

Minutes of the Meeting of the Avon Township Supervisors

January 3, 2018

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

Call to Order: Chairman Huston called the meeting of the Avon Township Supervisors to order at 7:00 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 – Paul Buttweiler (*Deputy Treasurer*), LeRoy Gondringer (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), and Joe Koopmeiners (*Maintenance*).

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

Minutes: Linn moved to approve the minutes of the December 6, 2017 meeting as presented. Merdan second. All in favor. Motion carried. The minutes of the closed portion of the meeting were corrected. Merdan moved to approve Resolution 01-03-18-1: Acknowledging the recording of meetings. Linn second. All in favor. Motion carried.

Planning Commission Report – No report because the Supervisors had cancelled the meeting to save money because there was no business.

Treasurer's Report: Martini read the Treasurer's Report and presented the Cash Control Statement for the period 12/01/2017 to 12/31/2017 (*below*). Linn moved to approve the Cash Control Statement and Treasurer's report. Merdan second. All in favor. Motion carried. Martini reported she completed the S&P Global Rating Form for the Town Bond and is working on the Workmen's Compensation Audit for MATIT.

For the Period : 12/1/2017 To 12/31/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$56,340.78	\$75,690.29	\$7,496.87	\$124,534.20
Road and Bridge	\$97,325.61	\$88,888.19	\$8,437.34	\$177,776.46
Road Damage Deposit	\$1,450.00	\$0.00	\$0.00	\$1,450.00
Fire Fund	\$11,743.08	\$29,967.94	\$34,352.00	\$7,359.02
General Capital Projects	\$40,562.91	\$930.19	\$0.00	\$41,493.10
Total	\$207,422.38	\$195,476.61	\$50,286.21	\$352,612.78

Claims & Payroll: Martini presented the December claims (3242 – 3258). December PERA claims were 3240 and 3241. The Town is still paying unemployment for the snowplow driver who resigned for health reasons. Huston will contact the employee to see how to best handle the situation and Martini will look into completing the necessary paperwork to end our obligation to pay his unemployment. Martini looked into setting up direct deposit payroll deductions for Town employees. It will cost approximately \$480 per year through our bank (American Heritage) and about \$250 through our credit union account. The Town will consider switching banks. It's not clear if Town funds would be insured if they were all deposited in the Credit Union. Several Town checks have not been cashed including one to Saint John's for the chipper and to our Deputy Treasurer. We will follow up with the recipients. Several road damage deposits have not been claimed. We will not follow up at this time and wait to see if the residents contact the Town once

completing the driveway work. There was an error on Koopmeiners time card. It will be corrected and necessary adjustments made. Merdan moved to approve the payroll and claims. Linn second. All in favor. Motion carried.

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

1. **Energy** – Koopmeiners will try to adjust the furnace/in floor heating to reduce our electric cost. Our LP is about 60% full; we will try to refill in summer when the cost is typically lower.
2. **Flag** – a replacement flag was installed. Koopmeiners reported that polyester flags hold up better during winter months.

Road Report

1. **Monthly Road Work** – Trees were cut on Sunnyfield Circle, 370th, 355th and Norway Road. A pothole was fixed on 190th and a section of road fixed on Narnia. Koopmeiners was asked to keep records of when roads are plowed and sanded (date, approximate time, and which roads assuming not all were done).
2. **Snowplowing** – our salt/sand supply is in good shape. Koopmeiners will discuss salt/sand techniques with our other driver. A resident complained about slippery areas on Norway Road and 135th. Tires on the pickup will be replaced this month. Some residents are blowing snow back onto the road and a few continue to park in the road right-of-way. This will be addressed in a future *Enterprise* contribution.
3. **Peach Drive** – the road was not damaged when a resident complied with a DNR order to remove sand that had been dumped into a pond in the Avon Hills Scientific & Natural Area.

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

Public Hearings: *None scheduled.*

Business:

1. **Pelican Lake Road** – A resident called to alert the Town to ATV's that were operating on the road with young drivers and that geese were being shot and left to die on the ice. The resident was urged to call the County Sheriff. The Supervisors also recommended contacting the DNR.
2. **MOU** – no report. The Clerk will follow up with the County.
3. **Clerk Absence** – Saupe is planning to run again for Clerk. However, if elected, he will be out of Town from mid-January until May 2019. The Deputy Clerk has agreed to fill-in for him during this absence. The Supervisors didn't consider this a problem if Saupe is re-elected as Clerk.
4. **Election** – Three positions will be elected in the March Township election (clerk for a 2-year term, a Supervisor for a three-year term, and a Supervisors for a one-year term). Affidavits of Candidacy will be accepted by the Clerk from January 2 – 16. The Clerk's office will be open from 1-5:00 PM on January 16th. The Township will likely be an e-poll book test site for the Town election, which will be held on March 13 from 2 – 8:00 PM. Huston moved to set the second inclement weather date for the Town election on March 21st. Linn second. All in favor. Motion carried. The Public Accuracy Test for the Town election will likely be held on Wednesday, February 28, 2018 at 10 AM. The Board of Canvass

will meet Tuesday March 13 at 8:15 PM. Linn moved to approve **Resolution 01-03-18-2: Authorizing election judges**. Merdan second. All in favor. Motion carried. Merdan moved to approve Resolution 01-030-18-3: *Authorizing absentee ballot board*. Linn second. All in favor. Motion carried. A special election may need to be held to fill the seat of Senator Michelle Fischbach.

5. **Meeting Authorization** – Linn moved to hold the Board of Audit meeting on Thursday, February 8 at 7:00 PM. Merdan second. All in favor. Motion carried. Linn moved to set the date for the Organization/Qualification meeting for March 21 at 7:00 PM. Merdan second. All in favor. Motion carried.
6. **Annual Meeting** – will be held on Tuesday, March 13 at 8:30 PM. We will discuss potential agenda items at the next two meetings.
7. **Enterprise Contribution** – throwing snow on the road will be a topic in the next contribution.
8. **Computer Back-Ups** – Any Town employee with computer files on a computer not kept in the Town Hall was requested to make a backup copy.
9. **LUCA/Census** – the Town will not participate in the optional Local Update of Census Addresses (LUCA) program because of lack of time and because we think the County may be handling things for us.
10. **Fine Fee Revenue** – the Clerk is working on this and waiting to hear from a County attorney for advice before final steps are taken.

Other/Old Business:

The Town logo is in progress.

Signatures / Documents / Treasurer: Affidavits of posting submitted by the Clerk were notarized by the Treasurer.

Recurring Reports:

1. There were no 911 sign requests.
2. Certificates of Real Estate Value are now available online.
3. No Construction Site Permits were available for December. The Clerk provided copies of permits from August, September, October and November. These are now available online.
4. No Feedlot Permits were issued.
5. Special Assessment Searches were completed for properties on 33526 Shorewood Drive, 33758 Shorewood Drive, and 36613 Pelican Lake Road.
6. The County Commissioners adopted changes to Ordinance #A439 allowing Limited Rural Manufacturing in A40 & A80 zoning districts as a Conditional Use Permit.

Announcements & Brief Reports:

1. Linn moved to approve a gambling permit for the St. Wendel Sportsmen’s Club. Merdan second. All in favor. Motion carried.
2. A brochure about a LTAP seminar (Extending Pavement Life) was received.
3. Rinke-Noonan will sponsor a conference on Drainage and Water issues on February 15, 2018.
4. Cards were received from Westwood Engineering and Weaver Tree Service (including a \$50-off coupon).
5. There will be four public hearings in mid-January concerning a rate hike by CenterPoint Energy.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, February 7, 2018 at 7:00 PM.

Announcement of Other Town Meetings: *In addition to regularly scheduled Planning Commission and Supervisor meetings, the following are scheduled:*

- Jan 16 – Town hall open 1-5 PM
- Feb 8 – Board of Audit meeting (7 PM)
- Feb 28 – Public Accuracy Test (10 AM, tentative)
- Mar 10 – Town Hall open 10 AM – 12 PM
- Mar 13 – Town Election (2-8 PM)
- Mar 13 – Board of Canvass (8:15 PM)
- Mar 13 – Annual Meeting (8:30 PM)
- March 21 – Organization / Qualification Meeting (7:00 PM)
- Apr 9 – Joint Planning Commission (tentative)
- Apr – Road Inspection (third/fourth Saturday)
- Apr 23 – Board of Appeals & Equalization Meeting (7:00 PM)

Continuation: At about 9:10 PM Merdan moved to continue this meeting on January 10 at 7:00 PM. Linn second. All in favor. Motion carried.

At 7:00 PM, on January 10, 2018 in the Main Chamber of Avon Township Hall, Chair Will Huston called to order the Continuation of the January 3, 2018 meeting. Will Huston, Mike Linn, John Merdan, Kelly Martini and Stephen Saupe were present. The Supervisors reconvened to discuss employment issues. Linn moved to close the meeting. Merdan second. All in favor. Motion carried. The meeting was closed and a recorder was turned on. Four main topics were discussed: overtime, pay period, time sheets, and employee handbook. Minutes from the closed portion of the meeting are confidential.

Adjournment – Linn moved to adjourn the January 3, 2018 meeting at 9:28 PM on January 10, 2018. Merdan second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____

date: January 14, 2018

Supervisor Signatures:

date: _____

Will Huston

Mike Linn

John Merdan