

**Minutes
Avon City Council
November 7, 2016**

CALL MEETING TO ORDER

Mayor Knox called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

THE FOLLOWING MEMBERS WERE PRESENT:

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

Corey Nellis – Police Chief; Jon Forsell – Utilities Superintendent; Casey Jansky – Public Works Supervisor

Jodi Austing-Traut, City Clerk-Administrator

Absent: Julie Jarnot, Councilor

CALL MEETING TO ORDER

Pledge of Allegiance

PUBLIC ACCESS FORUM

CONSENT AGENDA

1. Council Minutes of October 3rd
2. Council Minutes of October 12th
3. Council Minutes of November 1st
4. Planning Commission Minutes of October 18th
5. Paid Check Register, Capital Expenditures October 2016
6. Legal Fees, Engineering Fees, Auditor/Acct. Fees

Motion Jeff Meyer to approve consent agenda with changes to Minutes of November 1 second Jeff Manthe and carried unanimously.

COUNCIL BUSINESS

AALA Funding Request

Denis McGuinness was present from AALA requesting funding from the City of Avon. Denis stated that Avon Township had withdrawn their funding due to the benefit being focused on the lakes vs. benefitting the Township as a whole. On October 3rd council voted to put \$3,000 in the budget for AALA to make requests to council on a case-by-case basis.

PUBLIC HEARING WATERS EDGE III ASSESSMENT RECERTIFICATION:

Wiehoff: Purchased 1206 Spunk Lake Ct

Klein: Purchased 932 Waters Edge

Consider Resolution #16-31 Adopting Assessments in Waters Edge Three

Motion Jesse Springer to adopt Resolution #16-31 Adopting Assessments in Waters Edge III second Jeff Manthe and carried unanimously.

ISSUES BY STAFF

Administration

Consider Kathy Schulzetenberg Hours:

If the city were interested in outsourcing payroll, Clifton Larson Allen could do bi-weekly payroll, quarterlies, and year end procedures for approximately \$4,500 per year. Kathy Schulzetenberg, Administrative Assistant, would still need to track timecards, insurance, deductions, benefits and enter the information into Banyon so that the deductions would hit our expense line items correctly. Kathy feels confident that she could get this done in a 32 hour week without any increase in her hours. Another option is that Kathy could do bi-weekly payroll as

part of a 32 hour week, with no increase in her hours, but Clifton Larson Allen would then do quarterlies and year end for approximately \$2,500. As another option, Kathy has offered to work 32 hours on the non-payroll weeks and 40 hours on the payroll weeks in order to complete all payroll tasks in-house. This cost would be approximately \$4,500 per year. Clifton Larson Allen would be available to review quarterlies and year end if needed at \$80/ review. Staff recommended to proceed with because in addition to keeping payroll in-house, which I prefer, it also gives us additional office coverage a couple of days a month and gives Kathy additional time to complete supplementary tasks related to elections, bank reconciliations etc...

Motion Jesse Springer to approve Kathy Schulzetenberg's hours at 32 hours on non-payroll weeks and 40 hours on payroll weeks, second Jeff Manthe and carried unanimously.

Consider Health Insurance Benefit

Current policy states that employees that do not participate in the city's health insurance plan may receive 65% of the \$750 benefit (\$487) as taxable income, presumably to be used to fund a health plan carried by spouse or other carrier. Staff currently budgets the full \$750 benefit for all eligible employees and is requesting that the council consider a change in personnel policy that would offer the same \$750 benefit to employees who opt to purchase their health insurance elsewhere vs. the current 65% payout (those working 32 to 39 hours/week would continue to be pro-rated).

Motion Jeff Meyer to change the personnel policy to offer \$750 insurance benefit cash option at 100% payout for eligible employees, second Jeff Manthe and carried unanimously.

Engineer

Contract – City Attorney is currently reviewing the engineering contract.

First St SE Reconstruction – council discussed the bond schedules from David Drown Associates. Assuming council would continue to move forward on schedule ABD&F the project would be approximately \$1.2 Million. If the city is not going to assess the project, council is required to have a unanimous vote to issue the bonds. If they do not have a unanimous vote and do wish to assess, a 20% assessment would be required. This would equate to approximately \$12,650 per household. The city would also be looking at a 10% - 12% increase in the tax levy beginning in 2018 and running through 2032 in order to make the bond payments.

Mike Nielson of WSB suggested a pavement management study to determine the city's budgeting needs related to street improvements. Public Works Supervisor Casey Jansky stated that all of the city streets that are in good condition have recently been seal coated to protect them and give them additional life. The rest of the streets in Avon are generally in poor condition. There are very few, if any, "average condition" streets.

Motion Jeff Manthe to table the First Street Reconstruction until budget discussion 2018 (beginning June 2017) second Jeff Meyer and carried unanimously.

Transition Chris Sonmor of WSB stated that engineers are in process of data collection and developing the transition plan. WSB will also take a look at Avon Estates entrance and other areas of pavement that is heaving to assess the problem and come up with some ideas to correct the situation.

Public Works

Public Works Supervisor Casey Jansky presented a written report. Casey advised the council that a private donor has offered to pay up to \$50,000 to make improvements to the maintenance shop. Casey will bring a proposal back to council in December.

Police

Chief of Police Corey Nellis presented a written report and updated the council on the hiring process for a new full-time officer. Councilor Meyer thanked Dan Nelson for his excellent service to the City of Avon and wished him luck in his new position.

Water/Wastewater

Written report presented.

ADJOURNMENT:

Jeff Manthe acknowledged and thanked Mayor Knox for his years of service to the City of Avon. A round of applause was given and Mayor Knox thanked the community for their support and patience as well.

Motion by Jeff Manthe to adjourn the meeting at 8:20 pm; Second by Councilor Jeff Meyer and carried unanimously.

Respectfully Submitted,
Jodi Austing-Traut City Clerk/Administrator