department** – Casey Jansky, Public Works Director, referred to his report in the City Council packet.

**Water/Wastewater Department** – Jon Forsell, Utilities Supervisor, reported on the continuing problems with the 50hp blower at the Wastewater Treatment Plant. There were problems in starting up the rebuilt blower. He is very concerned about this and feels the best solution is to buy a new blower motor so there is greater assurance that the equipment will work properly. The cost of a new blower is \$7,680 with shipping costing \$200 and the charge for a technician to install being \$500. He also would like to purchase the Alum for the year at a cost of \$6,000. **Motion by Councilor Meyer to authorize the purchase of a new blower motor at a cost of \$8,380 including shipping and install costs from C. Emory Nelson, Inc. as well as the annual supply of Alum at a cost of \$6,000. Second by Councilor Springer. Motion passed unanimously.**

**Police Department** – Corey Nellis, Police Chief, reported that the prescription medication drop box recently installed at City Hall was emptied and a total of 40.75 pounds of medicines were disposed of in a 3 month time frame. This is a large amount and indicates good use of this service feature.

**OTHER** - Councilors discussed proposed workshop dates. It was a unanimous consensus to hold the first workshop covering public infrastructure and debt service schedules on Thursday February 18, 2016 at 4:30 p.m. The second Workshop focusing on Visioning, Avon Estates and Other topics was set for April 14, 2016 at 4:30 p.m.

Mayor Knox called for a five minute recess to clear the room for a Closed Session at 8:42 p.m.

**CLOSED SESSION** – **Motion by Councilor Springer to close the meeting at 8:47 p.m. to discuss personnel issues. Second by Councilor Meyer. Motion passed unanimously.**

**Motion by Councilor Meyer to reopen the meeting at 10:07 p.m. Second by Councilor Springer. Motion passed unanimously.**

Councilor Jarnot and Manthe volunteered to be on an investigating committee to look at issues and problems along with current job descriptions.

Discussion ensued by Council on when to schedule City Clerk-Administrator Thares' evaluation. City Clerk-Administrator Thares advised that he was going to be having another surgery in mid-March and if possible he would prefer to wait until after the surgery later in March or early April. City Attorney Couri advised that Jim would need to keep Council members informed of his pain levels and if he will be able to keep this date as scheduled. **Motion by Councilor Jarnot to schedule the review at 4:30 p.m. on Tuesday, March 29, 2016. Second by Councilor Springer. Motion passed unanimously.**

City Attorney Mike Couri advised that all staff, even part-time employees, should be hired by the Council. The current Personnel Policies which allow the City Clerk-Administrator to hire part-time staff should be revised so that this language is removed. This change will make the Policies more consistent with practices in other communities. **Motion by Councilor Jarnot to not authorize the hiring of a part-time clerical person to assist with payroll functions. Second by Councilor Meyer. Motion passed unanimously.**

City Attorney Mike Couri also recommends establishing a flow chart indicating the chain of command and functional accountability for the City. It will help especially in crises situations.

Councilor Meyer and Councilor Springer volunteered to review the Personnel Policies. City Attorney Couri said he believes the entire Council should review the current job descriptions.

Council discussed Kathy Schulzetenberg's Leave of Absence request. City Attorney Mike Couri said he believes that a Leave may be warranted. She may benefit from additional time off. Council discussed various leave packages. The consensus is that it is best to be supportive and offer a reasonable length of paid leave. **Motion by Councilor Jarnot to authorize a 4-week paid Leave of Absence, taken at Kathy's discretion, effective Thursday February 4, 2016 with full benefits. Second by Councilor Manthe.**

City Clerk-Administrator Thares noted that there may be a need for some assistance in the office in that time period and it would be helpful to allow a person to be temporarily hired to help with vendor payables and other tasks if it is needed. **Motion by Councilor Springer to authorize Mayor Knox to hire a temporary part-time person at \$14.00 per hour if needed. Second by Councilor Meyer. Motion passed unanimously.**

The 2016 Fee Schedule was noted in the packet for the benefit of the Mayor and Councilors.

**ADJOURNMENT: Motion by Councilor Manthe to adjourn the meeting at 11:24 p.m. Second by Councilor Meyer. Motion passed unanimously.**

Respectfully Submitted  
Jim Thares, City Clerk/Administrator