

Minutes of the Meeting of the Avon Township Supervisors

February 1, 2017

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 Pledge of Allegiance was recited.

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

Approval of Agenda: The date of the Audit Board meeting was corrected (Feb 8). Reports on the Ritzer feedlot hearing and a Certificate of Compliance request were added to the agenda. Merdan moved to approve the agenda as amended. Nelson second. All in favor. Motion carried.

Minutes: Nelson moved to approve the minutes of the January 4, 2017 meeting as presented. Merdan second. All in favor. Motion carried. Merdan moved to approve the minutes of the January 25, 2017 continuation meeting as presented. Nelson second. All in favor. Motion carried.

Planning Commission Report: *Presented by Mr. Will Huston, Planning Commission Chair:*

1. **Larson CUP** – The Planning Committee continued a public hearing to consider a request by Erik & Ashley Larson for a Conditional Use Permit for a Conventional Subdivision in the Avon Hills Environmental Overlay Area. After a thorough review, the Planning Commission supported the request. The Supervisors approved the request at their January 25, 2017 Continuation Meeting.
2. **Knife River IUP** – The Planning Commission considered a request by Knife River for an IUP for an asphalt plant on property owned by Ken Pierskalla (PID 03.00880.000; NW ¼ of the NE ¼ of Section 14, Township 125 N, Range 30 W) and Jack Ramler (PID 03.00879.0010; NE ¼ of the NE ¼ and the N ½ of the S ½ of the NE ¼ of Section 14, Township 125 N, Range 30 W). The Planning Commission recommends setting a public hearing. Merdan moved to set a public hearing on February 22, 2017 at 7:40 PM to consider a request by Knife River Corporation for an Interim Use Permit for operating an asphalt plant on the Ramler/Pierskalla property located at County Road 155, stockpiling material, and truck hauling for the 2017 construction season. Nelson second. All in favor. Motion carried.
3. **Performance Reviews & Appointments** – At the next meeting the Supervisors will conduct performance reviews of current Commission members, and plan to reappoint those whose term(s) are expiring and/or plan for any new members who need to be recruited.

Nelson moved to approve the Planning Commission report. Merdan second. All in favor. Motion carried.

Treasurer's Report: Martini read the Treasurer's Report and provided the Cash Control Statement for the period 01/01/2017 to 01/31/2017 (*below*). Uncashed checks (\$1118.96) were added back into the General Revenue. Martini completed and submitted to the County the "Outstanding Indebtedness" form (the Town still owes \$93,987.50 on our bond). There is a difference in bank totals of \$633.76 because MN Revenue was incorrectly submitted; Martini is working on correcting it. Bresnahan will contact the County about possible royalties to be paid to the Township as a result of the solar garden project at Saint John's. Merdan moved to approve the Treasurer's report. Nelson second. All in favor. Motion carried.

For the Period : 1/1/2017 To 1/31/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$105,322.63	\$3,353.17	\$6,442.75	\$102,233.05
Road and Bridge	\$35,876.00	\$2,992.15	\$8,274.49	\$30,593.66
Road Damage Deposit	\$2,050.00	\$0.00	\$0.00	\$2,050.00
Fire Fund	\$8,697.14	\$976.74	\$0.00	\$9,673.88
General Capital Projects	\$66,679.95	\$149.93	\$0.00	\$66,829.88
Total	\$218,625.72	\$7,471.99	\$14,717.24	\$211,380.47

Approval of Claims & Payroll: Martini presented the February claims (3020 – 3036). The PERA claims for January were 3018 & 3019. The new federal rate for mileage reimbursement is \$0.535 per mile. Martini completed and submitted the MATIT Workman’s Compensation Audit Report for 2017. Nelson moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

Town Hall Maintenance Report: *Presented by Mr. Joseph Koopmeiners:*

1. **Shop Tanks** – the tanks behind the shop were pumped out because they were full.

Merdan moved to accept the Town Hall Maintenance report. Nelson second. All in favor. Motion carried.

Road Report: *Presented by Mr. Joseph Koopmeiners:*

1. **Snow** – Overall, the roads look good. We are in good shape with salt/sand. Letters were sent to residents who were plowing snow across Town roads to request them to stop.
2. **Yellow Plow Truck** – one of the four flashing lights (top right) is out on the truck. It will apparently cost \$4,300 – \$4,800 to have it repaired because the parts are not readily available. The Supervisors authorized Koopmeiners to continue looking for reasonably-priced parts.

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

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Annual Meeting Planning** – The agenda for the Annual Meeting was discussed and will be finalized at the March meeting.
2. **Audit Board Meeting Planning** – Preparations for the Audit Board meeting were discussed and a template for presenting the budget was also discussed and finalized.
3. **Computer Backups** – all Township personnel have backed up their computer files and stored them at the Town Hall.
4. **TriCounty Humane Society** – the agreement document has already been signed and submitted. No action was necessary.

5. **Hiring & Employee Policy Documents** – the Township will create a document outlining policies and procedures for hiring, employee training, completing documents (I-9, W2), issuing keys and so on. The Deputy Clerk volunteered to be involved with this project.
6. **Elections** – Everything appears to be ready at this time for the March election. Two candidates have filed for Treasurer (Kelly Martini, Marie Koopmeiners) and one candidate has filed for Supervisor (LeRoy Gondringer). The Clerk will draft an Election Emergency Management Plan in accordance with Statute 204B.181 for discussion and approval.
7. **Certificate of Compliance** – Mr. Ken Bechtold and Mr. Scott Hansen appeared to request a Certificate of Compliance. Nelson moved to table the discussion until the applicants have a chance to present the request for consideration by the Planning Commission at one of their meetings. Merdan second. All in favor. Motion carried.
8. **Emergency Planning Meeting** – no one is able to attend the upcoming County meeting.
9. **Upcoming Meeting Schedule** – The Clerk announced the upcoming schedule of meetings. These include: Board of Audit meeting – Wednesday, Feb 8, 7:30 PM; Public Accuracy test – Saturday, March 11, 9 AM; Town Hall open to accept absentee ballots – Saturday, March 11, 10:00 – 12:00; Board of Canvass Meeting – Tuesday, March 14, 8:15 PM; Annual Meeting – Tuesday, March 14, 8:30 PM; Qualification / Organization Meeting – Wednesday, March 22, 7:30 PM. All meetings will be held at the Avon Township Hall. The Avon Fire Board meets February 15 at 7:00 in Avon City Hall (Stratford Street).
10. **Feedlot Hearing** – The County approved a variance for a feedlot permit for Mr. John Ritzer. This means that residents of a neighboring property, Erik & Ashley Larson, will not be able to build on their preferred site unless they obtain a variance to build closer to this newly approved feedlot. The Township supports this variance. Supervisor Bresnahan and Planning Commission member LeRoy Gondringer attended the hearing. They reported that the proceedings were “spirited” at times. This was an unusual situation because the outcome of either hearing would directly affect their neighbor since they were simultaneously seeking permits (Larson’s required a Conditional Use Permit for a Conventional Subdivision in the Avon Hills) for conflicting uses. The County policy is to handle requests as they are received. The County will waive the fee for the Larson’s should they choose to seek a variance to build closer to the newly-approved Ritzer feedlot.
11. **Website** – The Township website was hacked several months ago and we have been trying to get it up and running ever since. We switched web hosts and hired a new company to revise the site in late summer (2016). The new company got the site running for a short while but they were not successful. The site needs to be completely rebuilt. The Clerk is seeking quotes from various companies. Nelson authorized the Clerk to hire a company to rebuild the Town website as necessary. Merdan second. All in favor. Motion carried. The format for the new site was discussed. There was general agreement that everyone liked the format of the previous site so we will use it as the model for our new one.
12. **Resolution Accepting Gift** – Merdan moved to approve Resolution 02-01-17: Resolution Accepting Donation, for various items recently donated to the Town Hall. Nelson second. All in favor. Motion carried.
13. **Mobile Home Park & Upper Spunk Lake Road** – a resident who was attending the meeting alerted the Supervisors that there is an abandoned trailer in the mobile home park. In addition, he noted that Upper Spunk Lake Road, which was recently resurfaced, is starting to crack. It will be examined during

road inspection.

- 14. **Township Day at the Capitol** – Nelson moved to authorize Merdan to attend the Stearns County Day at the Capitol. Bresnahan second. Two in favor. One (Merdan) abstain. Motion carried.

Other/Old Business: none

Recurring Reports:

- 1. There were no requests for a 911 sign.
- 2. Certificates of Real Estate Value were received for James Hebert & B Johnda (\$92,500) and Gary Lund (\$191,900).
- 3. Construction Site Permits were received for Tyler Eisenschenk (37063 Co Rd 9; 2 sheds).
- 4. One County feedlot permit was received (John Ritzer, 34866 Tower Road, Albany).
- 5. No home-extended business permits were received.
- 6. A Special Assessments Search was performed for a property at 34553 Princewood Road, Avon.
- 7. There was one County Hearing – feedlot permit for Ritzer (approved).

Announcements & Brief Reports:

- 1. A letter from the Land Stewardship Project was received encouraging Town officials to contact legislators.
- 2. No one from the Township was able to attend Fifth Monday program sponsored by Albany Area Public Schools or the Stearns County Open House to discuss the Roadway System ADA Transition Plan.

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

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, July 6, 2016 at 7:30 PM.

Announcement of Other Town Meetings: Audit Board – Wednesday, February 8, 2017 @ 7:30 PM; Avon Fire Board, February 15 @ 7:00 PM (Avon City Hall); Board of Canvass Meeting – Tuesday, March 14 @ 8:15 PM; Annual Meeting – Tuesday, March 14 @ 8:30 PM; Board of Appeals & Equalization – Monday April 24 @ 7:00 PM.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Richard Bresnahan

Roger Nelson

John Merdan