

Minutes of the Qualification Meeting of Avon Township

March 21, 2018

Call to Order: Chair Will Huston called to order the meeting of the Avon Township Supervisors at 7:00 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon.

Pledge: The Pledge of Allegiance was recited.

Roll Call: the following individuals were present:

Board of Supervisors – *Will Huston, John Merdan, Kelly Martini (Treasurer), Stephen Saupe, (Clerk); Absent – Mike Linn*

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

Planning Commission – *LeRoy Gondringer, Ken Mergen*

Staff Members – *Joe Koopmeiners, Ryan Klaphake*

Approval of Agenda: Check signing was added to the agenda. Merdan moved to approve the agenda as amended. Huston second. All in favor. Motion carried.

Business:

1. **New Officers:** John Merdan, Will Huston, and Stephen Saupe were sworn-in as Supervisor for a three-year term, Supervisor for a one-year term, and Clerk for a two-year term, respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements were obtained from all candidates.
2. **Board of Canvass Minutes** – The Board of Canvass meeting minutes will be examined and approved at the April Supervisor meeting.
3. **Chair & Vice-Chair** – tabled until the April Supervisor meeting.
4. **Transfer of Town Records** – not necessary since there were no changes in officers or staff.
5. **Appoint Committee Chairs/Members** – *the following appointments were made:*
 - **Fire Board** – Huston nominated Merdan. Merdan second. All in favor. Motion carried.
 - **Grounds & Buildings** – Huston nominated Merdan. Merdan second. All in favor. Motion carried.
 - **Maintenance Worker Supervisor** – Huston nominated Merdan. Merdan second. All in favor. Motion carried.
 - **Humane Society** – Huston moved to have Koopmeiners serve as Township representative with himself as backup. Merdan second. All in favor. Motion carried.
 - **Joint City / Township Planning Board** – Huston nominated Ken Mergen and Mike Linn. Merdan second. All in favor. Motion carried.
 - **Legal** – Merdan nominated Huston. Huston second. All in favor. Motion carried.
 - **Planning Commission Representative** – Merdan nominated Huston. Huston second. All in favor. Motion carried.
 - **Roads & Snow** – Merdan nominated himself. Huston second. All in favor. Motion carried.
 - **Weeds & Roadside Restoration** – Huston moved to have Koopmeiners serve as Township representative with himself as backup. Merdan second. All in favor. Motion carried.
 - **County Liaison** – there will be no designated representative this year.

6. **Housekeeping Report** – No report; Ms. Pilarski was unable to attend the meeting. She told Koopmeiners that she wants to remain on the Township staff. Huston moved to recognize the great job Dolores Pilarski has done as Town housekeeper. Merdan second. All in favor. Motion carried.
7. **Maintenance Worker Report** – Koopmeiners mentioned that the salt-sand mix was wet and frozen. We should plan to order more in June. He also noted that some road shoulders need crushed granite and that a ‘Bump’ sign is needed off Co Rd 52; the Supervisors will address these issues at road inspection. Huston moved to approve the Maintenance worker report. Merdan second. All in favor. Motion carried.
8. **Authorize Work** – Huston moved to approve the purchase of necessary office and other supplies required by Town officials and staff including the Treasurer and Clerk (and deputies), Koopmeiners, Pilarski and Merdan. Merdan second. All in favor. Motion carried.
9. **Planning Commission Membership** – Merdan moved to reappoint Ken Mergen and Stephen Saupe to a three-year terms on the Planning Commission. Huston second. All in favor. Motion carried.
10. **Town Bank, Newspaper & Posting Locations** – Based on the recommendation of residents at the Annual Meeting, Huston moved to authorize the American Heritage 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. Merdan second. All in favor. Motion carried.
11. **Authorize Work by Supervisors/Conflicts of Interest** – these will be addressed at the April Supervisor meeting.
12. **Salary, Fee, & Mileage Schedule** – Merdan moved to make the following changes to the Fee and Wage schedules: change Conditional Use and Variance Permits to \$400, Encroachment agreements to \$500, and Public hearings (other) to \$400. Huston second. All in favor. Motion carried. There was a considerable discussion about what constitutes a meeting versus an hourly fee. The Supervisors defined a meeting as an organized City, Town, County or MAT gathering or training. Merdan moved to change the Planning Board and Annual Meeting moderator stipends to \$55. Huston second. All in favor. Motion carried. The revised scheduled is appended.
13. **Resolution 03-22-17-2 – Establishing a Policy for the Compensation of Town Officers.** This will be reviewed and discussed during the April Supervisor’s meeting.
14. **Activity Listing** – A listing of actions required throughout the year was examined. The Town will consider purchasing salt-sand in June.
15. **AWAIR Policy** – tabled until the April meeting.
16. **Township Inventory** – Koopmeiners is working on an Inventory in the Town Hall. The inventory will be placed on a separate flash drive and stored in the safety deposit box at the bank.
17. **Review of Town Policies, Ordinances & Resolutions** – no action was taken at this time. This is done regularly at the monthly meetings.
18. **Financial Reporting Forms** – The Treasurer reported that all required forms have been submitted.
19. **Training Courses** – Merdan moved to authorize Town officials to attend the upcoming MAT Spring Short Course on March 27 in St. Cloud. Huston second. All in favor. Motion carried. Huston needs to

complete Board of Appeals training.

- 20. **Planning Commission Report/Update** – Gondringer does not want to be reappointed to another term on the Planning Commission. There are now three openings. The Supervisors recommended that the Planning Commission evaluate current County/Town permits. The Supervisors conducted a performance review of both Mergen and Saupe. Merdan moved that both should be reappointed/continue on the Planning Commission. Huston second. All in favor. Motion carried.
- 21. **Performance Reviews** – were completed for Travis Koopmeiners and Ryan Klaphake.
- 22. **Newsletter** – no action taken.

Other Business:

- 1. **Annual Meeting Review/Discussion** – There was a question about whether Supervisors could sit up front during the Annual Meeting. There doesn't appear to be any specific rules other than the Clerk opens the meeting and that a moderator is selected from among those in attendance. A resident requested Town funds to defray the cost of a youth summer softball program. A discussion with a MAT attorney suggests that a donation from the Town would be legal if it were framed as a contract for recreational services.
- 2. **Pay Checks** –Travis Koopmeiners was accidentally underpaid in March. A check for the difference was prepared and signed. There was a question about Joe Koopmeiners check at the March Supervisor meeting. Apparently it was written for the wrong amount as a consequence of tax schedule changes. Martini contacted the Auditor's office and it should be now correct.
- 3. **Maintenance Employee Discussion** – Merdan moved to change the pay period from bimonthly to biweekly. Huston second. All in favor. Motion carried. Merdan moved to close the meeting at 9:05 PM to discuss contract issues. Huston second. All in favor. Motion carried. The meeting was reopened. In summary, the Supervisors decided that the employee would receive 15 days of Paid Time Off (PTO) per year, available on January 1st, and that there will be no carryover of time allowed. The Supervisors also decided to evaluate the Employment Contract each year at the Qualification meeting.
- 4. **Ramler Gravel Pit** – the Town should insure that the restoration is completed as proposed.

Adjournment: Merdan moved to adjourn the meeting at 9:45 PM. Huston second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Will Huston

Mike Linn

John Merdan

Fees for Services

Amount	Item
\$75	911 Signs (<i>includes sign, post & installation</i>)
\$25	Certificate of Compliance
\$15	Chainsaw rental (<i>per hour</i>)
\$400	Conditional Use Permit
\$50	Driveway Permit
\$200	Driveway Permit Deposit (<i>deposited in Township treasury and refunded after completion and inspection</i>)
\$400	Encroachment Agreement (<i>includes recording costs</i>)
\$Twice amount of permit	Late fee (<i>for any construction or other work that begins prior to issuing permit</i>)
\$150	Liquor License
\$25	Noise Ordinance Exemption
\$400	Public Hearing (<i>Other</i>)
\$100	Plat signing fee
\$25.00/hr	Record searches (<i>outside regular scheduled Hall hours</i>)
\$0.25/copy	Record duplicating
\$150 + fees	Road Vacation (<i>fees include recording, legal cost, etc.</i>)
\$400	Site inspections
\$25	Special Assessment Search
\$400	Special Meeting
\$400	Variance

Salary/Wage Scale

Amount	Item
\$15	Hourly wage – Laborer, Housekeeping, etc.
\$15	Hourly wage – Election judge
\$20 – 25	Hourly wage – Snow Plow Operator
\$55	Monthly Meeting stipend – Deputy Clerk/ Deputy Treasurer
\$55	Monthly Meeting stipend – Planning Board
\$55	Monthly Meeting stipend - Supervisors
\$55	Meeting – required, organized City, Town, County, or MAT gathering or training (less than 4 hours)
\$55 + \$15/hr	Meeting – as above (more than 4 hours, \$55 plus \$15/hr total not exceeding \$100)
\$55	Qualification Meeting stipend for staff
\$75	Moderator Stipend – Annual Meeting
\$55	Site inspection stipend (only if not prior to a regularly-scheduled meeting)
\$250	Treasurer – monthly stipend
\$275	Clerk – monthly stipend
\$125	Deputy Clerk – monthly stipend
mileage	Follow Federal Guidelines. Mileage is not paid for Election judges or to Site Inspections on regularly scheduled meeting nights.