

Minutes of the Meeting of the Avon Township Supervisors

February 7, 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: Denis McGuiness and Chief Dave Bentrud were added to the agenda. Merdan moved to approve the agenda as amended. Linn second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the January 3, 2018 meeting as presented. Merdan second. All in favor. Motion carried. Merdan moved to approve the minutes from the closed portion of the meeting. Linn second. All in favor. Motion carried.

Planning Commission Report – *Presented by LeRoy Gondringer, Chair:*

1. **Membership** – there was a moment of silence for member Gerry Kremers who recently passed away. Mergen was elected to serve as Vice-Chair. There are now missing two members. The Planning Commission brainstormed potential options including disbanding it, actively recruiting more members, and meeting as needed. No action was taken by the Supervisors.
2. **Joint Planning Meeting** – There is no business and the City prefers to postpone the meeting. Merdan moved to postpone the regular meeting of the Joint Planning Commission scheduled for the second Tuesday of April until a later date jointly agreed upon by the City and Town. Linn second. All in favor. Motion carried.
3. **CUP/IUP** – approval of the MOU to turn over to the County conditional use and interim use permitting will be tabled until the next meeting to see how the County Commissioners handle some pending issues.
4. **Plats** – Linn moved to approve Resolution 02-07-18-4: adopting a process for reviewing plats. Merdan second. All in favor. Motion carried. This will speed up approval of minor plats for residents.
5. **Preusser Driveway** – Mr. Sylvester Preusser appeared at the PC meeting to request information about a possible driveway permit. There is a large bump across his road (360th). There have been some recent complaints about it. The Supervisors will examine it during road inspection.

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 01/01/2018 to 01/31/2018 (*below*). Linn moved to approve the Cash Control Statement. Merdan second. All in favor. Motion carried. The Town still owes \$140,000 for the Bond for the Hall; the last payment will be in 2020. There was a mistake on the Report on Outstanding Indebtedness recently submitted to the County; Martini will resubmit a corrected version. Our gas tax receipt should arrive by

March. The Clerk and Treasurer are ready for the Board of Audit meeting. Linn moved to approve the Treasurer’s report. Merdan second. All in favor. Motion carried.

For the Period : 1/1/2018 To 1/31/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$124,534.20	\$1,540.62	\$5,829.29	\$120,245.53
Road and Bridge	\$177,776.46	\$1,382.80	\$15,164.12	\$163,995.14
Road Damage Deposit	\$1,450.00	\$0.00	\$0.00	\$1,450.00
Fire Fund	\$7,359.02	\$467.47	\$0.00	\$7,826.49
General Capital Projects	\$41,493.10	\$14.37	\$0.00	\$41,507.47
Total	\$352,612.78	\$3,405.26	\$20,993.41	\$335,024.63

Claims & Payroll: Martini presented the January claims (3261 – 3276). January PERA claims were 3259 and 3260. Check #9250 was voided; a second invoice was received before the check was sent so a single new combined check was written. Jeff Johnson from the Assessor’s Office said that he is inquiring about any tax revenue due to the Town from the Saint John’s Solar Garden. Linn moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

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

1. **Front Desk** – Koopmeiners helped to install the new front desk that was a gift from residents LeRoy & Marion Gondringer. The desk was purchased in an online auction from Morrison County. It was previously used by the Morrison County Commissioners in the County Courthouse.
2. **LP** – the tank is at 43%; last month it was 60%. To save on electric costs we’ve been using more propane.

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

Road Report

1. **Monthly Road Work** – included clearing the plugged culvert on 135th, removing a tree on 325th and plowing/sanding (see below). A summary of the 2017 roadwork is complete.
2. **135th** – The ditch on the west side of the road, near the I-94 overpass, plugged up again and ice was forming on the road. Lange Trenching was hired to do an emergency clean up. Koopmeiners placed orange cones on the road to alert passing motorists – one was destroyed and two others were stolen. Koopmeiners will order additional safety cones. The ditch may need to be cleaned out again during warmer weather.
3. **Salt/Sand** – the new salt/sand mix has frozen. It was apparently wet when delivered in December. In the future we will be sure to obtain salt/sand delivery during the summer and/or require a moisture test before accepting delivery.
4. **Snowplowing** – Roads were plowed and salt/sanded on January 11, 12, 14, 15, and 16. Some roads were salt/sanded on Jan 4. Several residents are plowing snow across the roadway, which is illegal. Letters will be sent to the offenders. Repeat offenders will be directed to our attorney. One resident has plowed a Town road with his pickup; this is not permitted so he will be requested to stop. An individual has placed a blue barrel on the roadway to prevent the plow from coming too close to his

property. This presents a significant hazard to motorists. Koopmeiners will alert the Sheriff and request it be removed immediately. Linn moved to authorize the Clerk to contact residents concerning the snowplowing violations and to purchase additional safety cones. Merdan second. All in favor. Motion carried.

5. **Snow and Ice Control Policy** – Supervisors tabled review of Resolution 11-05-14 until the next meeting.

Linn moved to approve the Road report. Merdan second. Motion carried.

Public Hearings: *None scheduled.*

Business:

1. **Chief Bentrud** – Waite Park Police Chief Dave Bentrud appeared to inquire if the Township had any particular needs/problems that could be addressed by the Sheriff's office. The Town has had a good working relationship with the Sheriff's office and expects that to continue.
2. **Avon Area Lakes Association** – Denis McGuiness appeared to request that the Town consider funding aquatic invasive species removal efforts in Middle Spunk Lake. The Town cannot donate to the AALA but it is possible that funds earmarked for weed control could be used. Huston will look into it.
3. **Postcard** – Merdan moved to send a postcard to residents alerting them to the upcoming election and annual meeting if the cost is less than \$500. Linn second. All in favor. Motion carried.
4. **Revise timesheet** – Martini presented a revised version of a time sheet. Koopmeiners will test it out.
5. **Resolution 02-07-18-1** – Linn moved to approve Resolution 02-07-18-1: Accepting donation of a front desk for the Town Hall. Merdan second. All in favor. Motion carried. A letter of acknowledgement will be sent to the donors.
6. **Resolution 02-07-18-2** – Linn moved to approve Resolution 02-07-18-2: Appointing additional election judge. Merdan second. All in favor. Motion carried.
7. **Resolution 02-03-18-3** – Merdan moved to approve Resolution 02-07-18-3: Approving a joint powers agreement. Linn second. All in favor. Motion carried. This resolution will initiate the process in which the Town will be able to recover some of the fees paid for fines in the Township.
8. **Computer Backups** – The Clerk, Deputy Clerk and Treasurer have backed up their computer files from 2017.
9. **Enterprise Contribution** – this month's contribution will feature a remembrance of Gerry Kremers and information about the upcoming election and Annual Meeting.
10. **Employee Handbook** – Huston will check into the cost of having Rinke-Noonan or other professional, to create a handbook since MAT will likely not do so for a long time.

Other/Old Business:

The Town logo is in progress.

Signatures / Documents / Treasurer: none required.

Recurring Reports:

1. There was one 911 sign request for Schreiner (34188 Smiley Dr.). A letter was sent notifying them how to purchase a sign.
2. Certificates of Real Estate Value are now available online.
3. There was one Construction Site Permit for January (Liz Fisher Trust, 33528 Poverty Point, 15 x 15 addition).
4. No Feedlot Permits were issued.
5. Special Assessment Searches were completed for 37646 Riley Court and 35982 165th Ave.
6. The County Commissioners had a public hearing to consider enacting an ordinance for false alarms.

Announcements & Brief Reports:

1. A New Year's card was received from American Heritage Bank.
2. The MAT Website has been updated. An image of our Town Hall is in their Town Hall Gallery. Another image of our Town Hall may be used in their 2019 calendar
3. No one attended Fifth Monday.
4. Brad Rolf's was selected as one of the Avon Angel's for his work on AIS with the Avon Area Lakes Association.
5. Everything is in order for the upcoming election. The County will test the connectivity of the Hall for the use of electronic poll books.
6. The preliminary plat for Dan & Marie Bullert was signed. The Stearns County Planning Commission will consider the final plat on February 15 at 6 PM.
7. The MDA/UMN hosted Emerald Ash Borer Training on Jan 30, 2018.
8. The Sheriff's department newsletter was received.
9. The Town Officer's Day at the Capitol will be March 7, 2018.
10. Minnesota Benefit Association – brochure for coverage's
11. Lake Wobegon Trail Association sent a notice soliciting donations. None can be given as per MN state statute.
12. The Town will not apply for a Statewide Health Improvement Partnership (SHIP) grant.
13. The Town will not add benefits (*i.e.*, Group Life, Dental insurance) available through Minnesota Benefit Association.

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, March 7, 2018 at 7:00 PM. Huston announced that he will be absent.

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

- Feb 8 – Board of Audit meeting (7:00 PM)
- Feb 28 – Public Accuracy Test (10 AM)
- 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)

Adjournment – Merdan moved to adjourn the meeting at about 9:30 PM. Linn second. All in favor.
Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____

date: February 13 , 2018

Supervisor Signatures:

date: _____

Will Huston

Mike Linn

John Merdan