

Avon Township Supervisors Meeting – March 7, 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 – *February 7, 2018 meeting*
  
6. Planning Commission Report
  - a. Smith Certificate of Compliance
  - b. Himsl Variance
  - c. Bullert Plat
  - d. MOU
  - e. PC Membership
  - f. Enterprise Contribution
  - g. Bike Race
  
7. Treasurer’s Report – *Kelly Martini*
  - a. Report of Outstanding Indebtedness – corrected
  - b. Minutes – Board of Audit Meeting 2018 (*appended*)
  - c. Report – Board of Audit Meeting 2018 (*appended*)
  - d. SCORE grant – 2018 submitted; reimbursement from 2017
  - e. MN Taxable GO Certificate fee increase
  
8. Approval of Claims & Payroll – *Kelly Martini*
  - a.
  
9. Town Hall Report – *Joe Koopmeiners*
  - a.
  
10. Road Report & Roadwork Update – *Joe Koopmeiners*
  - a. Monthly roadwork update (*including plowing, sanding*)
  - b. Set road inspection date
  - c. Snow plowing complaint
  - d. Review / Update Resolution 11-05-14: Snow and Ice Control Policy (*copy provided in Jan agenda*)
  - e.
  
11. Public Hearings – *none scheduled*
  
12. Scheduled Business
  - a. Boundary & Annexation Survey
  - b. Master Gardeners announce events on website
  - c. Annual Meeting planning/agenda/refreshments/moderator/Fire Chief
  - d. Qualification Meeting Planning
  - e. *Enterprise* contribution ideas
  - f. Employee PTO; handbook; policies; Huston – report on quotes for HR manual
  - g. Election update – ePoll book training; set-up

13. Other Business (*added at meeting*)
  - a.
14. Old Business
  - a. Logo
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 – Zierdan (19436 Co Rd 154, 10 x 12 addition and overhang)
  - d. Feedlot Permits – *Pierskalla (37556 Co Rd 155)*
  - e. Special Assessment Searches – 35982 165<sup>th</sup> Ave; 37646 Riley Court
  - f. Stearns County Hearings & Actions – March 13 to consider Ordinance 570 amending Ordinance 439 (expiration of CUP's and variances, feedlot setbacks, animal unit density for chickens)
17. Announcements & Brief Reports
  - a. CTAS update available
  - b. Dave Bentrud – thank you note received
  - c. MAT warning re phishing scams
  - d. LRIP Grant for resurfacing Norway Road was not successful
  - e. SCORE Grant application submitted
  - f. Girl Scouts alerted to caring for new table
  - g. Century Link requests notification of road work
  - h. Spring Short Course – March 27 (St. Cloud)
  - i. Midco Affirmative Action Statement received
  - j. Town Law Review (Legal Short Course) – April 19 (Burnsville)
  - k. Beisner letter sent re solar garden project
  - l. Noxious Weed Meeting – April 4 (Greenwald, Waite Park)
18. Announcement of next meeting: *April 4, 2018 at 7:00 PM*
19. Other Upcoming Meetings (*some dates 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)
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. See Resolution 01-03-18-1.*

# 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 (360<sup>th</sup>). 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
<b>Total</b>	<b>\$352,612.78</b>	<b>\$3,405.26</b>	<b>\$20,993.41</b>	<b>\$335,024.63</b>

**Claims & Payroll:** Martini presented the December 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 135<sup>th</sup>, removing a tree on 325<sup>th</sup> and plowing/sanding (see below). A summary of the 2017 roadwork is complete.
2. **135<sup>th</sup>** – 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, 15, and 16. Some roads were salt/sanded on Jan 4 and 17. 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 Town Hall 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 McGuinness 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 165<sup>th</sup> 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

## 2018 AVON TOWNSHIP ANNUAL MEETING

March 13, 2018; 8:30 PM

Avon Town Hall, 16881 Queens Road, Avon; <http://avontownship.org>

Welcome to the 2018 Avon Township Annual Meeting. Everyone present is encouraged to take part in the meeting. ***Only residents of Avon Township are permitted to make motions or vote at this meeting.*** For the record, please state your name prior to making a comment, proposing a motion, etc. The current township officials are:

### Township Board of Supervisors

Will Huston, Chairman  
Mike Linn  
Kelly Martini, Treasurer  
John Merdan  
Stephen Saupe, Clerk

### Planning Commission

LeRoy Gondringer, Chair  
Ken Mergen  
Stephen Saupe

Avon Township Supervisor meetings are held the first Wednesday of every month and the Planning Commission meetings are held the last Wednesday of every month. Both meetings start at 7:00 PM and are held in our Town Hall. The Avon Township website (*address above*) provides copies of minutes, forms, and assorted information related to Town business. Paul Buttweiler and Marion Gondringer serve as Deputy Treasurer and Deputy Clerk, respectively.

### Annual Meeting Agenda

1. Call to Order & Pledge of Allegiance – *Marion Gondringer, Deputy Clerk*
2. Introduction of Township and Planning Commission members present – *Marion Gondringer, Deputy Clerk*
3. Nomination and election of meeting moderator – *Marion Gondringer, Deputy Clerk*
4. Announcement of Election Results – *Moderator*
5. Announce, Amend & Approve the Agenda – *Moderator*
6. Reading/approval of the Minutes of the March 2017 Avon Township Annual Meeting – *Marion Gondringer, Deputy Clerk*
7. Avon Fire Department report – *Joel Richter, Avon Fire Chief*
8. Reading of the Board of Audit report – *Marion Gondringer, Deputy Clerk*
9. Planning Commission report – *LeRoy Gondringer, Chair*
10. Joint Powers Board report – *Ken Mergen*
11. Road Report – *John Merdan, Supervisor*
12. Township budget for 2018 (General Revenue - \$156,000; Road & Bridge – \$196,000; Fire Fund - \$70,000; Capital Reserve - \$2,000; Total - \$424,100)
13. Approval of Levy: Motion to approve General Revenue Levy; Motion to approve Road & Bridge Levy; Motion to approve Fire Fund Levy; Motion to approve Capital Reserve Levy; Motion to approve Total Levy.
14. Planning Commission – membership openings
15. Bike races on Town Roads
16. Motion to authorize pressurized flexible force mains in the road right-of-way (Minn Statute 160.27)
17. Decision on legal posting places (currently the Town Hall, *The Store, Dahlin's*)
18. Decision on legal newspaper (currently *Albany/Avon Enterprise*)
19. Decision on poll hours (*currently 2 – 8:00 PM*), and location and time for the 2018 Annual Meeting (*currently the Town Hall, 8:30 PM*)
20. Decision on an amount (*currently \$250*) to spend on Town memorials, awards, community celebrations (*including Annual Meeting refreshments*), and recognition
21. Web site comments
22. Comments/Motions from the assembly; future annual meeting topics
23. Announcements
24. Adjournment

***Thank you for attending the annual meeting. Mark your calendar for next year – Tuesday, March 12, 2019!***