

Pursuant to due call and notice thereof, an Avon City Council Meeting was duly held at City Hall on the 5th day of October, 2015 at 7:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT:

Hugh Knox – Mayor; Jeff Manthe, Chuck Pelkey, Jeff Meyer, Councilors;
Jim Thares, City Clerk/Administrator

ABSENT: Julie Jarnot, Councilor

CALL MEETING TO ORDER:

Pledge of Allegiance

PUBLIC ACCESS FORUM: No one came forward.

CONSENT AGENDA:

1. Council Minutes of September 14th, 2015
2. Claims Register
3. Capital Expenditures, Legal Fees, Engineering Fees, Detailed Reports
4. Authorize hiring Dan Nelson, Part-Time Police Officer, as a Full-Time Officer
5. Approve Resolution Authorizing Signatures for Real Estate Transaction, Lot 2, Block 4, Avon Estates
6. Approve Resolution Authorizing Signatures for Real Estate Transaction, Lot 6, Block 7, Avon Estates
7. Approve Officer Dan Nelson for Police & Fire PERA Plan
8. Approve 2015 Transfer of \$250,000 in surplus increment from TIF Dist. #1-1 into Debt Service Fund 320
9. Approve Amended Fee Schedule
10. Approve Modified Bldg. Permit form adding language re removal of excess soil from Avon Estates Lots

Motion by Councilor Manthe to approve the Consent Agenda. Second by Councilor Pelkey. Motion passed 3-1 with Councilor Meyer voting No.

OTHER MUNUTES:

Planning Commission minutes – September 14, 2015

COUNCIL BUSINESS:

Annual Garbage Collection Report – Ervin Buecker, Buecker’s City Sanitation

Ervin and Melissa Buecker provided an update on the garbage collection and recycling goals for the City of Avon in the past year. As operators of the Company, they are pleased with the way things are going. They appreciate the cooperation from the City and the Council support for their work. Councilors agreed that the service is meeting the needs of the community and they are pleased with it.

Consider Lake Wobegon Park Expansion Land Purchase-Swap Agreement

Art Diedrich, Parks Committee Chairperson, noted that he is eager to move forward with the proposed Wobegon Park expansion. City Clerk-Administrator Thares referred to the additional hand out regarding the completion of the Phase 1, Environmental Study. It is complete and there are some minor findings of RECs (Recognized Environmental Conditions). The REC is a fill soil that contains minor amounts of asphalt, wax paper and wood mulch. The completed report notes the details of the research and the REC findings. The City may want or possibly need to further investigate this small area of soil with a Phase 2 study and if the findings come back, the soil may need to be removed. He also mentioned that the Phase 1 and Phase 2 along with the \$70,000 in donated funds needed to complete the purchase are noted in the Purchase-Swap Agreement as contingencies. The Council can approve the Purchase-Swap Agreement and keep the process moving along at this meeting.

Motion by Councilor Manthe to approve the bare land Purchase-Swap Agreement with William and Mabella Kelly to allow the expansion of Wobegon Park. Second by Councilor Pelkey. Motion passed 3-1 with Councilor Meyer voting No.

Consider Approval of the 2016 Enterprise Funds Budgets

City Clerk-Administrator Thares indicated that the 2016 expenditures budget for the Sewer Fund increases by 2.9 percent. The \$5,000 bump in debt service requirements drives most of the \$10,865 increase. The Water Fund budget increases by only 1.3 percent over the 2015 expenditures. He explained that the budgets were crafted with no Sewer or Water rate increases. It was further noted that in the future, possibly in late 2016, a rate adjustment may be needed or the surcharge may need to be adjusted if the SAC and WAC components of the budget do not materialize as expected. Councilors agreed that at some point in the future, there may be a need to generate additional system revenue via rate increases. **Motion by Councilor Manthe to approve the 2016 Enterprise Fund Budgets (Sewer Fund \$385,490 and Water Fund \$197,676) as presented. Second by Councilor Meyer. Motion passed unanimously.**

Review Proposed TIF District #1-5 Plan and Call for Public Hearing, Jason Murray, DDA

Jason Murray, DDA, reviewed the goals and timeline of creating TIF District #1-5. It is proposed to be established as a 26-year Redevelopment District and include 8 distinct parcels which are currently under three separate property ownerships. Each of these three properties is expected to see new investment/improvements in the near future. By including the City property with the Police Storage building located at 112 Avon Avenue South, the City can optimize its chances to recoup sunk investment costs via a proposed redevelopment of a prominent corner site. The developer of the proposed project can also apply for any necessary assistance to complete its project. Councilor Meyer asked why the Midsota parcels were included in the district? Jason clarified that Midsota may possibly expand their operations in the near future. The City will be in a position to assist them when they are ready to expand. **Motion by Councilor Pelkey to approve the Resolution calling for a Public Hearing on the creation of TIF District #1-5. Second by Councilor Manthe. Motion passed unanimously.**

Avon Estates Update

City Clerk-Administrator Thares reviewed the delays/challenges regarding the multi-family housing proposal in Avon Estates. The proposal has not moved forward due to an inability to attract investors. The new Minnesota DEED Workforce Housing Grant program could help this project. He attended a workshop in southern Minnesota learning about the program. He believes obtaining the grant could make the project much stronger. The application period opens up on November 2, 2015 and closes in mid-January 2016. He will bring a resolution to the Council at the November meeting for consideration.

ISSUES BY STAFF

Public Works Department - Casey Jansky, Public Works Director, referred to his report. He sought Council feedback regarding mailboxes for the new Avon Estates homes. Councilors agreed that it would be best to provide the mailboxes for the sake of uniformity and also not charge for the boxes at this time. Casey also mentioned that he would like to bring on a part-time plow driver for the winter season. He is working on appropriate pay for a part-time driver. The City has never dealt with this in the recent past. He will check with other cities on the rates. Councilors agreed he will need the help and recommended that he bring a proposal for the hourly pay rate to the November meeting. He reviewed the proposed information display sign for Avon Estates. The cost for a reasonable sized sign is \$1,800 which includes shipping. **Motion by Councilor Manthe to authorize the purchase of an information display sign for Avon Estates at an amount not to exceed \$1,800 including shipping. Second by Councilor Meyer. Motion passed unanimously.**

The presence of dead trees as well as possible methods of encouraging or forcing residents to remove them was discussed. Councilors agreed that encouragement and education would be better than enacting a broader ordinance regarding dead trees. A flyer could be placed in with the utility bills in the future. Council recommends that the Planning Commission review nearby city ordinances to research how they handle this

situation. The bumps in the entrance road into Avon Estates were flattened by Lange Trenching's rolling machine. This was very effective. Lange Trenching also offered ideas on adjustments/drain tile to remove ground water from these problem areas when additional work is completed on the roadway in the future.

Casey presented a request from the Fire Department to have the City pay for 50 percent of the recent painting job. The total cost was \$3,700, so the amount of the City's contribution would be \$1,850. **Motion by Councilor Meyer to authorize payment of \$1,850 [to Spanier Painting] for painting the Fire Hall. Second by Councilor Pelkey. Motion passed unanimously.**

The new snow plow updates were reviewed by Casey. He said the work that needs to be done by Ramler Truck Repair, Albany, bringing the vehicle into full DOT compliance and making it safer is going to be about \$1,300 more than the original estimate; total cost is then \$6,300 for all updates/items. He asked Council for authorization to spend an additional \$1,300 more than the original \$5,000 update approval. **Motion by Councilor Pelkey to authorize the additional \$1,300 for the increased DOT compliance work. Second by Councilor Manthe. Motion passed unanimously.**

Police Department – Corey Nellis, Police Chief, referred to his report in the Council packet. He provided an update on the work being done to convert the Cold Storage building into a heated storage space for the Police Department squads and the new snowplow. The work is progressing and it should be fully insulated and ready for the heaters to be installed by the end of October. Chad Klocker, Police Officer, said he was pleased with how the concrete work turned out. He is coordinating the insulation and wall/ceiling sheeting work items along with all other tasks in the project.

Water/Wastewater Department – Jon Forsell, Utilities Supervisor, requested Council approval of a new billing procedure for newly constructed homes. He worked with Kathy to come up with a reasonable discount so that the new homes could use plenty of water on new seeded lawns and sod in the first year of occupancy. It will be easy to implement and track. **Motion by Councilor Manthe to authorize implementation of a water bill discount as presented for newly constructed homes. Second by Councilor Pelkey. Motion passed unanimously.**

Chief Nellis brought up the issue of where to store the many boxes of City documents and files that are currently housed in the Police Storage building mezzanine. It would be best if the boxes are moved sooner rather than in the coldest part of winter. It is a big job and could be really cumbersome in January or February. Councilors suggested renting or purchasing a Conex box. He said the evidence locker at the Police Storage building can be more easily dealt with. He will bring a plan to Council in the future regarding that. Forfeiture funds may be a possible funding source for this component of the project.

OTHER:

City Clerk Administrator Thares presented a "Project Proposal" form for approval by Council. This form can be used as an in-house tool by Administration or the Departments or by outside groups seeking to obtain funding for projects. Councilor Manthe suggested adding a column regarding expenses. **Motion by Councilor Pelkey to approve the "Project Proposal" form. Second by Councilor Manthe. Motion passed unanimously.**

ISSUES BY COUNCIL: None

ADJOURNMENT: Motion by Councilor Manthe to adjourn the meeting at 8:50 p.m. Second by Councilor Pelkey. Motion passed unanimously.

Respectfully Submitted
Jim Thares, City Clerk/Administrator