

# Minutes of the Qualification Meeting of Avon Township

## March 23, 2016

**Call to Order:** Chair Richard Bresnahan called to order the meeting of the Avon Township Supervisors at 7:30 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon.

**Pledge:** The Pledge of Allegiance was recited.

**Recording:** It was announced that the meeting would be recorded.

**Roll Call:** the following individuals were present:

Board of Supervisors – *Richard Bresnahan, John Merdan, Roger Nelson, Kelly Martini (Treasurer), Stephen Saupe, (Clerk)*

Board Support – *Marion Gondringer (Deputy Clerk), Paul Buttweiler (Deputy Treasurer)*

Planning Commission – *LeRoy Gondringer, Will Huston, Ken Mergen (Chair)*

Staff Members – *Joe Koopmeiners, Dolores Pilarski, Duane Wielenberg*

**Approval of Agenda:** The Ramler culvert project, a bike race and tour, and a discussion of illegal parking were added to the agenda. Merdan moved to approve the agenda as amended. Nelson second. All in favor. Motion carried.

### **Business:**

1. **Ramler Culvert Agreement** – At the February 2, 2106 meeting, the Supervisors approved a request by Chris & Amy Ramler to extend a culvert on their property. The Township Attorney drafted a “Culvert Agreement.” Nelson moved to approve and sign the document. Merdan second. All in favor. Motion carried. All parties signed the document.
2. **Board of Canvass Minutes** – Approval of the Board of Canvass minutes was moved to the April Supervisors meeting.
3. **New Officers:** Richard Bresnahan and Stephen Saupe were sworn in as Supervisor for a three-year term and Clerk for a two-year term, respectively. They recited the oath of office and were issued a certificate of election.
4. **Elect Chair & Vice-Chair** – Nelson nominated John Merdan as Chair. No second. Merdan nominated Richard Bresnahan as Chair. Nelson second. Two in favor. One abstain (Bresnahan). Motion carried. Bresnahan moved to appoint John Merdan as Vice-Chair. Nelson second. Two in favor. One abstain (Merdan). Motion carried.
5. **Transfer of Town Records** – It was not necessary to transfer any Town Records since there were no changes in Board membership at the recent Township Election.
6. **Appoint Committee Chairs/Members** – *the following appointments were made:*
  - **Fire Board** – Bresnahan nominated Merdan. Nelson second. Two in favor. One abstain (Merdan). Motion carried.
  - **Grounds & Buildings** – Nelson nominated Merdan. Bresnahan second. Two in favor. One abstain (Merdan). Motion carried.
  - **Maintenance Worker Supervisor** – Nelson nominated Merdan. Bresnahan second. Two in favor. One abstain (Merdan). Motion carried.

- **Humane Society** – Bresnahan nominated Nelson. Merdan second. Two in favor. One abstain (Nelson). Motion carried.
  - **Joint City / Township Planning Board** – Bresnahan nominated Nelson. Merdan second. Two in favor. One abstain (Nelson). Motion carried.
  - **Legal** – Nelson nominated Bresnahan. Merdan second. Two in favor. One abstain (Bresnahan). Motion carried.
  - **Planning Commission Representative** – Merdan nominated Bresnahan. Nelson second. Two in favor. One abstain (Bresnahan).
  - **Roads & Snow** – Nelson nominated Merdan. Bresnahan second. Two in favor. One abstain (Merdan). Motion carried.
  - **Weeds & Roadside Restoration** – Bresnahan nominated Nelson. Merdan second. Two in favor. One abstain (Nelson). Motion carried.
7. **Planning Commission Membership** – Nelson moved to reappoint Ken Mergen to a three-year term on the Planning Commission. Merdan second. All in favor. Motion carried. Nelson nominated Mergen to serve as the Planning Commission representative to the Joint City/Township Planning Board. Merdan second. All in favor. Motion carried.
  8. **Authorize Work by Supervisors** – Nelson moved to approve Resolution 03-23-16-1, “Authorizing Contract with John Merdan.” Bresnahan second. Two in favor. One abstain (Merdan). Motion carried. This resolution authorizes Merdan to help Koopmeiners with roadwork if necessary. If Koopmeiners requires help with brushing, someone will be hired.
  9. **Meeting Schedule** – a meeting schedule was adopted at the January 2016 meeting. No scheduling or other conflicts for the remainder of the year are anticipated.
  10. **Town Bank, Newspaper & Posting Locations** – Based on the recommendation of residents at the Annual Meeting, Merdan moved to authorize the Avon State Bank and Central Minnesota Credit Union as the official financial institutions, the *Avon/Albany Enterprise* as the official newspaper, and The Store, Dahlin’s and Town Hall as the official posting locations. Nelson second. All in favor. Motion carried.
  11. **Conflicts of Interest** – no potential conflicts of interest were identified.
  12. **Salary, Fee, & Mileage Schedule** – The Fees for Services Schedule was discussed and revised. Nelson moved to approve the revised Fee Schedule. Merdan second. All in favor. Motion carried. The Salary/Wage Schedule was discussed and revised. Nelson moved to increase the hourly wage for Election Judges to \$15 and the maximum amount for snowplow operators to \$25/hr. Merdan second. All in favor. Motion carried. Nelson moved to approve the current Planning Board meeting stipend, Supervisor meeting stipend, Treasurer monthly stipend, and Deputy Clerk monthly stipend. Merdan second. All in favor. Motion carried. Nelson moved to approve that meetings lasting more than four hours would be paid at \$15/hr with the total not exceeding \$100. Merdan second. All in favor. Motion carried. Merdan moved to accept the current stipend for other meetings and the Clerk monthly stipend. Nelson second. All in favor. Motion carried. Mileage reimbursement is based on federal guidelines.
  13. **Resolution 03-23-16-2 – Establishing a Policy for the Compensation of Town Officers.** Merdan moved to approve Resolution 03-23-16-2, Establishing a Policy for the Compensation of Town Officers. Nelson second. All in favor. Motion carried. The policy of not reimbursing Supervisors for cellular / mobile phone calls will not change.
  14. **Activity Listing** – A listing of actions required throughout the year was examined. No changes were noted.

15. **Policy Review** – the Supervisors agreed that current Town Policies (*i.e.*, snow, road inspection) are reasonable and don't need to be updated at this time.
16. **Riding Mower** – Nelson moved to authorize the purchase of a riding lawnmower. Bresnahan second. All in favor. Motion carried. Merdan will oversee the purchase by Koopmeiners. It was recommended to check local dealers and to purchase a machine with a Honda engine.
17. **AWAIR Policy** – The Workplace Accident & Injury Reduction Plan appears adequate at this time.
18. **Township Inventory** – Koopmeiners has completed an Inventory and has created a Road Maintenance Manual.
19. **Documenting Roadwork** – to insure that we document any roadwork, this information will be presented during the Road Report at the regular meetings of the Supervisors.
20. **Review of Ordinance & Resolution Books** – no action was taken at this time.
21. **Financial Reporting Forms** – The Treasurer reported that all forms have been submitted.
22. **Training Courses** – Merdan will require Board of Appeals & Equalization training.
23. **Housekeeping Report** – Dolores Pilarski reported that all is well, except two windows in the Conference Room need to be replaced – the seals appear to be failing. Koopmeiners will contact the manufacturer.
24. **Maintenance/Road Report** – Joe Koopmeiners reported that everything is good. He noted that a trailer was partially sticking into the road on Noble Oak Circle. The Sheriff was alerted. The recent MAT Short Course provided information about minimum maintenance roads. Private driveways cannot be plowed. Bresnahan contacted Sheriff Sanner concerning illegal parking on Meadowview Road and Peach Drive. Merdan moved to authorize Koopmeiners to purchase and install “No Parking/Violators Will be Towed” signs. Nelson second. All in favor. Motion carried. Violators can then be towed. If this doesn't work, then the Town will consider adopting an ordinance to allow the Sheriff department to issue violators a citation.
25. **Planning Commission Report/Update** – there will be a Joint City / Township Planning Board meeting on March 31, 2016 at the Town Hall.
26. **Performance Reviews** – Bresnahan moved that Performance Reviews of the Housekeeper and Maintenance Work are not necessary at this time because they are doing a fine job. Nelson second. All in favor. Motion carried.
27. **Newsletter** – no action was taken.
28. **Roads** – Bids on work for Norway Road and paving the Town Hall parking lot will be discussed at the April Supervisor meeting. Requests for authorizing a bike race and a bike tour on Town Roads will be also discussed at this meeting.

**Adjournment:** Merdan moved to adjourn the meeting at 9:12 PM. Nelson second. All in favor. Motion carried.

Respectfully submitted,

Stephen G. Saupe, Clerk

**Supervisor Approval:**

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Richard Bresnahan

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John Merdan

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Roger Nelson