

Pursuant to due call and notice thereof, an Avon City Council Special Meeting was duly held at City Hall on the **3rd day of March 2016** at **6:00 p.m.**

THE FOLLOWING MEMBERS WERE PRESENT:

Hugh Knox – Mayor; Jeff Manthe, Jeff Meyer, Jesse Springer – Councilors;
Kathy Schulzetenberg – Deputy Clerk

NOT PRESENT: Julie Jarnot - Councilor

CALL MEETING TO ORDER

Pledge of Allegiance

Discussion on job description for clerk/administrator. More discussion in regards to giving the City Clerk/Administrator more payroll and election responsibilities. **Motion by Councilor Springer to approve the City Clerk/Administrator job description with amendments from the council discussion. Second by Councilor Meyer. Motion passed unanimously.**

Discussion on generic job application. **Motion by Councilor Meyer to approve the job application for all departments, other than those such as the Police Department that have their own. Second by Councilor Springer. Motion passed unanimously.**

Discussion in regards to proposal with Bob Derus. Hugh feels that Bob has a lot to offer in regards to mentoring. He could be available regardless of who was hired as clerk/administrator.

Discussion in regards to more development, more houses.

Discussion on how the new clerk/administrator needs to work side by side with the zoning administrator as much of what she is working on is very complex.

Discussion as to having Bob Derus in the interview process, as well as the mentoring. Discussion in regards to David Drown. General consensus is that this move is not needed and that more can be gained by recruiting Bob Derus. **Motion by Councilor Meyer to hire under contract, for \$65/hour, Bob Derus to do screening, reviewing and interviewing applicants for the city/administrator position and potentially serve as a mentor to the new clerk/administrator. Set the cap at \$5,000 to be reconsidered by the City Council. Second by Councilor Springer. Motion passed unanimously.**

Discussion in regards to sick time payout for Jim Thares according to personnel policy. No action needed as this is being handled by Mike Courri.

Discussion in regards to someone who is interested in purchasing a number of lots in Avon Estates including Outlot C.

Discussion to there being a strong need for multi-family rental housing / apartments. There also may be some price sensitivity. Information on what they believe their costs are as well as markup.

Discussion as to what is private and what / when is public in the council packets.

ADJOURNMENT: Motion by Councilor Springer to adjourn the meeting at 7:56p.m. Second by Councilor Meyer. Motion passed unanimously.

Respectfully Submitted,
Kathryn Schulzetenberg, Deputy Clerk