

Minutes of the Meeting of the Avon Township Supervisors January 7, 2015

Call to Order: Chairman Bresnahan called the meeting of the Avon Township Supervisors to order at 7:30 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon (MN).

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Richard Bresnahan, Kelly Martini, John Merdan, Roger Nelson, and Stephen Saupe. Also present – Ken Mergen (*Planning Commission Chair*), Joe Koopmeiners (*maintenance*), and Paul Buttweiler (*Deputy Treasurer*).

Approval of Agenda: Merdan moved to approve the agenda as presented. Nelson second. All in favor. Motion carried.

Minutes: Merdan moved to approve the minutes from the December 3, 2014 meeting as presented. Nelson second. All in favor. Motion carried.

Treasurer's Report: Martini read the Treasurer's Report and provided the Cash Control Statement for the period 12/01/2014 to 12/31/2014 (*below*). Martini is transitioning from CTAS 7 to CTAS 8. As a consequence, there were a few issues with the formatting of the report. The large disbursement this month was to Knife River for Upper Spunk Lake roadwork. This included a downward adjustment of \$1500 to account for three additional days the project took to complete. Martini spent more than an hour on the phone with the IRS to set up auto withdrawal for 941 statements. Nelson moved to approve the Treasurer's Report. Merdan second. All in favor. Motion carried. The minutes from the December meeting show that the Treasurer's Report had not been approved. Merdan moved to approve the Treasurer's Report from the December meeting. Nelson second. All in favor. Motion carried.

For the Period 12/01/2014 to 12/31/2014

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Revenue	\$27,166.57	\$70,123.14	\$10,517.66	\$86,772.05
Road and Bridge	\$439,440.32	\$83,120.65	\$470,219.03	\$52,341.94
Fire	(\$20,712.23)	\$26,809.40	\$0.00	\$6,097.17
Road Damage Deposit	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Capital Reserve Fund	\$48,474.75	\$4,222.17	\$0.00	\$52,696.92
Total	\$495,369.41	\$184,275.36	\$480,736.69	\$198,908.08

Approval of Claims & Payroll: Martini presented claims 24269 – 2479. Claims 2467 & 2468 were for December PERA. The following checks were voided 8106, 8113, 8114, 8121, 8122, and 8123. Merdan moved to approve the payroll and the claims. The contribution to the Coordinated Plan increased. Mileage reimbursement is now \$0.575 per mile. Merdan moved to approve the claims. Nelson second. All in favor. Motion carried.

Planning Commission Report: Mr. Ken Mergen, Planning Commission Chair, had no formal report because the Planning Commission meeting for December was cancelled because of New Year's Eve. Merdan moved to accept the Planning Commission report. Nelson second. All in favor. Motion carried.

Road & Maintenance Report: The roads are in good shape. The salt shed is about half full.

Public Hearings: *none scheduled***Business:**

1. **Real Estate in the Joint Powers District** – To be good neighbors, the Township will make an effort to alert the City to real estate transfers in the Joint Powers area.
2. **Thelen Variance** – Nelson moved to authorize the Clerk and Planning Commission Chair to set a public hearing at a future Planning Commission meeting if requested by Ms. M. Thelen to consider a request to construct an addition to her home that would be closer to the road this is currently permitted by ordinance. Nelson second. All in favor. Motion carried.
3. **Performance Evaluation Form** – A “Performance Appraisal Form” was edited. Nelson moved to approve the Performance Appraisal document. Merdan second. All in favor. Motion carried.
4. **Setbacks** – Supervisor Nelson suggested that the Township consider adopting a uniform setback of 63 feet from the road, throughout the entire Township. This would be in line with the County 439 Ordinance. Historically the entire Township had a 93 foot setback ordinance until passage of the 439 Ordinance when some zoning districts did change to a 63 feet setback. The Supervisors will not consider a change to the setback ordinance at this time.
5. **Board of Audit meeting** – Merdan moved to hold the Board of Audit meeting on Wednesday, February 11, 2015. Nelson second. All in favor. Motion carried.
6. **Voting Machines** – the Township has been, and will continue, to budget for replacement of voting machines in the Capital Reserve fund. The Township wouldn’t be interested in leasing machines from the County. Koopmeiners picked up the old voting machine that was inadvertently left in Avon City Hall. It will be recycled.
7. **Election Resolutions** – Merdan moved to approve Resolution 01-07-15-1 appointing election judges for the March Township election. Nelson second. All in favor. Motion carried. Merdan moved to approve Resolution 01-07-15-2 appointing an absentee ballot board for the March Township election. Nelson second. All in favor. Motion carried.
8. **Meeting Schedule Resolution** – A resolution setting the Township meeting schedule was discussed. An edited version will be brought to the February meeting for consideration.
9. **Joint Planning Board meeting** – as per MOU, the meeting has been scheduled for Thursday, February 26, 2015 at the Avon Township Hall. Nelson and Mergen will represent the Township.
10. **Liquor License** – Nelson moved to approved an application by Mr. Jim Nierenhausen of Barhausen LLC for a County On-Sale Intoxicating Liquor License and to sell 3.2 percent malt liquor at 37224 Co Rd 9, Avon. Merdan second. All in favor. Motion carried.
11. **Affidavits of Candidacy** – Marion Gondringer, Deputy Clerk, will be in the Town Hall on Tuesday, January 13th, 2015 to accept affidavits of candidacy for the March Township election.
12. **Sandpiper Oil Pipeline** – Merdan moved to authorize Bresnahan and LeRoy Gondringer to attend the meeting, confer with Saint John’s about a joint response to the pipeline, and request Rinke-Noonan draft a letter for the Township in opposition to route SA-08. Nelson second. All in favor.

Motion carried.

13. **Computer Backups** – All Township personnel who use a computer for Township business at home were requested to back up their computer files onto a flash drive and deposit it in the Town Hall.
14. **Public Accuracy Test** – Mergen and Saupe will conduct the Public Accuracy Test for the March Township election on Saturday March 7th, 2015 at 10:00 AM.
15. **Annual Meeting Agenda** – the tentative agenda was examined and will be discussed further at the next meeting.

Other/Old Business

1. **Township Logo** – no action.
2. **Eichers Conditional Use Permit** – no action.
3. **Truck Parking Ordinance** – no action.

Reports/Announcements

- a. Certificates of Real Estate Value were received for Woitalla (St. Anna Dr.; \$90,000), Casey (37767 Sunnyfield Circle; \$94,500), Goldstone (15173 331st St.; Avon; \$257,500), CJR Properties (36669 Pelican Lake Rd; \$240,000), Woitalla (Section 7; \$500,000), Welle (Liz Fisher Estates; \$5,500), Morgel & Zeimetz (36992 Co Rd 155; \$278,000), Rosinger (Co Rd 155; \$129,000), Gielen (37240 175th Ave; \$260,000), Tschida (37014 Sara Lane; \$195,500), Kociemba (155th Ave; \$25,000), Martini (34187 Lower Spunk Lane; \$165,000), Stang (Co Rd 9; \$75,000), and Crown Point Properties (Char Avenue; \$10,000).
- b. No Construction Site Permits were received. Beginning in January they will be available from the Stearns County Permitting and Mapping website at <https://gis.co.stearns.mn.us/Landuse-Restriction/default.aspx#>.
- c. Special Assessment searches were performed for Heitzman (13706 365th Street) and Kaluza (32583 182nd Ave).
- d. A brochure for the MN LTAP – Pavement Rehabilitation: products, processes and strategies conference was received.
- e. Letters were sent to residents who were plowing snow across road; they were requested to stop.
- f. The Township Weed Control report was submitted.
- g. The Clerk has put together a listing of activities that need to be completed during the year.
- h. The MAT Calendar was received.
- i. Township officials were invited to the Transportation Research Board reception on Jan 11, 2015, Washington, DC.
- j. A request to use the Town Hall for a class reunion was denied.
- k. There will be an Aquatic Invasive Species conference on January 20 – 21, 2015 in St. Cloud. Merdan moved to authorize Saupe to attend. Nelson second. All in favor. Motion carried.

Announcement of Next Meeting: The next meeting will be February 4, 2015 at 7:30 PM in Avon Township Hall.

Adjournment: Merdan moved to adjourn the meeting at 9:23 PM. Merdan second. All in favor. Motion carried.

Respectfully submitted,
Stephen Saupe, Clerk

Supervisor Approval

Richard Bresnahan

John Merdan

Roger Nelson

Attest

date