

**Minutes
Avon City Council
September 11, 2023**

THE FOLLOWING MEMBERS WERE PRESENT

Jeff Manthe – Mayor, Aaron Goebel, Doug Schaefer, Mark Schulzetenberge - City Councilors
Justin Kurtz – Water Wastewater Foreman, Chuck Pelkey – Public Works Foreman, Corey Nellis – Chief of Police
Jodi Austing-Traut, City Clerk-Administrator

The Pledge of Allegiance was recited and the meeting was opened at 6:30 pm.

Consider Resolution 2023-34 Approving Preliminary Plat for Avon Estates Southern View Plat 2

Motion Aaron Goebel to adopt Resolution 2023-34 Approving Preliminary Plat for Avon Estates States Southern View Plat 2

Second Mark Schulzetenberge

Motion Passed Unanimously

*Council Recess *Planning Commission Met to Consider Final Plat Avon Estates Southern View Plat 2*

Jim Read, Chair of the PC gave history of the plat and the Planning Commission's review of the preliminary and final plats.

PC Motion Dick Glatzmeier to approve the final plat of Avon Estates Southern View Plat 2

PC Second Aaron Goebel

PC Motion Passed and Planning Commission adjourned at 6:37 pm

Council Resumed their meeting at 6:37. Mayor Manthe thanked the Planning Commission for their work.

PUBLIC HEARING

Public Hearing was held on CIP (Fire Hall Bond) - Jason Murray, DDA

Murray gave the council background on the CIP and bonding process for the Fire Hall expansion. He presented a preliminary bond repayment schedule. The borrowing process will not start until after bids are received. The city will only borrow the amount necessary for the project. Council considered Resolution 2023-37 Giving Preliminary Approval to Issue Bonds and Adopting CIP.

Motion Schaefer to close the public hearing at 6:45 second Schulzetenberge and carried.

Motion Goebel to adopt Resolution 2023-37 Giving Preliminary Approval for the Issuance of the City's General Obligation Capital Improvement Plan Bonds in an Amount Not to Exceed \$2,580,000 and Adopting the City of Avon Capital Improvement Plan 2023-2027 second Schaefer and carried unanimously.

PUBLIC FORUM

Jared Johnson of Albanytel/Albany Fiber Communications was present to give council an update on potential plans to extend fiber to the City of Avon. It is currently available in Avon Estates, but not the rest of Avon proper. Fiber would be installed everywhere in the City of Avon north of the interstate. Albanytel would be looking to offer an "opt-out" opportunity for folks who are not interested in the service rather than having an "opt-in" option. Services would be set free of charge into the customer's home.

CONSENT AGENDA

1. Council Minutes of August 7th and 28th, 2023
2. Receive Fire Department Minutes July 31st, 2023
3. Receive Planning Commission Minutes August 15th, 2023
4. Paid Check Register, Manual Claims, Capital Expenditures, Payroll Deposits
5. Legal Fees, Engineering Fees, Auditor/Acct. Fees
6. Resolution 2023-31 Adopting Stearns County All-Hazard Mitigation Plan
- ~~7. Resolution 2023-32 PERA Membership Approval for Vic Weiss~~
8. Resolution 2023-33 Approving a Variance for 323 Barracuda Ave NE 42.26493.0064

9. Consider Resolution 2023-35 Approving Final Plat Avon Estates Southern View Plat 2
10. Addition: Approving Gambling/Raffle for Albany Boosters at PJ's on the Lake on 12/16/23
11. Addition: Accepting Avon Lion's Club Donation of \$1250 for Ochotto Lake Boat Landing
12. Addition: Accepting Farming Lions Club Donation of \$500 for AFD
13. Addition: Approving New Liquor License (new owners) Fisher's Club

Motion Schaefer to approve consent agenda second Goebel and carried unanimously.

COUNCIL BUSINESS

Jeremy Mathiasen, City Engineer – Project Updates and Pay Application No. 3 Kuechle / 2023 CIP Street Project
Consider Payment for: Design Tree \$400 Stantec \$2,620 Kuechle \$36,904.12 MN Paving \$72,600.40 Bardson \$14,382.50 [\$12,440 + \$1,942.50] and Braun \$422

Motion Goebel to approve invoices for 6th Street Project: MN Paving \$72,600.40 and Bardson \$14,382.50 [\$12,440 + \$1,942.50]

Second Schulzetenberge

Motion Passed Unanimously

Motion Schaefer to approve invoice for pay application #3 for 1st St SW Street Project: Kuechle \$36,904.12

Second Goebel

Motion Passed Unanimously

Mathiasen explained that a resident is claiming that a couple of his property pins were removed and lost during the street project. Our contractor did not see them in the original survey of the property.

Motion Manthe to approve invoice \$400 for Design Tree to reset survey irons as presented by City Engineer

Second Schulzetenberge

Motion Passed Unanimously

Mathiasen explained that the Local Road Improvement Program solicitation opens up September 12th. Council discussed the scope of the 1st Street SE project and how to best put together a grant application.

Mathiasen explained cost over runs and hesitance to draw from contingency at this point. Request for \$27,500 additional engineering fees due to the following factors: design variations to the project and construction drawings, construction services budget was based on a six-week construction schedule vs actual construction schedule of approximately 14 weeks, construction delays due to roadway corrections and finally, drain tile additions, force main and water main location variations.

Motion Goebel to approve Stantec invoice for \$2,620

Second Manthe

Motion Passed Unanimously.

Motion Manthe to approve \$27,500 for cost overruns for Engineering on the 1st St SW/CIP Project of 2023

Second Schaefer

Motion Passed Unanimously

ISSUES BY STAFF

Administration

Kathy Schulzetenberge Retirement

Staff presented letter of resignation/retirement from Kathy Schulzetenberg, Deputy Clerk. Council expressed their gratitude and thanks to Kathy for her 22 years of service and expressed their appreciation for her excellent work and commitment to the city throughout her employment here. She was recognized for helping get the city through some especially difficult times over the years. Kathy will be missed and we wish her the very best in her retirement.

Preliminary Levy 2024

Council discussed their desire to keep the tax rate at nearly the same level as last year. They further discussed the need to raise sewer rates once again. Back in March, the council was planning to raise rates to the levels recommended in the rate study that was completed. Concerned residents came to the meeting and voice their discontent with such a large increase all at once. At that time the council had indicated that rather than making a large increase, they would split the sewer increase into two increases. Council further discussed capital needs and their desire to keep taxes and fees reasonable while still completing much needed improvements including the fire hall expansion and upcoming street projects. Council considered Resolution 2023-36 Approving Preliminary Levy

Motion Schulzetenberge to Adopt Resolution 2023-36 Approving Preliminary Levy of \$1,410,000 for taxes payable 2024

Second Schaefer

Motion Passed Unanimously

Sale of Property in Avon Estates

Clerk/Administrator discussed the status of a pending purchase agreement of Outlot B Avon Estates Southern View Plat 2 [6.77A] and Outlot C of Avon Estates [21.56A]. Council consensus to move forward with the purchase agreement as long as the conditions previously discussed are included within the document.

Motion Manthe to authorize City Clerk Administrator and Mayor to sign purchase agreement contingent upon City Attorney approval and contingent upon all previously discussed conditions being addressed pursuant to the city council's direction within the agreement which includes:

Purchase of Phase I (Outlot B of AE S View Plat 2) at \$85,000 Phase II (section 1B of Outlot C/AE) at \$100,000 Phase III (section 1A of Outlot C/AE) at \$91,000 to close on or before November 15, 2023. To include the replacement of 220 linear feet of the Avon Estates entrance with 1 1/2" overlay with an edge mill as presented. To include grading of PID 42.26310.0104 to a flat surface with appropriate drainage along with seeding. Austing-Traut also stated that she had added later a provision about turf establishment over 2 years - including weed abatement until turf is adequately established.

Second Goebel

Motion Carried Unanimously

Public Works

Written report was presented. Chuck Pelkey updated the council on a number of projects that are in process. The new truck has been received. Pelkey expressed some concerns about some curb and sidewalk issues in the older parts of Avon Estates. For instance, the sidewalk has fallen as you enter into the Serenity area. Salt will be ordered on state bid. Pelkey will update council in October. Pelkey advised city council that while the work in the Avon Estates Park is and has been a priority, Lange Trenching is concerned about seeding at this time. Council agreed to allow the grading and seeding to be pushed off until spring, with the caveat that it *must* be completed first thing in spring.

Justin Kurtz stated that the 'rental' PLC that we were using from the VFD company faulted out and locked up and is no longer of any use. Kurtz requested approval for \$1,768.83 for a refurbished/used PLC until our new one fully comes in. The refurbished one could be sold or used as a back-up for future if needed. It could possibly be weeks or months before the new PLC parts come in. Johnson-Jetline will be doing annual televising later this week.

Kurtz stated that staff have been noticing high run times at the Lift Station near Ehlinger's house and the recent street construction area on Stratford St. Nelson came and sucked out the lift and brought up significant amounts of grit and rocks. One of the impellers is damaged. Kurtz will obtain quotes for an impellor.

Motion Goebel to authorize approval of \$1,768.83 to Allen Bradley for PLC

Second Schaefer

Motion Passed Unanimously

Habben Staff had received a request for signage to be placed near the Middle Spunk boat landing to indicate that a native planting area exists between the fence and the curb in the parking lot at the boat landing. Kanati Land Management has also been involved in this process. Habben indicated that the seed had not germinated so he will follow up with Kanati on that issue. Habben will work with Kenati and city staff to determine the best way to sign the area.

Huberty Concerns – Council had received a letter from Dave and Lisa Huberty regarding their concerns for the condition of Barracuda Ave SE. Huberty cited other street projects in the area that have since been completed and is requesting a similar fix for his area. Council and staff will keep moving forward with the LRIP grant application. Solicitation period opens tomorrow.

Police Department

Motion Manthe to authorize hiring of Vic Weiss as a part-time officer at \$24/hour

Second Schaefer

Motion Passed Unanimously

Written report was presented. Chief Nellis also requested a change to the Personnel Policy to provide \$5/hour on-call pay to police officers. Council discussed budgetary impact. Police Department budget currently includes about \$5,200 for on-call pay. The \$5/hour change could increase the budget by approximately \$9,000 annually depending on how many part-time hours are worked vs how many on-call hours are taken.

Motion Goebel to adopt an Amendment to Personnel Policy to authorize \$5/hour on-call pay to police officers effective immediately

Second Manthe

Motion Passed Unanimously

ISSUES BY COUNCIL

Mayor Manthe gave accolades to the Avon Laker's for an excellent season and expressed enthusiasm for the potential to host the state tournament. Mayor Manthe thanked all of the volunteers and staff who work hard to keep the field looking great.

Mayor Manthe mentioned that he had been in Glenwood and noticed their street poles have anchors, boats, and other lake themed lighting on them to really showcase that they are a lake town. This would be something good for Avon to consider at some point.

Adjourn

Adjourned at 8:50 pm.

Respectfully Submitted,
Jodi Austing-Traut
City Clerk/Administrator