

2017 AVON TOWNSHIP ANNUAL MEETING

March 14, 2017; 8:30 PM

Avon Town Hall, 16881 Queens Road, Avon; <http://avontownship.org>

Welcome to the 2017 Avon Township Annual Meeting. Everyone present is encouraged to take part in the meeting. ***Only residents of Avon Township are permitted to make motions or vote at this meeting.*** For the record, please state your name prior to making a comment, proposing a motion, etc. The current township officials are:

Township Board of Supervisors

Richard Bresnahan, Chairman
Kelly Martini, Treasurer
John Merdan
Roger Nelson
Stephen Saupe, Clerk

Planning Commission

LeRoy Gondringer
Will Huston, Chair
Gerald Kremers
Ken Mergen
Stephen Saupe

Avon Township Supervisor meetings are held the first Wednesday of every month and the Planning Commission meetings are held the last Wednesday of every month. Both meetings start at 7:30 PM and are held in our Town Hall. The Avon Township website (*address above*) provides copies of minutes, forms, and assorted information related to Town business.

Annual Meeting Agenda

1. Call to Order & Pledge of Allegiance – *Stephen Saupe, Clerk*
2. Introduction of Township and Planning Commission members present – *Stephen Saupe, Clerk*
3. Nomination and election of meeting moderator – *Stephen Saupe, Clerk*
4. Announcement of Election Results – *Moderator*
5. Announce, Amend & Approve the Agenda – *Moderator*
6. Reading/approval of the Minutes of the March 2016 Avon Township Annual Meeting – *Stephen Saupe, Clerk*
7. Reading of the Board of Audit report – *Stephen Saupe, Clerk*
8. Planning Commission report – *Will Huston, Chair*
9. Joint Powers Board report – *Ken Mergen*
10. Avon Fire Department report – *Joel Richter, Avon Fire Chief*
11. Road Report – *John Merdan, Supervisor*
12. Appropriation of Township budget for 2018 (General Revenue -; Road & Bridge - \$; Fire Fund - \$; Capital Reserve - \$; Total - \$)
13. Approval of Levy: Motion to approve General Revenue Levy; Motion to approve Road & Bridge Levy; Motion to approve Fire Fund Levy; Motion to approve Capital Reserve Levy; Motion to approve Total Levy.
14. Decision on legal posting places (currently the Town Hall, *The Store, Dahlin's*)
15. Decision on legal newspaper (currently *Albany/Avon Enterprise*)
16. Decision on poll hours (*currently 2 – 8:00 PM*), and location and time for the 2018 Annual Meeting (*currently the Town Hall, 8:30 PM*)
17. Decision on an amount (*currently \$250*) to spend on Town memorials, awards, community celebrations (*including Annual Meeting refreshments*), and recognition
18. Web site update – *Stephen Saupe, Clerk*
19. Comments from the assembly; future annual meeting topics
20. Announcements
21. Adjournment

Thank you for attending the annual meeting. Mark your calendar for next year – Tuesday, March 13, 2018!

Township of Avon County of Stearns | State of Minnesota

Audit Board Report for 2017

The Board of Supervisors for the Town of Avon met on February 8, 2016 in their capacity as the annual Board of Audit as required by State Law. All claims submitted to the Town during 2016 were brought before the Board of Supervisors. The Supervisors divided up roles to ensure different people were involved with the different parts of this internal audit review. One claim each month was randomly selected and examined in detail. A listing of the specific claims examined in the audit accompanies the Audit Board Minutes and a listing of all claims against the Township accompanies the monthly Clerk minutes. No discrepancies were found. No claims were denied for payment. The financial records, including bank statements (*below*) and cash control statements (*below*), maintained separately and independently by the Treasurer and Clerk (Deputy Clerk) were found to be identical. As a result of this audit, no discrepancies were found. The Supervisors approved the audit of the claims and financial records.

The year-end cash control statement for the Township as of December 31, 2016 is given below:

Avon Township Year End Financial Report - 2016				
	Beginning Balance (\$)	Receipts (\$)	Disbursements (\$)	Ending Bank Balance (\$)
General Revenue	96,550.26	173,208.84	165,555.43	104,203.67
Road & Bridge	188,615.34	253,284.91	406,024.25	35,876.00
Road Damage Deposit	1,800.00	1,200.00	950.00	2,050.00
Fire	5,824.68	65,489.46	62,617.00	8,697.14
Capital Reserve	62,235.44	9,936.23	5,491.72	66,679.95
Total	355,025.72	503,119.44	640,638.40	217,506.76

The funds in Township Accounts as of December 31, 2016 are summarized below:

Avon Township Year End Bank Account Summary - 2016	
Account	Amount (\$)
Checking (Avon State Bank)	15,349.59
Outstanding Checks	3802.70
Deposits in Transit	-
Checking Balance (Avon State Bank)	11,546.89
Money Market (Avon State Bank)	196,319.71
Money Market (Credit Union)	10,759.12
End of the Year Balance Total	218,625.72
Minus prior years voided checks	1,118.96
Total	217,506.76

As of December 31, 2016, the Township owed \$93,987.50 for Outstanding Bond for the construction of the Town Hall.

The Supervisors analyzed the receipts and disbursements for 2016 and then determined a budget for 2017. Based on the budget, the levy recommended by the Supervisors for 2018 is: General Revenue - \$162,000; Road & Bridge - \$196,100; Fire - \$63,000; Capital Reserve - \$3,000 for a total levy of \$424,100. The levy total recommended by the Supervisors has not changed in more than five years.

Conclusion: The Township is in good financial shape. Additional funding is needed for roads because the costs of road construction have increased markedly in the past few years. The Supervisors have made a commitment to avoid raising the levy until the building bond has been paid.

AVON TOWNSHIP ROAD REPORT

MARCH 14, 2017

We tarred 325th and 165th this year. We rubberized all roads that needed it. We continue to do preventive maintenance on our roads when needed.

We continue to cut trees in the right of way, do our own spraying and also some shouldering.

Due to lack of snow we are having a good year for snow plowing. Our salt shed is still close to half full.

Road inspection will be on April 22, 2017 and anyone can come along with us.

Respectfully submitted,
John Merdan, Supervisor

Avon Township Proposed Budget – Year 2018			
	2018		
	Expense	Income	Levy Amount
GENERAL REVENUE			
Payroll - including meeting wages, monthly stipends, PERA, Medicare, IRS, MN Revenue	38,000		
Office - printers, furniture, expendable supplies, postage	1,200		
Mileage	1,500		
Elections - judge stipends, machine maintenance, County admin. fees	5,000		
Financial - County assessments, Truth-in-taxation, safe deposit box, bank fees, consultant fees	14,600		
Insurance - MAT Workers Comp; building, vehicles	7,000		
Township Administration - MAT Dues, workshops, conferences	2,500		
Legal - Notices	2,000		
Legal - Attorney fees	3,000		
Utilities - electric, internet, propane, septic	7,500		
Utilities - compost site; garbage; sanitation	1,200		
Town Hall (Financial) - Facility debt payment; land tax	77,000		
Town Hall (Maintenance) - landscaping, windows, cleaning supplies	250		
Town Hall - including awards, celebrations, memorials, meetings	250		
Miscellaneous	6,000		
Receipts (Permits & Fees) - CUP; IUP; Variances; Cert of Compliance; Plat signing; Alcoholic beverages license; Driveway; Noise		2,000	
Receipts (Services) - Special assessment searches		500	
Receipts: Royalties (i.e., Midcontinent Cable)		2,500	
Total	167,000	5,000	162,000
ROAD & BRIDGE			
Payroll – maintenance worker & plow drivers including PERA, Medicare, IRS, MN Revenue	48,000		
Roads - Reconstruction & improvements	129,700		
Roads - maintenance & repair; crack filling	18,000		
Fuel, oil	4,000		
Truck maintenance & registrations	14,000		
Salt sand	10,000		
Shop Materials	1,200		
Mowing - tractor rental, equipment purchase	1,800		
Weed control - chemicals, spray equipment	500		
Animal Control	100		
Signs	800		
Receipts (County) - Gas & gravel tax		32,000	
Total	228,100	32,000	196,100
FIRE			
Fire protection fees	63,000		
Total	63,000	0	63,000
CAPITAL IMPROVEMENT			
Capital fund - including voting machines			
Total	0	0	3,000
Grand Total	458,100	37,000	424,100