

Pursuant to due call and notice thereof, an Avon City Council Meeting was duly held at City Hall on the 2nd day of March 2, 2015 at 7:00 p.m.

THE FOLLOWING MEMBERS WERE PRESENT:

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

CALL MEETING TO ORDER:

Pledge of Allegiance

PUBLIC ACCESS FORUM: Brad Rolfes, 953 Hamlet Drive North, spoke about the Lake Association's goals to have the City support efforts to obtain DNR grant funding. He also mentioned that the Association is applying for funds from a Stearns County Environmental program. He asked to have Denis McGuiness be on the April Council meeting agenda for an update on the Association's efforts.

CONSENT AGENDA:

- #1 Council Minutes – February 2, 2015
- #2 Claims Register
- #3 Capital Expenditures, Legal Fees, Engineering Fees and Detailed Reports
- #4 Gambling Permit – St. Benedict's Church
- #5. Minnesota Department of Health Source Water Protection Grant Application
- #6. Approve New 2015 Fire Department Captains
- #7. Authorize SCORE Grant Application

Motion by Councilor Stang to approve the Consent Agenda. Second by Councilor Manthe. Motion passed unanimously.

OTHER MINUTES:

Planning Commission Minutes – February 17, 2015

COUNCIL BUSINESS:

Senior Partners Assisted Living Facility Site Plan

Motion by Councilor Stang to approve the Senior Partners Assisted Living Facility site plan with the condition of final engineer review. Second by Councilor Pelkey. Motion passed unanimously.

Comprehensive Plan Amendment – Discussion about how to promote the available park amenities in the City.

Motion by Councilor Stang to approve the Comprehensive Plan Parks & Open Space component amendment. Second by Councilor Pelkey. Motion passed unanimously.

Vacate Drainage and Utility Easement - 207 Chinook Avenue SW

It was noted that staff recommends approval of the drainage and utility easement. An easement matching the actual driveway location is being recorded on a new lot survey. **Motion by Councilor Meyer to approve vacating the drainage and utility easement at 207 Chinook Avenue SW. Second by Councilor Manthe. Motion passed unanimously.**

Consider Authorization to Upgrade City Website - Enter into Website Hosting Contract with GovOffice

Justin Markon, Intern, provided background on the proposed website switchover. GovOffice is a well-known government office website platform. It has the ability to interact well with Facebook and Twitter also. Councilors suggested putting park information on the new website. **Motion by Councilor Pelkey to authorize entering into a contract with GovOffice (Avenet Web Solutions) in the amount of \$2,595 to create and host a new website for the City. Second by Councilor Manthe. Motion passed unanimously.**

Avon Estates

#1. Consider Certification of SAC-WAC fees – 306 Estate Drive (Jeff and Christine Manthe)

Councilor Manthe stepped down from the Council dais. **Motion by Councilor Stang to approve Certifying SAC and WAC fees in the amount of \$10,400 to 306 Estate Drive (Jeff and Christine Manthe) with terms of seven years of equal annual principal and interest payments and an interest rate of 4.95 percent. Second by Councilor Pelkey. Motion passed 4-0.**

City Clerk-Administrator Thares reviewed the proposed conceptual modification for the small lot area with the central park. One concept features 12 lots and a second one shows 11 parcels. The original plat had 16 lots. The one with 11 will create some nice sized lots with a couple of them exceeding 14,000 sq. ft. The smallest lots will be about 9,500 sq. ft.. Councilors noted that the changes will make lots more attractive and marketable. Prices will be assigned to these lots after the Planning Commission reviews it and makes a plat recommendation to the Council.

ISSUES BY STAFF:

Public Works Department – Ray Schmidt, Public Works Director, referred to his report in the Council packet. He also reported that he will be retiring on June 3, 2015. He has thoroughly enjoyed his many years working for the City. He will include Nate Brenner in all of his work tasks to make sure there are minimal issues when he leaves. Councilors congratulated and thanked Ray for his many years of dedication and service to the City.

Police Department – Corey Nellis, Police Chief, reported that a bid of \$6,125 was received for the Ford Expedition. Councilor Stang recognized the work of Officers Jansky and Luethmers for a call involving an infant.

Water/Wastewater Department – Jon Forsell, Utilities Supervisor, reported that the recent cold temperatures are causing a concern about water line freeze up again. He is talking to those who have had issues in the past with freeze ups. The next two weeks will be critical even as it warms up. **Motion by Councilor Manthe to authorize a \$15.00 per month discount to residents who run water and sign up for it at City Hall to prevent freeze up. Second by Councilor Pelkey. Motion passed unanimously.** Staff will post the information on the marquee and website.

Jon recommended a Utility Committee be set up for input on future improvements needed by the Water-Wastewater Treatment systems. **Motion by Councilor Stang to establish a Utility Committee with members being Councilors Stang and Meyer and Jon and City Clerk-Administrator Thares. Second by Councilor Manthe. Motion passed unanimously.**

Jon also requested approval of the purchase of aluminum sulfate for the WWTP at a cost of \$5,624. **Motion by Councilor Pelkey to authorize purchase of \$5,624 of aluminum sulfate. Second by Councilor Manthe. Motion passed unanimously.**

Intern – Justin gave a brief update on his work items which include new the website and MDH grant among other projects.

OTHER:

Motion by Councilor Meyer to set dates for a facilities and infrastructure workshop on March 26, 2015 at 5:30 p.m. and a strategic planning workshop on April 23, 2015 at 5:30 p.m. Second by Councilor Pelkey. Motion passed unanimously.

Safe Deposit Box: Mayor Knox reported that the City had two safe deposit boxes at Avon State Bank and that Council action is required to change who is allowed access to these boxes. **Motion by Councilor Stang to remove the names of the previous allowed individuals, John Grutsch and Jodi Austing-Traut, and replace them with Mayor Knox, Deputy Mayor Manthe and City Clerk-Administrator Thares. Second by Councilor Pelkey. Motion passed unanimously.**

School District Bond Referendum: An update on Albany-Avon (ISD 745) School district's concept facilities plans and proposed bond referendum was provided by Mayor Knox. He said the District wants to change the Avon Elementary School attendance boundaries and shift 6th graders out of the Avon school so they can be housed with the 7th and 8th graders in Albany. They are also proposing improvements to technology class rooms and school building security upgrades. A meeting is planned for March 11th at 7:00 p.m. at the Avon Elementary School.

Orderly Annexation Agreement and Joint Planning Board with Avon Township: City Clerk Administrator Thares noted the discussion at the recently held Joint Planning Board (JPB) meeting regarding the language indicating an end date for the Orderly Annexation Agreement (OAA). The state Administrative Law Judge (ALJ) issued a memo stating that specifying an end date is contrary to state statutes. OAAs are viewed as existing until all land area has been annexed. The Township and the City both agree that the OAA offers worthwhile protections to both entities and would like to extend the agreement for an additional 10 years, until December 31, 2025. **Motion by Councilor Manthe to extend the OAA with Avon Township until December 31, 2025 with required annual meetings and review of the agreement. Second by Councilor Pelkey. Motion passed unanimously.**

Gambling Permit – Avon Firemen's Relief Association: City Clerk-Administrator Thares presented a request for a gambling permit from the Avon Firemen's Relief Association. It is for a raffle held in conjunction with Spunk Days. **Motion by Councilor Stang to approve a gambling permit for the Avon Firemen's Relief Association for Spunk Days. Second by Councilor Manthe. Motion passed unanimously.**

Snow Plow Divots: Council discussed a snow divot concern voiced by a resident in the Stratford Addition neighborhood and the current policy of not paying for repairs of snowplow furrows in lawns adjacent to the street. It was also agreed that the owners bear some risk when placing sprinkler system heads in the road right of way which typically extends 5 to 10 feet into a yard.

Community Garden: The Community Garden was discussed as to status and possible steps to improve soil fertility at the site in Avon Estates. Ray will talk to the contact person about the Garden.

2014 Building Permit Report: City Clerk-Administrator Thares noted the Building Permit report indicates 2014 was a good year with 9 single family homes and 7 commercial permits pulled for a total value of \$2,748,843.

ISSUES BY COUNCIL: Councilor Stang noted the recent closure of Sensational Styles. He encouraged Council to consider what more can be done to promote economic activity. Randy Jenniges, City Engineer, said the basic loan and grant programs are the traditional tools to spur development. Councilor Meyer suggested listing the available privately owned buildings on the website. Councilor Manthe suggested to continue looking into establishing an industrial park for business locations and expansions. He noted that the Midsota purchase of the old PSI property reduced the immediate need for progress on this goal. It still should be discussed at the upcoming workshop in April though.

ADJOURNMENT: Motion by Councilor Stang to adjourn the meeting at 8:47 p.m. Second by Councilor Pelkey. Motion passed unanimously.

Respectfully Submitted
Jim Thares, City Clerk/Administrator