

Avon Township Supervisors Meeting – January 3, 2018
Tentative Agenda

1. Call to order – 7:00 PM; Avon Township Hall, Queens Road, Avon (MN)
2. Pledge of Allegiance
3. Roll Call
4. Approval of agenda

5. Approval of minutes – *December 6, 2017 meeting*
 - a. Resolution 01-03-18-1

6. Planning Commission Report
 - a. None – meeting cancelled

7. Treasurer’s Report – *Kelly Martini*
 - a. S&P Global Rating form
 - b. MATIT Workman’s Compensation Audit Report
 - c.

8. Approval of Claims & Payroll – *Kelly Martini*
 - a.

9. Town Hall Report – *Joe Koopmeiners*
 - a.

10. Road Report & Roadwork Update – *Joe Koopmeiners*
 - a. Monthly update (include record of plowing – date, which roads, approximate time)
 - b.

11. Public Hearings – *none scheduled*

12. Scheduled Business
 - a. Pelican Lake Road – complaint concerning ATV’s on the road & shooting/killing geese
 - b. Update/decision on MOU with County concerning CUP/IUP (*copy in December agenda packet*)
 - c. Clerk – spring 2019 in London
 - d. Elections
 1. Positions: 1-yr Supervisor, 3-yr Supervisor, Clerk)
 2. Affidavits (Jan 2-16); office open (1-5 PM, Jan 16)
 3. e-poll book test site
 4. Set second inclement weather date (March 22?)
 5. Upcoming dates to remember: Public Accuracy Test – Feb 28 (W) @ 10 AM; Township Election – March 13 (T) from 2 – 8 PM; Canvass Board – March 13 @ 8:15 PM
 6. Resolution 01-03-18-2: Election Judges
 7. Resolution 01-03-18-3: Absentee Ballot Board
 - e. Set date for Board of Audit Meeting (February 14?)
 - f. Annual Meeting – Tuesday, March 13 @ 8:30 PM – agenda items/begin planning
 - g. Set date for Organization/Qualification Meeting – March 21 @ 7 PM
 - h. Computer backups
 - i. *Enterprise* contribution ideas

- j. Maintenance Position contract discussion (*continued*)
 - k.
13. Other Business (*added at meeting*)
- a.
14. Old Business
- a. LUCA/Census
 - b. Fine Revenue
15. Signatures / Documents / Treasurer
16. Recurring Reports
- a. 911 Sign Requests – *none*
 - b. Certificates of Real Estate Value – *available via Stearns County Extranet Site*
 - c. Construction Site Permits – *none*
 - d. Feedlot Permits – *none*
 - e. Special Assessment Searches – 33526 Shorewood Drive; 33758 Shorewood Drive; 36613 Pelican Lake Road;
 - f. Stearns County Hearings & Actions – Commissioners adopted changes to Ordinance #439 allowing Limited Rural Manufacturing in A-40 & A-80 zoning districts as a CUP.
17. Announcements & Brief Reports
- a. Elections update – positions (1-yr Supervisor, 3-yr Supervisor, Clerk); affidavits (Jan 2-16); office open (1-5 PM, Jan 16); e-poll book test site
 - b. Clerk – Spring 2019
 - c. LTAP Conference – Extending Pavement Life (February)
 - d. Cards received from Weaver Tree Service (\$50 off coupon included), Westwood
 - e. CenterPoint Energy rate hike hearings (4 in mid-January)
 - f. Drainage & Water Conference – Feb 15; Rinke-Noonan, \$95.
18. Announcement of next meeting: *February 7, 2018 at 7:00 PM*
19. Other Upcoming Meetings (*some dates tentative*): *Employment issues; none scheduled; January 16 (1-5 PM) – Office open to accept affidavits of candidacy; Feb 14 – Audit Board meeting; Feb 28 – Public Accuracy Test; March 10 (10 AM-12PM) – office open to accept absentee ballots; March 13 (2-8 PM) – Township Election; March 13 (8:15 PM) – Board of Canvass meeting; March 13 (8:30 PM) – Annual Meeting; March 21 (7:00 PM) – Organization/Qualification Meeting*
20. Adjournment

Note: *The Clerk may record the proceedings of this meeting to insure accuracy of the minutes. The recording will be deleted upon completion of the minutes and will not become public.*

Minutes of the Meeting of the Avon Township Supervisors

December 6, 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 and welcomed guests.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Will Huston, Mike Linn, Kelly Martini, John Merdan, and Stephen Saupe. Also present – Marion Gondringer (*Deputy Clerk*).

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

Minutes: Linn moved to approve the minutes of the November 1, 2017 meeting as presented. Merdan second. All in favor. Motion carried.

Planning Commission Report

1. **MOU** – The County has inquired about the status of the MOU. Huston will contact the County to discuss inclusion of the *Enterprise* as the official paper for notifications and clarify why one section of the document was removed.
2. **Bike road races** and **PC membership** will be included as topics on the agenda of the next meeting of the Joint Planning Commission and Annual Meeting, respectively.
3. **December Meeting Cancellation** – there was discussion about whether to recommend cancelling the December meeting since it falls during the holidays and there has been little business lately. Linn moved to cancel the December Planning Commission meeting if there is no scheduled business by Friday December 15, 2017 when it would be necessary to publish notification of the cancellation. Merdan second. All in favor. Motion carried.

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

Treasurer's Report: Martini read the Treasurer's Report and presented the Cash Control Statement for the period 11/01/2017 to 11/30/2017 (*below*). Linn moved to approve the Treasurer's report. Merdan second. All in favor. Motion carried. Huston signed the Year-end disclosure form authorizing David Drown, Inc., to submit documents related to our building bond. Martini will forward the documents to David Drown. The Town received a Truth-in-taxation charge relating to elections. Martini will submit the Workman's Compensation Audit by the due date which is the end of January.

Claims & Payroll: Martini presented the December claims (3220, 3223 – 3239). November PERA claims were 3221 and 3222. Check 9195 was voided because it was for the Ditch 25 fee for a former Township parcel that had been sold to Jeff Meyer but he never transferred to his name. The invoice from the Fire Department was paid this month. Linn moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

For the Period : 11/1/2017 To 11/30/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$129,425.81	\$365.53	\$73,450.56	\$56,340.7
Road and Bridge	\$100,254.25	\$54.17	\$2,982.81	\$97,325.6
Road Damage Deposit	\$2,050.00	\$0.00	\$600.00	\$1,450.0
Fire Fund	\$11,743.08	\$0.00	\$0.00	\$11,743.0
General Capital Projects	\$40,562.91	\$0.00	\$0.00	\$40,562.9
Total	\$284,036.05	\$419.70	\$77,033.37	\$207,422.3

Town Hall Maintenance Report – postponed until the next meeting because Joe Koopmeiners was absent.

Road Report

1. **Monthly Road Work** – no update since Koopmeiners was absent.
2. **Bus Stop Signs** – signs were installed on Norway Road, Tower Road, and 360th Street. The position of one of them on Norway Road will be re-evaluated.
3. **Snow** – Randy Klaphake will be the second snowplow driver. Merdan reported we can't DOT the pickup until it gets new tires.
4. **Stop Sign on 363rd** – A stop sign is down at the intersection of Co Rd 9 and 363rd. Huston will contact the County to replace/reinstall.
5. **Eichers Culvert** – The resident did not install a culvert as requested in letters sent on April 22, 2017 and November 16, 2017. The resident disagrees that a culvert is required. The Supervisors will postpone action until after the next road inspection. In the meantime a letter will be drafted to let the resident know that he is still responsible for replacing the culvert unless re-examination during road inspection proves otherwise.
6. **Vehicles in Road ROW** – Vehicles at Slidegood and Nob Hill have been/will be removed from the road right-of-way.

Linn moved to approve the Town Hall report. Merdan second. Motion carried.

Public Hearings: *None scheduled.*

Business:

1. **Maciejewski Request** – Mr. Elmer Maciejewski requested being included on the agenda but did not attend the meeting.
2. **LRIP Grant** – The proposal was submitted. We should learn in a month or two whether or not we will receive funding for resurfacing Norway Road.
3. **Tri- County Humane Society Agreement** – Renewal of the annual agreement (*see agenda packet*) with the Humane Society was discussed. The Supervisors agreed to sign the document 2018 with

the exception that no cats be included. Koopmeiners will be the main contact person. Linn will be the alternate.

4. **Resolution 12-06-17-1.** Merdan moved to approve Resolution 12-06-17-1 designating the Town Hall as the Township polling place. Linn second. All in favor. Motion carried. A copy of the resolution is available in the December 2017 agenda packet.
5. **Resolution 12-06-17-2.** Linn moved to approve Resolution 12-06-17-2 updating the regular meeting schedule. Merdan second. All in favor. Motion carried. A copy of the resolution is available in the December 2017 agenda packet.
6. **2018 Meeting Schedule** – Linn moved to reschedule the July 4, 2018 Supervisor meeting to July 11, 2018. Merdan second. All in favor. Motion carried. A draft of the legal notice to submit to the *Enterprise* announcing this change and other meeting changes was discussed and edited (*see agenda packet*).
7. **Limited Rural Manufacturing** – The County requested feedback on a proposal to allow a new land use – Limited Rural Manufacturing – in Agricultural Districts as a Conditional Use (*see agenda packet for copy*). Linn moved that the Township is neutral and takes no exception to this proposal. Merdan second. All in favor. Motion carried. The Supervisors noted that if the Township has any concerns about a proposed request that it can be addressed through the CUP process.
8. **Emergency Snow Plow Drivers** – The Supervisors reviewed Resolution 12-07-16 which designates emergency snowplow operators. No changes are required at this time.
9. **Board of Appeals & Equalization** – the Assessor's Office has scheduled the annual Board of Appeals & Equalization Meeting for April 23, 2017 at 7:00 PM in the Town Hall.
10. **Enterprise** – snow issues will be featured in the December contribution to the *Enterprise* (3rd Wednesday).
11. **Employment Discussion** – A new time sheet was discussed. At approximately 9 PM Merdan moved to close the meeting to the public to discuss employment issues. Linn second. All in favor. Motion carried. The Supervisors moved to the conference room. The meeting was re-opened at approximately 10:15 in the main chamber of the Town Hall.

Other/Old Business:

The Town **logo** is in progress. The **THK bike race** will be placed on the agenda of the Joint Planning Commission. **Fines revenues** will be discussed at a future meeting.

Signatures / Documents / Treasurer: No signatures were required and all documents were in order with both the Clerk and Treasurer.

Recurring Reports:

1. There were 911 sign requests for Klocker (35389 Co Rd 155) and Garry (35188 Co Rd 155).
2. Certificates of Real Estate Value are now available online.
3. Construction Site Permits were received for Blattner (16767 Co Rd 9; loading dock, canopy over loading dock, and warehouse, shop and office) and Baker (Co Rd 9; 2 high tunnels, 8 x 12 primitive dwelling, deck).

- 4. A Feedlot Permit was issued to Raab (34934 140th Ave).
- 5. A Special Assessment Search was completed for a resident at 37533 Riley Court.
- 6. The County approved the Blattner's CUP for construction of a warehouse, truck dock, shops, wash bay and offices.

Announcements & Brief Reports:

- 1. A gambling permit was signed for the Holdingford Lions Club.
- 2. Martini & Merdan provided an update about the MAT conference. Among items addressed were water issues and maintaining documents and using the documents retention schedule. In addition, a resolution is required for the Clerk to record meeting proceedings.
- 3. A map of the Township created by the GIM section of the MNDOT was edited/corrected and returned.
- 4. The *Technology Exchange* newsletter was received.
- 5. Rinke-Noonan will sponsor a conference on Drainage and Water issues on February 15, 2018.
- 6. The County will be applying for a grant to replace election equipment.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, January 3, 2018 at 7:00 PM. There will be a future closed meeting to continue discussions of employment issues.

Announcement of Other Town Meetings: *none scheduled.*

Adjournment: Merdan moved to adjourn the meeting at 10:30 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ **date:** December 29, 2017

Supervisor Signatures: _____ **date:** _____

Will Huston

Mike Linn

John Merdan

RESOLUTION 01-03-18-1

RESOLUTION ACKNOWLEDGING THE RECORDING OF MEETINGS BY THE TOWN CLERK

WHEREAS, the Town Clerk is required to document all actions of Avon Township meetings;

AND, WHEREAS, it can be a significant benefit for the Town Clerk to record a meeting to provide accuracy in transcribing and documenting the proceedings of a meeting;

NOW, THEREFORE, BE IT RESOLVED, that the Avon Township Board of Supervisors support and acknowledge that the Clerk may record the proceedings of any Town Meeting; and

BE IT FURTHER RESOLVED, that any recording or documentation will be destroyed immediately following the adoption of the official record.

Adopted this 3rd day of January, 2018.

BY THE TOWN BOARD

	Yes	No	Abstain
Supervisor _____ Will Huston	___	___	___
Supervisor _____ Mike Linn	___	___	___
Supervisor _____ John Merdan	___	___	___

Attest:

Stephen Saupe, Town Clerk

date

Resolution No. 01-03-18-2

RESOLUTION APPOINTING JUDGES FOR THE MARCH ELECTION IN AVON TOWNSHIP

WHEREAS, Minnesota Statutes require the town board, as the governing body of the town, to appoint election judges;

NOW, THEREFORE LET BE IT RESOLVED: That the Town Board for the Town of Avon hereby appoints the following individuals to serve as election judges during the March Township election, provided they have received appropriate training and comply with all other applicable statutes and rules:

- Ken Mergen
- Marion Gondringer
- Kelly Martini
- Sue Rushmeyer
- Lisa Baker

BE IT FURTHER RESOLVED: That the Board of Supervisors of the Town of Avon hereby authorizes any election judge to be compensated as required by Minnesota Statutes.

Adopted by the Avon Township Board of Supervisors this 3rd day, in the month of January in the year 2018.

BY THE TOWN BOARD

	Yes	No	Abstain
Supervisor _____ Will Huston	___	___	___
Supervisor _____ Mike Linn	___	___	___
Supervisor _____ John Merdan	___	___	___

Attest:

Stephen Saupe, Town Clerk

date

Resolution No. 01-03-18-3

RESOLUTION APPOINTING ABSENTEE BALLOT BOARD FOR THE MARCH ELECTION IN AVON TOWNSHIP

WHEREAS, Minnesota Statutes Section 203B.121, subd.1 requires the town board, as the governing body of the town, to appoint a ballot board to process all absentee ballots returned to the town clerk for the town election; and

WHEREAS, the ballot board must consist of election judges trained in the handling of absentee ballots or staff trained as election judges; and

WHEREAS, even though only two members are required to meet whenever an absentee ballot needs to be processed, the ballot board must consist of at least the same number of members as the minimum number of required election judges for the town election;

NOW, THEREFORE LET BE IT RESOLVED: That the Town Board for the Town of Avon hereby appoints the following election judges to serve as the ballot board required to perform all duties required in the processing of absentee ballots required under Minnesota Statutes Section 203B.121 and all other applicable statutes and rules:

- | | |
|------------------|----------------------|
| 1. Lisa Baker | 5. Stephen Saupe |
| 2. Kelly Martini | 6. Marion Gondringer |
| 3. Ken Mergen | |
| 4. Sue Rushmeyer | |

BE IT FURTHER RESOLVED: That the Board of Supervisors of the Town of Avon hereby authorizes any member of the ballot board to be compensated as required by Minnesota Statutes Section 203B.121, when said member performs any required duty of the ballot board.

Adopted by the Avon Township Board of Supervisors this 3rd day, in the month of January in the year 2018.

BY THE TOWN BOARD

	Yes	No	Abstain
Supervisor _____ Will Huston	___	___	___

Supervisor _____
 Mike Linn

Supervisor _____
 John Merdan

Attest:

 Stephen Saupe, Town Clerk

_____ date

AVON TOWNSHIP

Notice of Election, Annual Meeting, Board of Canvass Meeting & Public Accuracy Test

Notice is hereby given to qualified voters of Avon Township, County of Stearns, State of Minnesota, that the **Annual Township Election** will be held on Tuesday, March 13, 2018. Polls will be open from 2:00 PM until 8:00 PM at the Avon Township Hall, 16881 Queens Road, Avon, MN. To be elected are one township supervisor for a three-year term, one supervisor for a one-year term, and one clerk for a two-year term. Following the election on March 13th, the **Board of Canvass** will be held at 8:15 PM, and the **Annual Town Meeting** will be held at 8:30 PM. to conduct all necessary business prescribed by law. If inclement weather postpones the election and meetings on March 13th, the election and meetings will be held on March 20th (third Tuesday), and if postponed on the March 20th, then on March 21st. Please listen to KASM radio (1150 AM) for possible changes. The Clerk’s Office in Avon Township Hall (16881 Queens Road, Avon) will be open on Saturday, March 11, 2017, from 10 AM – 12:00 PM and Monday, March 12, 2017 from 8 – 5:00 PM, to accept **absentee ballots**. The **Public Accuracy Test** of electronic voting equipment to be used for the annual election will be held Wednesday, February 28, 2017 at 10:00 AM in the Avon Township Hall. The Avon Township Hall is handicap accessible.

Stephen Saupe
 Avon Township Clerk

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