

Minutes of the Meeting of the Avon Township Supervisors

January 6, 2016

Avon Township Hall, 16881 Queens Road, Avon (MN)

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 and welcomed guests.

Pledge: The Clerk led the Pledge of Allegiance.

Recording: It was announced that the meeting was being recorded and the recorder was turned on.

Roll Call: Present – Richard Bresnahan, John Merdan, Roger Nelson, Kelly Martini, and Stephen Saupe. Also present – Paul Buttweiler (*Deputy Treasurer*), Marion Gondringer (*Deputy Clerk*), LeRoy Gondringer (*Planning Commission, Chair*), Joseph Koopmeiners (*Maintenance*). Will Huston representing Westwood Engineering was also present.

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

Minutes: Merdan moved to approve the minutes of the December 2, 2015 meeting as presented. Nelson second. All in favor. Motion carried.

Planning Commission Report: Mr. LeRoy Gondringer, Planning Commission Chair, reported:

1. **Solar Garden Project** – Saint John's has prepared their substation to hook up to the solar field. Braun Intertec is doing soil testing. The project is waiting for final approval from Excel. Saint John's may need to renew the CUP if construction doesn't begin within a year of the original approval. Ms. Allison Driggins attended this meeting for a status update.
2. **St. Anna Zoning** – the Planning Commission recommends that it is not necessary to revise the Comprehensive Plan at this time.
3. **Levy** – some Planning Commission members suggested raising the levy to account for the increased cost of road construction projects. Mr. Huston noted that a study by Stearns County showed that the cost per mile for a road overlay in 2005 was \$111K compared with \$250K ten years later. Bresnahan suggested that Mr. Huston bring up the issue at the Annual Meeting.
4. **Town Needs** – the Planning Commission recommends purchasing a snow blower, riding mower, and rain gutters for the south and east sides of the building. A small portable unit to light the flag will be considered.
5. **Computer Backups** – The Clerk instructed any Township official who has files on a home computing system to backup the files on a flash drive for storage at the Town Hall.

Merdan moved to approve the Planning Commission report. 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 12/1/2015 to 12/31/2015 (*below*). Saupe suggested devising standardized and recognizable budget categories for Town receipts and disbursements. Nelson moved to discuss roles of the Clerk &

Treasurer at the Audit Meeting. Merdan second. All in favor. Motion carried. Nelson moved to accept the Treasurer's report. Merdan second. All in favor. Motion carried.

For the Period : 12/1/2015 To 12/31/2015

| <u>Name of Fund</u> | <u>Beginning Balance</u> | <u>Total Receipts</u> | <u>Total Disbursed</u> | <u>Ending Balance</u> |
|--------------------------|------------------------------|---------------------------|----------------------------|---------------------------|
| General Fund | \$36,699.19 | \$70,950.35 | \$8,395.00 | \$99,254.54 |
| Road and Bridge | \$140,223.19 | \$82,539.62 | \$36,851.75 | \$185,911.06 |
| Road Damage Deposit | \$1,600.00 | \$200.00 | \$0.00 | \$1,800.00 |
| Fire Fund | (\$20,808.82) | \$26,633.50 | \$0.00 | \$5,824.68 |
| General Capital Projects | \$58,038.76 | \$4,196.68 | \$0.00 | \$62,235.44 |
| Total | \$215,752.32 | \$184,520.15 | \$45,246.75 | \$355,025.72 |

Approval of Claims & Payroll: Martini presented claims #2731 – 2750. December PERA claims were 2729 and 2730. Check 8482 and 8483 were voided (damaged). Merdan moved to approve the payroll and claims. Nelson second. All in favor. Motion carried.

Maintenance & Road Report:

1. **325th Street** – Mr. Will Huston, Westwood Professional Services, appeared to discuss the bid process for planned roadwork on 325th. Nelson moved to advertise bids for this project in *The Enterprise* with bid opening set for the March meeting. Merdan second. All in favor. Motion carried. Huston will send announcements to Knife River, Hardrives and other potential bidders. Completion of the work would be scheduled to avoid Saint John's class/sports schedule. Bids for roadwork on the north side of 165th will be discussed at the next meeting.
2. **Snow Update** – One complaint was received about damage to the seeded areas along the road right-of-way. Letters will be sent to several residents who are plowing snow across the road, which is illegal. The trucks are running well.
3. **MN DOT Plow Training** – some opportunities exist for our drivers.
4. **Tower Road House Moving Project** - No action. The residents are still not certain the home can be moved onto Tower Road from Poverty Point.
5. **Girl Scouts** – there have been no new incidents with the Hall being left untidy.
6. **182nd** – A tree was trimmed.
7. Two recliners were removed from Township ditches.

Merdan moved to accept the road report. Nelson second. All in favor. Motion carried.

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Wetland Conference** – Bresnahan moved to authorize Nelson to attend the Rinke-Noonan sponsored wetland conference. Merdan second. All in favor. Motion carried.

2. **Proposed Amendments to Subdivision Ordinance 230** – no recommendations will be made to the County at this time.
3. **Election Judges** – Nelson moved to approve Resolution 01-06-16-1 Appointing Election Judges for the March Township Election. Merdan second. All in favor. Motion carried.
4. **Absentee Ballot Board** – Nelson moved to approve Resolution 01-06-16-2 Appointing an Absentee Ballot Board for the March Township Election. Merdan second. All in favor. Motion carried.
5. **Meeting Schedule** – Nelson moved to approve Resolution 01-06-16-3 Adopting a Regular Meeting Schedule for Avon Township. Merdan second. All in favor. Motion carried.
6. **Spring Meetings** – The following meetings/events were scheduled: Jan 12 – Clerk office open 1- 5 PM (*accept affidavits of candidacy*); Feb 10 – Board of Audit meeting; 7:30 PM (*week after Feb Supervisor meeting*); Mar 2 – PAT; 6:30 PM (*within 10 days of election*); Mar 5 – Clerk office open 10 AM – 12:00 PM for absentee ballots; Mar 8 – Town Election (2 – 8:00 PM), Canvaas Board (8:15 PM), and Annual Meeting (8:30 PM); and Mar 23 – Organizational Meeting (7:30 PM, Issue Certificate of Election, Oath of Office). Nelson moved to set road inspection for April 16th at 9 AM. Merdan second. All in favor. Motion carried.
7. **Recording Equipment** – Nelson authorized the expenditure of up to \$1200 for recording equipment. Merdan second. All in favor. Motion carried.
8. **Plat Application and Fee** – the Town will consider requiring an application and fee for plat approval.
9. **Computer Backups** – any Town official with Town files on a computer at home was instructed to copy the files to a flash drive and bring them to the Town Hall for safety.

Other/Old Business: none

Recurring Reports:

1. A resident inquired about obtaining a 911 sign. Koopmeiners will investigate.
2. Certificates of Real Estate Value were presented for Top Choice Properties (\$65,000); Fisher (\$2,000); Swenson (\$140,000); Kane (\$390,000); Dahlin (\$142,00); and Disclaimer Trust FBO, Fisher (\$88,000)
3. A Construction Site Permit was received for Lobitz (37782 Sunnyfield Circle; 16 x 34 garage addition).
4. No feedlot or home-extended business permits were received.
5. No County public hearing notices were received.
6. Special Assessment Searches were performed for Kollodge (Narnia Lane) and Bitzan (32628 182nd Ave).

Announcements & Brief Reports:

1. Bresnahan is waiting for information from the Assessor's Office concerning the Haakonsen property.
2. Gopher State One Call has inaugurated new operational changes (www.gsoc.2016.org) to allow excavators to utilize leading-edge technology.
3. An announcement for MN LTAP road maintenance workshops was received.

4. A hunter inquired whether there were any special rules governing coyote hunting in the Township. There are none other than typical State, DNR, County, etc. rules. Hunters must obtain permission from the landowner and must not be within 500 feet of a house or horses.
5. No news on the PUC meeting.
6. The County approved the Baker rezoning request.
7. Mobile text message alerts are available from the National Weather Service (<https://inws.nep.noaa.gov>).
8. Excel filed for a rate hike with the PUC.

Adjournment: Nelson moved to adjourn the meeting at about 9:20 PM. Merdan second. All in favor. Motion carried.

Announcement of Next Meeting: The next regular meeting will be held on Wednesday, February 3, 2016 at 7:30 PM.

Respectfully submitted,
Stephen Saupe, Clerk

Supervisor Approval

Richard Bresnahan

Roger Nelson

John Merdan

Clerk Signature

Date