

Minutes
Avon City Council and Economic Development Authority
January 6, 2025

THE FOLLOWING MEMBERS WERE PRESENT

Jeff Manthe – Mayor, Katie Reiling, Mark Schulzetenberge, Sarah Grutsch, Aaron Goebel - City Council/EDA
Jim Sand – Avon EDA
Justin Kurtz – Water Wastewater Foreman, Chuck Pelkey – Public Works Foreman, Corey Nellis – Police Chief
Jodi Austing-Traut, City Clerk-Administrator

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

SWEAR IN NEW COUNCIL

Sarah Grutsch (Councilor), Aaron Goebel (Councilor), and Jeff Manthe (Mayor) took their oaths of office and were sworn in.

MEETING OF AVON ECONOMIC DEVELOPMENT AUTHORITY

The EDA reviewed and discussed application materials for a request for a CRD Loan for Fisher’s Club. The request was for \$10,000 for energy efficiency improvements including insulation.

Motion Jim Sand to recommend approving a CRD Loan for Fisher’s Club and authorizing staff to sign and file appropriate documents
Second Katie Reiling
Passed Unanimously

Motion Jim Sand to adjourn the EDA portion of the meeting at 6:40 pm
Second Mark Schulzetenberge
Passed Unanimously

Council Meeting convened at 6:40

Public Forum

None present

CONSENT AGENDA

1. Council Minutes of December 2nd, 2024
2. Receive FD Minutes of November 25, 2024
3. Paid Check Register, Capital Expenditures, Payroll Deposits
4. Legal Fees, Engineering Fees, Auditor/Acct. Fees
5. CRD Loan for Fisher’s Club *EXHIBIT A above* - [Mortgage, Payment Agreement, Guaranty Documents]
6. Resolution 2025-01 Delegating Authority to Make Electronic Transfers
7. Resolution 2025-02 Accepting Donations for Blattner Field and Police Department Activities
8. W. Gohman / Avon Fire Hall Pay Applications 9M [\$24,532 materials] and 11L [\$71,650.90 labor]
9. I.T. Solutions 2025 Contract

Motion Goebel to approve consent agenda as presented
Second Reiling
Passed Unanimously

COUNCIL BUSINESS

Jeremy Mathiasen of Stantec presented his engineering update. 2023 capital improvements/streets project documents are being prepared for closing. Avon Estates 4 is on hold at this time until spring. 1st Street SE Improvement & Trunk Storm Sewer Improvements project of 2025 is in progress. We are awaiting review and comments back from MNDOT before plans and specifications can be finalized. Anticipating a late February bid letting and May/June construction start. Public

hearings will be held later this winter. Mathiasen stated that Public Works has been asking about making utility map updates. To incorporate the city's old maps into Stantec's mapping system and make the updates would be around \$2,600.

Motion Goebel to authorize up to \$2,600 for mapping updates by Stantec
Second Manthe
Passed Unanimously

ISSUES BY STAFF

Administration

2024 Appointments and Fee Schedule

SAC and WAC fees will remain as they are for now. Staff will bring back to council for consideration at a later time.

Motion Reiling to accept appointments and adopt fee schedule for 2025 (attached as approved)
Second Schulzetenberge
Passed Unanimously

Consider *new* Off-Sale Liquor License MN stores LLC/Quick Mart/Snak Atak Liquor

Motion Goebel to table the Off-Sale Liquor License Request for MN Stores LLC until the February meeting
Second Reiling
Passed Unanimously

Planning/Zoning

Year End Permit Report was presented. In 2024 there were 19 new residential constructions in Avon, 16 commercial industrial permits, and 122 other permits. Total value of permits \$10,817,481. Council discussed the next phase of Avon Estates. Council would like to begin discussing layout of streets, utilities, and a general concept of land use in the area. Staff will work with Jeremy Mathiasen to begin this process.

Public Works

Written Report was presented. Kurtz stated that there was a water main break that likely occurred around December 7th. This is the 4th or 5th break along that particular stretch of pipe. The 1st ST SE project wasn't scheduled to go quite that far south, but Kurtz suggested council at least consider a reconstruction of that area in conjunction with the project. SCADA system at the Wastewater Treatment Facility had been malfunctioning after an update was completed. Preferred Controls and Jesse from I.T. Solutions worked through the issues and it is back up and running.

Police Department

Chief Nellis presented his written report along with a resignation notice from Officer Landon Gudim effective January 10th, 2025. Mayor Manthe and the City Council acknowledged the great service that Officer Gudim and K9 Maverick have provided to the City of Avon. Manthe thanked both of them for their excellent work and wished them both the best. Chief Nellis updated the council on the status of departmental staffing. The plan is to have part-time staff fill remaining shifts until Officer Falconer is fully trained and able to fill the full-time position. Chief thanked the Avon Fire Department for their critical response at a difficult call this past Friday. After the FD had cleared the call, Chief had requested further assistance and FD members again quickly responded.

Nellis requested council consider purchase of a new Dell Rugged Pro 14 computer and docking station for the new squad. This will come at a cost of \$4135 with Columbia Gear having offered a donation of \$3,500.

Motion Goebel to authorize up to \$4135 for a new computer and docking station for the squad car
Second Reiling
Passed Unanimously

Fire Department

Kyle Smith and Chuck Swenson of the Avon Fire Department were present to request council consider replacement of Unit 6 (Chev Suburban). This is the department's main medical response unit. It is used on 80% of calls and is in rough

shape. The proposed replacement is a ¾ ton pickup with topper, slide out drawer in back, heater in box, and side storage on both sides. This purchase, expected to be around \$99,000 will be funded by donations. The existing unit will be put on public auction for sale.

Motion Reiling to authorize \$99,000 from FD donation funds to be used for the purchase of a new ¾ ton pickup as presented

Second Goebel

Passed Unanimously

Swenson and Smith requested council consider a flooring proposal from Hennen Flooring for a 3/8" thick rolled out rubber floor. Other ideas such as concrete and carpet were considered and additional quotes were received, but the department would request authorization to move forward with the rubber floor from Hennen Flooring as presented for reasons of durability and efficiency.

Motion Goebel to authorize purchase and installation of flooring from Hennen Flooring for up to \$7,500

Second Manthe

Passed Unanimously

Austing-Traut requested council consider Fire Department promotions in order to fill vacancies due to Ben Grutsch and Gary Schmitz retirement as well as Chief Richter having stepped down. The council thanked those recently retired members as well as Chief Richter and all of the Avon Fire Department for their service to the community.

Recommendations are as follows:

Chief – Chuck Swenson, Asst Chief – Kyle Smith, Secretary – Casey Jansky, Training Captain – Gary Laing, Truck Captain – Craig Doll, Safety/EMS Officer – Paul Ruegemer, and Treasurer – Eric Notch.

Motion Goebel to authorize promotions as recommended

Second Reiling

Passed Unanimously

Swenson requested council consider 50% payment for furniture order (\$9,017). Swenson explained that Blattner Energy has offered an \$18,000 donation for the furniture as well as an \$11,000 contribution toward technology needs. Blattner Energy has also offered free staff assistance in getting some of the technology elements set up for the department.

Motion Grutsch to authorize payment of \$9017 to Office Furniture Solutions for office furniture for the Avon Fire Hall

Second Schulzetenberge

Passed Unanimously

ISSUES BY COUNCIL

Adjourned at 8:15 pm.

Respectfully Submitted,
Jodi Austing-Traut - City Clerk/Administrator