

Minutes of the Meeting of the Avon Township Supervisors

August 2, 2017

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

Call to Order: Chairman Huston called the meeting of the Avon Township Supervisors to order at 7:30 P.M. in the main chamber of the Avon Township Hall.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Will Huston, John Merdan, Mike Linn, Kelly Martini, and Deputy Clerk Marion Gondringer. Absent: Steve Saupe. Also present – Paul Buttweiler (*Deputy Treasurer*), LeRoy Gondringer (*Planning Commission Chair*), and Joseph Koopmeiners (*Maintenance*).

Approval of Agenda: Agenda addition: Discussion of Avon Sportsman Club Gambling Permit request. Motion by Merdan to approve the agenda as amended. Second by Linn. All in favor. Motion carried.

Minutes: Motion by Linn to approve the minutes of the July 26, 2017 meeting as presented. Second by Merdan. All in favor. Motion carried.

Planning Commission Report: Presented by Mr. LeRoy Gondringer, Planning Commission Chair

1. **Scepaniak Variance:** Variance request is to build a garage 44 feet from the center of Orchid Court road. Variance is for 19 feet. Motion by Linn to approve the variance of 19 feet to build a garage 44 feet from the center of the road. Second by Merdan. All in favor. Motion carried.
2. **Jim Raab Estate Certificate of Compliance:** Certificate of Compliance would allow the 200 acre property to be split into 5 parcels by administrative subdivision. 4 of the 5 parcels must be 40 acres. The County is calling for one Certificate of Compliance for all the parcels. Motion by Merdan to approve the Certificate of Compliance to split the Jim Raab 200 acre parcel of land into five parcels by Administrative Subdivision. Second by Linn. All in favor. Motion approved.
3. **Braegelmann driveway permit requests.** Braegelmann requests driveway permits for two locations on his property, and widening of an existing field driveway to allow a 90 degree access. Braegelmann will be renting his farm property and the additional accesses will be for use by the renter since the current access is through the farm yard. Board requests that the new field driveway be located at the east end of the property. Motion by Linn to approve Braegelmann driveway permits. Second by Merdan. All in favor. Motion approved.
4. **Cathy Reis Driveway damage deposit return** - Koopmeiners has inspected the driveway and found it to be well done thereby generating the return of the damage deposit.
5. **Caspers final plat:** signed. (Previously approved)
6. **Nuisance complaint concerning the Shepherd property on Plum Hill Lane in Sunridge addition:** Multiple vehicles are present on the property as well as a large motor home. There is concern that the motor home is being inhabited which is against Stearns County Ordinance. Stearns County also no longer deals with nuisance vehicles. The property is governed by a property owners' covenant however the Township cannot enforce homeowner covenants as that is the responsibility of the homeowners association of the subdivision. Mary Ann Tourres appeared and expressed her disapproval of the excess vehicles and the possibly inhabited motor home on the property. In an effort to assist with this situation, the Township Clerk will draft a letter to the County addressing these issues. Motion by Linn to have Clerk address a letter to Stearns County addressing the nuisance vehicles and the suspected use of the motor home as a residence. Second by Merdan. All in favor. Motion carried.
7. **County handling CUP/IUP's** – discussion took place as to the pros and cons of allowing the County

to take over the issuing of Township CUP's (Conditional Use Permits) and IUP's (Interim Use Permits). Because the County has full-time staff who deals with the details of these permits, and their processes have become increasingly complicated, the Planning Commission is considering the possibility that the County can be more efficient at these processes. The Township would relinquish a certain amount of control over these permits but could draft a Memorandum of Understanding with the County to address Township preferences. If the County were handling these permits, the public would then only need to go to the County for these permits instead of going through the Township for pieces of the process. This would simplify the process for Town residents. The Planning Commission voted two to one to have a representative of the County come to a meeting to answer questions the Township may have. Motion by Merdan to have Gondringer contact the County to have a representative come to a Planning Commission meeting to answer questions of the board on this matter. Second by Linn. All in favor. Motion carried.

8. **Enterprise Column:** Ideas discussed. Open Planning Commission position. Avon compost site.
9. Gerry Kremers was voted in as Vice Chair of the Planning Commission.
10. **Brad Becker:** has 40 acres of land east of Pelican Lake and would like to sell off individual lots to adjoining property owners. He is also planning on selling the building site. No additional building entitlements would be created since the land would be attached to other parcels. The Planning Commission explained the process of Certificate of Compliances that will be necessary.

Motion by Merdan to approve the Planning Commission report. Second by Linn. All in favor. Motion carried.

Scheduled business:

1. Judy Boulton – requests approval for the use of the hall for an Eagle Scout rank awards banquet/meeting for Sunday, September 10, 2017. Motion by Linn to approve the use of the hall for an Eagle Scout Meeting/Banquet for Avon Boy Scout Troop 31 on September 10, 2017 without any damage deposit or use fee. Second by Merdan all in favor. Motion carried.
2. Caspers final plat approved, signed and dated.

Treasurer's Report: Martini read the Treasurer's Report and provided the Cash Control Statement for the period July 1, 2017 to July 31, 2017 (*below*). Motion by Linn to approve the Treasurer's report. Second by Merdan second. All in favor. Motion carried.

For the Period : 7/1/2017 To 7/31/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$112,315.18	\$28,217.63	\$7,948.72	\$132,584.09
Road and Bridge	\$114,814.95	\$32,646.13	\$7,732.33	\$139,728.75
Road Damage Deposit	\$2,050.00	\$600.00	\$0.00	\$2,650.00
Fire Fund	\$816.73	\$10,926.35	\$0.00	\$11,743.08
General Capital Projects	\$40,322.83	\$329.13	\$29.17	\$40,622.79
Total	\$270,319.69	\$72,719.24	\$15,710.22	\$327,328.71

Approval of Claims & Payroll: Martini presented the August 2017 claims (#s 3151 - 3164). The PERA claims for August 2017 were #3149 & #3150. Merdan moved to approve the payroll and claims. Linn second. All in favor. Motion carried.

Resolution 08-02-17 – Resolution authorizing the Chair or Vice-chair of the Avon Township Board of Supervisors to sign Township checks. Motion by Linn to adopt Resolution 08-02-17. Second by Merdan.

All in favor. Motion carried. At this time Will Huston is the Chair, and John Merdan is the Vice-Chair.

Motion by Linn to authorize access to the safe deposit box at the Avon State Bank to Township Clerk Steve Saupe. Second by Merdan. All in favor. Motion carried.

Insurance details updated. Insurance value of the plow and crane on the pickup plow truck was evaluated. Motion by Huston to place the value of the plow and crane on the pickup plow truck, purchased in 2013, at \$3,000 each for insurance purposes. Second by Linn. All in favor. Motion carried.

Town Hall Maintenance Report:

1. Weeding of the grounds by volunteers has been accomplished.

Motion by Merdan to accept the Town Hall Maintenance report. Second by Linn. All in favor.
Motion carried.

Road Report & Roadwork Update:

1. **School Bus signs on Norway Road:** Huston reports that Alex Kelley, Transportation Director from the Albany Area Schools, has stated that he is not aware of any complaints or requests about signs on Norway Road. Kelley stated that there will be two bus stops on Norway and he will contact the Township if he hears any complaints, or requests for signs.
2. **Culvert on 360th street:** Koopmeiners explained that the culvert band is broken and the apron has shifted causing erosion. Koopmeiners will purchase the culvert supplies necessary and rent a mini-excavator to do the repairs needed.
3. **Old Collegeville Road:** St. Wendel is resurfacing Old Collegeville Road and has contacted Avon Township to find out if the Town would like to resurface the 100 feet owned by Avon Township as part of this resurfacing project. Motion by Linn to agree to resurface the Avon Township portion of Old Collegeville Road contingent upon a cost review and approval of the bid quantities by the Supervisor Chair, Will Huston. Second by Merdan. All in favor. Motion carried.
4. **Meadowview Road gravel:** Three loads of gravel have been added to Meadowview road.
5. **Ditch mowing:** Koopmeiners will begin mowing road ditches this week.

Motion by Linn to approve Road Report. Second by Merdan. All in favor. Motion carried.

Public Hearings: *None scheduled.*

Other Business: (added at meeting)

1. **Avon Sportsman's Club Gambling Permit:** Motion by Linn to approve a gambling permit for the Avon Sportsman's Club for a raffle event at the Pelican Lake Ballroom on 12/1/2017. Second by Merdan. All in favor. Motion carried. (CEO-Kyle Smith)

Other/Old Business: *none*

1. Township LOGO: no action taken
2. **THK bike race:** no feedback from any residents has come in from this race.
3. **Resolution 07-05-17-1 signed:** Resolution establishing a policy for the compensation and reimbursement of Town officers.
4. **Resolution 07-05-17-2 signed:** Resolution Accepting Donation- resolution accepts the donation by Steve Saupe of a Nikon S7000 megapixel digital camera, charger and memory card. Motion by Linn to accept donation of the Nikon camera, charger and memory card. Second by Merdan. All in favor. Motion carried.

Recurring Reports:

1. **911 signs** - none requested
2. **Certificates of Real Estate Value** none were received. Data is now available only online.
3. **Construction Site Permits** none were received.
4. **County feedlot permits:** none received.
5. **Special Assessments Searches:** none received.
6. **Stearns County Hearings & Actions:** none

Announcements & Brief Reports:

1. Announcements of Public Hearings will now be sent to Don Kleumpke, Stearns County
2. Employee Handbook: Huston will attend the upcoming workshop concerning the Do’s and Don’ts of Employee Handbooks, on August 17, 2017 – 1:00 PM, US Bank Plaza, 3rd floor training room.
3. Joint Planning Commission meeting – August 14, 2017, 7:00 PM, Town Hall. (i.e., Mitchell Property).
4. **Albany Area Schools Fifth Monday Meeting:** (August 31, 2017) Merdan attended and reports that the project is moving along but is behind schedule.
5. **Election Information:** The County will now be charging the Township \$1500 per precinct for optical scan ballot counter as an assisted voting machine. Also an additional charge will be implemented for the use of the digital tablets for registration of voters.
6. **Road Improvement Program Funding grant for Norway Road:** Huston will assist in the writing the grant. Deadline is December 1, 2017. Saupe will locate previous letter sent for this funding source.

Announcement of Joint Planning Board Meeting: Announcement of *Joint Planning Board Meeting, August 14, 7:00 PM, Town Hall. (i.e., Mitchell property split).*

Announcement of Next Meeting: *The next regular meeting will be held on Wednesday, September 6, 2017 at 7:30 PM.*

Adjournment: Motion by Merdan to adjourn the meeting at 9:15 PM. Second by Linn. All in favor. Motion carried.

Respectfully submitted,
Marion Gondringer, Deputy Clerk

Attest – Signature: _____ date: _____

Supervisor Approval:

_____	_____	_____
Will Huston	Mike Linn	John Merdan

date: _____