

Pursuant to due call and notice thereof, an Avon City Council Special Meeting / Council-Staff Workshop was duly held at City Hall on the 14th day of April 2016 at 6:00 pm.

**THE FOLLOWING MEMBERS WERE PRESENT:**

Hugh Knox – Mayor; Julie Jarnot, Jeff Manthe, Jeff Meyer, Jesse Springer – Councilors;  
Bob Derus – Interim City Administrator; Corey Nellis – Police Chief; Jon Forsell – Utilities Superintendent; Casey Jansky – Public Works Supervisor;  
Kathy Schulzetenberg – Deputy Clerk

**CALL MEETING TO ORDER**

Pledge of Allegiance

Discussion by Bob Derus in regards to a resident who purchased a home in Serenity with questions about the Assisted Living Facility.

Discussion by Bob Derus in regards to a purchase agreement in Serenity.

Discussion with Bob Derus in regards to contract or other with Tim and Donna Backes.

Bob Derus starts discussion in regards to what the City is looking for in a new city administrator.

Ed and Kay Green come to discuss concerns in regards to the home they purchased.

More discussion in regards to purchase agreement from Luethmers. **Motion by Councilor Meyer to accept \$23,000 for the purchase of the lot in Serenity. Second by Councilor Springer. Motion passed unanimously.**

Bob discusses the importance of having goals. What skills are they looking for in the new clerk/administrator?

- Jeff Manthe – someone who can relate to the business owners in the community. Hear them and link their needs with what the City can offer. More discussion on the needs of an industrial park. People want to see the administrator out in the community. Bob suggests that we need to actively listen to business owners to meet their needs. We need transparency. It is also beneficial when council members are out and about in the public also.
- Jesse Springer – finding a clerk/administrator who “fits” into this community. Past clerk/administrator was introverted, avoided eye contact. Need someone who knows about buying and selling properties, economic development. How can that person connect all of our resources? Bob suggests that the EDA board meets more often. Retention and expansion of business is important.
- Jeff Manthe - a clerk/administrator that supports and supervises the staff. Fortunate to have a good staff. No hand holding. Need to empower the staff – don’t pull back the reins. Leadership role. Make the staff be greater than they even dream.
- Hugh Knox – someone who can recognize competence. Bob adds that it is great to have a great staff and also a council who realizes it. Make sure a goal is to build relationships.
- Julie Jarnot – Someone who can look ahead and plan. Five and ten year goals. Bob suggests having an open house to discuss these goals. Newsletter. Main Street developed. Restaurant, sports bar, grocery store, etc.
- Jeff Meyer – someone to do good work for the City. Roads, water tower, etc that need work. Bob suggests the need for a capital improvement plan.
- Bob asks where they feel their budgeting has been. New councilors don’t feel they have a good handle on where things are at. Even staff is unsure outside their own departments.

- Julie Jarnot – experience and wisdom to guide the council and staff. More communication from administration to staff and to council. Need a clerk/administrator who is strong and will stand up to council. Council needs to be able to trust that person. Need a respectful work place.
- Corey Nellis – it is easier to say what to avoid than what we want. We want a person who can come in and be a solid rock and who will be around for several years.
- Jesse Springer – the person coming in will have a well-oiled staff.
- Julie Jarnot – person needs to have strong organizational skills.
- Bob states that he sees a staff that needs that leadership role, a council who is ready to push up their sleeves, and financial needs. Bob has been impressed with how well employees work together and help each other out.
- Jon Forsell – need a clerk/administrator that is a jack of all trades and can do a little of everything.
- Need someone who cares about Avon. Someone who knows about Avon. Be responsible. Have ownership.

Discussion into whether or not the City should purchase the Dahlin property. Table to the May 2nd meeting.

**ADJOURNMENT: Motion by Councilor Springer to adjourn the meeting at 8:11 pm. Second by Councilor Jarnot. Motion passed unanimously.**

Respectfully Submitted,  
*Kathryn Schulzetenberg, Deputy Clerk*