

Pursuant to due call and notice thereof, an Avon City Council Special Meeting was duly held at City Hall on the **25th day of February 2016** at **6:05 p.m.**

THE FOLLOWING MEMBERS WERE PRESENT:

Hugh Knox – Mayor; Jeff Manthe, Jeff Meyer, Jesse Springer – Councilors

NOT PRESENT:

Julie Jarnot – Councilor

OTHERS PRESENT:

Jon Forsell, Kathy Schulzetenberg

CALL MEETING TO ORDER: 6:05

Discussion as to whether or not former Clerk/Administrator Jodi Austing-Traut is willing/able to help out in the office and if she is interested in full time.

Councilor Meyer suggested asking Bob Derus, to come in part-time to assist, \$60/hour. Councilor Manthe and Mayor Knox will meet with him on Friday morning.

Mayor Knox suggests posting opening next week and having interviews in four weeks.

Motion made by Councilor Meyer to post/publish job opening for City Clerk/Administrator on February 29, 2016 and to close on March 31, 2016 at noon. Second by Councilor Manthe. Motion passed unanimously.

Discussion to have applications/resumes in a file at City Hall for council to come in and review applications as they come in.

Discussion in regards to reviewing the administrative job descriptions. The 2002 and 2014 job descriptions were reviewed. Discussion as to having current staff focus on admin duties but also have more cross training, especially in regards to payroll. Kathy was questioned in regards to whether or not she would be willing to take payroll back. Kathy agreed to take it back, along with bi-weekly taxes, but requested that someone from Clifton-Larson-Allen would come in and correct the W2s and do quarterlies until everything is all straightened out. Councilor Springer asked Kathy if she felt she needed to and was willing to work 40 hours/week. She agreed to in the interim. She also suggested that once things settled down it may be more cost effective to hire someone part-time to do office tasks. Discussion to cross train the new City Clerk/Administrator in payroll.

Council went over the 2002 job description and discussed with Kathy the duties that she and Amy currently did. Additional duties, such as Council (Kathy) and EDA (Amy) would be assigned in the interim. Kathy will be taking this information and creating a new Clerk/Administrator job description for approval at the next council meeting.

More discussion into having Kathy work with CLA in regards to getting the W2s and other payroll issues straightened out. She is confident that the rest of the payroll can be done in-house using Banyon with correct data entry.

More discussion into getting an office assistant part-time to help with general office duties to free up time for Kathy and Amy to get the bigger items done. Kathy was asked to put together a job description for an office assistant. She will work with Amy to create a new position job description.

Discussion as to posting and publishing ad for Clerk/Administrator. **Motion by Councilor Meyer to approve new City Clerk/Administrator posting. Second by Councilor Manthe. Motion passed unanimously.**

Discussion as to appointment for Deputy Clerk. **Motion by Councilor Meyer to appoint Kathy Schulzetenberg as Deputy Clerk. Second by Councilor Springer. Motion passed unanimously.**

Discussion was done into doing the wage study internally. Staff would start this process and council would oversee it.

Discussion in regards to having additional coverage in the office as well as compensating current office staff in the interim, and concern about benefits. Kathy suggested that she work full-time in the interim, to do payroll, deputy clerk functions, assisting council and start the wage study process. **Motion by Councilor Springer to approve Kathy to move from 32 hours/week to 40 hours/week for a period of approximately 90 days with a pay increase of \$3.00/hour with full benefits, while keeping Amy at her current schedule of 32 hours/week with a pay increase of \$2.00/hour for the same 90 days. This is to be reviewed in 90 days.** Discussion as to how the increase of benefits would work. Kathy explained that she would go from 80% - 100% of the benefits (sick time/vacation time/insurance) during that time. **Second by Councilor Manthe. Motion passed unanimously.**

Discussion as to Jim's email. Not much has come through in regards to City business.

Discussion in regards to Craig Doll purchasing property. Craig Doll – proposed through Matt Imdieke the purchase of two lots at a considerable discount. Jim responded to Matt that Craig may wish to consider a larger lot in another area of the area without substantial discount.

Discussion in regards to Paul Eisenschenk who may be interested in redeveloping Outlot C and possibly Outlot D in Avon Estates.

Discussion in regards to Mr Mielke and his interest in purchasing the main street building.

Mayor to call a special meeting on Thursday, March 3, 2016, at 6:00 pm, to review job description and salary for clerk/administrator.

Discussion on purchase agreement for Edward and Kay Green. **Motion by Councilor Meyer to approve Resolution #2016-03. Second by Councilor Springer. Motion passed unanimously.**

Discussion about Jeff Lange applying for EDA, and it was agreed to hold off until we get the new clerk/administrator.

Discussion of increased patrol at the Albany Schools next week due to a threat.

ADJOURNMENT: Motion by Councilor Meyer to adjourn the meeting at 8:15p.m. Second by Councilor Springer. Motion passed unanimously.

Respectfully Submitted,
Kathy Schulzetenberg
Deputy Clerk / Administrative Assistant