

Avon Township Supervisors Meeting – April 4, 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. Election of Chair / Vice Chair
5. Approval of agenda
6. Approval of minutes – *March 7, 2018 meeting*
7. Planning Commission Report
  - a. Himsl Driveway Permit
  - b. PC applicant
  - c. PC Membership
  - d. Enterprise
  - e. Limited Manufacturing in Ag zone
  - f. MOU with County concerning CUP/IUP permits
  - g. Bullert plat signing
8. Treasurer’s Report – *Kelly Martini*
  - a. Solar/Wind Production Tax – Geronimo project (\$1,144.17)
  - b. Auditor Pre-Distribution Report
  - c. Review clerk, treasurer and deputies stipends
  - d. Unemployment resolution
  - e.
9. Approval of Claims & Payroll – *Kelly Martini*
  - a.
10. Town Hall Report – *Joe Koopmeiners*
  - a.
11. Road Report & Roadwork Update – *Joe Koopmeiners*
  - a. Red Maple Drive discussion
  - b. Monthly roadwork update (*including plowing, sanding*)
  - c. Road inspection planning
  - d. Plowing private driveways
  - e.
12. Public Hearings – *none scheduled*
13. Scheduled Business
  - a. Qualification Meeting minutes
  - b. Board of Canvass Meeting minutes
  - c. Resolution 04-04-18-1. Modifying the Compensation and Reimbursement Policy
  - d. Resolution 04-04-18-2. Authorizing Contract with Merdan
  - e. Resolution 04-04-18-3. Avoiding Conflict with Huston
  - f. Resolution 04-04-18-4: Snow and Ice Control Policy
  - g. AWAIR Policy review
  - h. City/Town Directory for Stearns County & MAT Officer listing
  - i. Lake Wobegon Trail Marathon – May 12
  - j. Maintenance worker contract (timesheet correction & starting date question)
  - k. *Enterprise* contribution ideas – roads/road inspection/appeals meeting

14. Other Business (*added at meeting*)
  - a.
15. Old Business
  - a. Inventory, logo
16. Signatures / Documents / Treasurer
17. Recurring Reports
  - a. 911 Sign Requests – *none*
  - b. Certificates of Real Estate Value – *available via Stearns County Extranet Site*
  - c. Construction Site Permits –
  - d. Feedlot Permits –
  - e. Special Assessment Searches – Birosh (18792 Co Rd 9)
  - f. Stearns County Hearings & Actions – Himsl hearing scheduled for March 22 postponed.
18. Announcements & Brief Reports
  - a. MAT Board of Directors terminated the Executive Director effective March 15, 2018.
  - b. Lake Wobegon Trail Marathon – May 12, 2018
  - c. Minnesota LTAP Technology Exchange newsletter – March 2018
  - d. Stearns County COLA (*Coalition of Lakes Associations*) meeting (April 17 – Rockville City Hall, 6 PM)
  - e. Senior housing inquiry
  - f. Ads received from: J&J Dust Control; Gilk Plumbing & Heating, includes spring thaw of ditches; All Things Asphalt (spray patching, crack sealing/routing)
  - g. Town Officers meeting, Freeport Community Center – April 26, 7:45 PM
  - h. Century Link – notice of rate increase
  - i. T-Mobile Antenna Modification notice
  - j. Manure line regulation – motion necessary at next Annual meeting
  - k. Appeals meeting – Kathy Korte supplied the following information. Sales ratios: residential/seasonal – 93.12%; Commercial – no sales, County wide – 91.02%; Agricultural/rural land – 87.85%. Typical adjustments: agricultural 4%; residential – 6%; lakeshore – 6%; rural residential – 12%; commercial – 2%.
  - l. AALA – DNR will stock Middle Spunk Lake with 81 lbs of fingerlings in even years.
  - m. Request to use Town Hall for bridal shower
  - n. County decided to use ESS voting machines (same company as current). Automark and the M100 were taken to the County for servicing.
  - o. GameTime catalog received
  - p. Land Use Decision document sent
19. Announcement of next meeting: *May 2, 2018 at 7:00 PM*
20. Other Upcoming Meetings (*some dates tentative*):
  - Apr 14 – Road Inspection
  - Apr 23 – Board of Appeals & Equalization Meeting (7:00 PM)
21. 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.*

**RESOLUTION 04-04-18-1  
RESOLUTION MODIFYING THE POLICY FOR THE  
COMPENSATION AND REIMBURSEMENT OF TOWN  
OFFICERS**

**WHEREAS**, Minn. Stat. § 367.05 and § 471.665, subd. 1, directs the Town Board to set the compensation of supervisors, town assessors, the treasurer, clerk, deputy clerk, if one is employed, deputy treasurer, if one is employed, and other employees of the town, and to set the amounts of pay and compensation for Town officers; and

**WHEREAS**, the Avon Township Supervisors adopted Resolution 03-22-17-2 – Establishing a policy for the Compensation of Town Officers; and

**WHEREAS**, the Avon Township Board of Supervisors often make changes to the Township Wage and Fee schedule; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Avon Township, Stearns County, Minnesota hereby modifies Resolution 03-22-17-2: “Resolution Establishing a Policy for the Compensation and Reimbursement of Town Officers” to include any changes made to the official Township Wage and Fee schedule.

Adopted this 4<sup>th</sup> day of April 2018.

**BY THE TOWN BOARD**

	Yes	No	Abstain
<b>Supervisor</b> _____ Will Huston	___	___	___
<b>Supervisor</b> _____ Mike Linn	___	___	___
<b>Supervisor</b> _____ John Merdan	___	___	___

**Attest:**

\_\_\_\_\_  
Stephen Saupe, Clerk

\_\_\_\_\_  
date

**RESOLUTION 04-04-18-2**

**RESOLUTION AUTHORIZING CONTRACT WITH JOHN MERDAN**

**WHEREAS**, the Town Board of Avon Township, Stearns County, Minnesota is seeking the performance or acquisition of the following services or goods:

*Assisting Koopmeiners with roadwork as necessary*

**WHEREAS**, John Merdan is a supervisor of Avon Township and will be financially interested in the contract because he is directly provided the service as an employee of the Township,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of Avon Township, Stearns County, Minnesota upon a unanimous vote of the supervisors with the interested officer abstaining, finds that the contract price of \$15.00 per hour is as low as, or lower than, the price at which the services or good could be obtained elsewhere at this time, and

**BE IT FURTHER RESOLVED**, that the Town Board of Avon Township, Stearns County, Minnesota, does hereby authorize a contract with John Merdan for a price of \$15.00 per hour, payment to occur on the contract as agreed and upon the filing of a proper affidavit by the interested officer.

Adopted this 4<sup>th</sup> day of April 2018.

**BY THE TOWN BOARD**

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

**Attest:**

\_\_\_\_\_  
Stephen Saupe, Clerk

\_\_\_\_\_  
date

**RESOLUTION 04-04-18-3**

**RESOLUTION ACKNOWLEDGING AND  
AVOIDING CONFLICT OF INTEREST  
REGARDING SUPERVISOR HUSTON**

**WHEREAS**, the Town Board of Avon Township, Stearns County, Minnesota is requires services of professional engineers; and

**WHEREAS**, Westwood Professional Services is a local engineering firm; and

**WHEREAS**, Supervisor Will Huston is an employee of Westwood Professional Services;

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board of Avon Township, Stearns County, Minnesota, will make their best effort to seek quotes for engineering services from at least two firms; and

**BE IT FURTHER RESOLVED**, that the Town Board of Avon Township, Stearns County, Minnesota, will only approve a contract with Westwood Professional Services if there is a unanimous vote of the Supervisors with the interested officer (Mr. Will Huston) abstaining;

Adopted this 4<sup>th</sup> day of April 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  
Stearns County, Minnesota**

**ANNUAL REVIEW – AWAIR PROGRAM – 2018**  
(Workplace Accident and Injury Reduction Program)

The following constitutes documentation of the town board's annual review of its workplace accident and injury reduction program.

- \_\_\_\_\_ 1. All town officers and employees are aware of the program and their responsibilities under it.
- \_\_\_\_\_ 2. In addition to the on-going attention paid by officers and employees to potential hazards in the workplace, an annual inspection of the workplace has been completed.
- \_\_\_\_\_ 3. Potential hazards, if any, identified throughout the year and at the annual inspection have been analyzed and corrected in an appropriate manner.
- \_\_\_\_\_ 4. Accidents, if any, which occurred in the year have been investigated according to the procedures set out in the program and any needed corrective actions have been taken.
- \_\_\_\_\_ 5. Any enforcement actions needed to uphold the goals and objectives of the program have been taken in accordance with the program and any other established procedures.
- \_\_\_\_\_ 6. The language of the AWAIR program, including the goals and objectives, has been reviewed in light of the activities and experiences occurring over the year.
- \_\_\_\_\_ 7. Any needed changes to the program have been identified and implemented, or assigned to a specific person with a plan for obtaining additional information and implementing any needed changes.

**Additional Program Notes:**

**BY THE TOWN BOARD**

\_\_\_\_\_  
Will Huston

\_\_\_\_\_  
Mike Linn

\_\_\_\_\_  
John Merdan

**Attest:**

\_\_\_\_\_

\_\_\_\_\_  
date

## Minutes of the Qualification Meeting of Avon Township

### March 21, 2018

**Call to Order:** Chair Will Huston called to order the meeting of the Avon Township Supervisors at 7:00 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon.

**Pledge:** The Pledge of Allegiance was recited.

**Roll Call:** the following individuals were present:

Board of Supervisors – *Will Huston, John Merdan, Kelly Martini (Treasurer), Stephen Saupe, (Clerk); Absent – Mike Linn*

Board Support – *Marion Gondringer (Deputy Clerk), Paul Buttweiler (Deputy Treasurer)*

Planning Commission – *LeRoy Gondringer, Ken Mergen*

Staff Members – *Joe Koopmeiners, Ryan Klaphake*

**Approval of Agenda:** Check signing was added to the agenda. Merdan moved to approve the agenda as amended. Huston second. All in favor. Motion carried.

#### **Business:**

1. **New Officers:** John Merdan, Will Huston, and Stephen Saupe were sworn-in as Supervisor for a three-year term, Supervisor for a one-year term, and Clerk for a two-year term, respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements were obtained from all candidates.
2. **Board of Canvass Minutes** – The Board of Canvass meeting minutes will be examined and approved at the April Supervisor meeting.
3. **Chair & Vice-Chair** – tabled until the April Supervisor meeting.
4. **Transfer of Town Records** – not necessary since there were no changes in officers or staff.
5. **Appoint Committee Chairs/Members** – *the following appointments were made:*
  - **Fire Board** – Huston nominated Merdan. Merdan second. All in favor. Motion carried.
  - **Grounds & Buildings** – Huston nominated Merdan. Merdan second. All in favor. Motion carried.
  - **Maintenance Worker Supervisor** – Huston nominated Merdan. Merdan second. All in favor. Motion carried.
  - **Humane Society** – Huston moved to have Koopmeiners serve as Township representative with himself as backup. Merdan second. All in favor. Motion carried.
  - **Joint City / Township Planning Board** – Huston nominated Ken Mergen and Mike Linn. Merdan second. All in favor. Motion carried.
  - **Legal** – Merdan nominated Huston. Huston second. All in favor. Motion carried.
  - **Planning Commission Representative** – Merdan nominated Huston. Huston second. All in favor. Motion carried.
  - **Roads & Snow** – Merdan nominated himself. Huston second. All in favor. Motion carried.
  - **Weeds & Roadside Restoration** – Huston moved to have Koopmeiners serve as Township representative with himself as backup. Merdan second. All in favor. Motion carried.
  - **County Liaison** – there will be no designated representative this year.

6. **Housekeeping Report** – No report; Ms. Pilarski was unable to attend the meeting. She told Koopmeiners that she wants to remain on the Township staff. Huston moved to recognize the great job Dolores Pilarski has done as Town housekeeper. Merdan second. All in favor. Motion carried.
7. **Maintenance Worker Report** – Koopmeiners mentioned that the salt-sand mix was wet and frozen. We should plan to order more in June. He also noted that some road shoulders need crushed granite and that a 'Bump' sign is needed off Co Rd 52; the Supervisors will address these issues at road inspection. Huston moved to approve the Maintenance worker report. Merdan second. All in favor. Motion carried.
8. **Authorize Work** – Huston moved to approve the purchase of necessary office and other supplies required by Town officials and staff including the Treasurer and Clerk (and deputies), Koopmeiners, Pilarski and Merdan. Merdan second. All in favor. Motion carried.
9. **Planning Commission Membership** – Merdan moved to reappoint Ken Mergen and Stephen Saupe to a three-year terms on the Planning Commission. Huston second. All in favor. Motion carried.
10. **Town Bank, Newspaper & Posting Locations** – Based on the recommendation of residents at the Annual Meeting, Huston moved to authorize the American Heritage Bank and Central Minnesota Credit Union as the official financial institutions, the *Avon/Albany Enterprise* as the official newspaper, and The Store, Dahlin's and Town Hall as the official posting locations. Merdan second. All in favor. Motion carried.
11. **Authorize Work by Supervisors/Conflicts of Interest** – these will be addressed at the April Supervisor meeting.
12. **Salary, Fee, & Mileage Schedule** – Merdan moved to make the following changes to the Fee and Wage schedules: change Conditional Use and Variance Permits to \$400, Encroachment agreements to \$500, and Public hearings (other) to \$400. Huston second. All in favor. Motion carried. There was a considerable discussion about what constitutes a meeting versus an hourly fee. The Supervisors defined a meeting as an organized City, Town, County or MAT gathering or training. Merdan moved to change the Planning Board and Annual Meeting moderator stipends to \$55. Huston second. All in favor. Motion carried. The revised scheduled is appended.
13. **Resolution 03-22-17-2 – Establishing a Policy for the Compensation of Town Officers.** This will be reviewed and discussed during the April Supervisor's meeting.
14. **Activity Listing** – A listing of actions required throughout the year was examined. The Town will consider purchasing salt-sand in June.
15. **AWAIR Policy** – tabled until the April meeting.
16. **Township Inventory** – Koopmeiners is working on an Inventory in the Town Hall. The inventory will be placed on a separate flash drive and stored in the safety deposit box at the bank.
17. **Review of Town Policies, Ordinances & Resolutions** – no action was taken at this time. This is done regularly at the monthly meetings.
18. **Financial Reporting Forms** – The Treasurer reported that all required forms have been submitted.
19. **Training Courses** – Merdan moved to authorize Town officials to attend the upcoming MAT Spring Short Course on March 27 in St. Cloud. Huston second. All in favor. Motion carried. Huston needs



to complete Board of Appeals training.

20. **Planning Commission Report/Update** – Gondringer does not want to be reappointed to another term on the Planning Commission. There are now three openings. The Supervisors recommended that the Planning Commission evaluate current County/Town permits. The Supervisors conducted a performance review of both Mergen and Saupe. Merdan moved that both should be reappointed/continue on the Planning Commission. Huston second. All in favor. Motion carried.

21. **Performance Reviews** – were completed for Travis Koopmeiners and Ryan Klaphake.

22. **Newsletter** – no action taken.

**Other Business:**

1. **Annual Meeting Review/Discussion** – There was a question about whether Supervisors could sit up front during the Annual Meeting. There doesn't appear to be any specific rules other than the Clerk opens the meeting and that a moderator is selected from among those in attendance. A resident requested Town funds to defray the cost of a youth summer softball program. A discussion with a MAT attorney suggests that a donation from the Town would be legal if it were framed as a contract for recreational services.

2. **Pay Checks** –Travis Koopmeiners was accidentally underpaid in March. A check for the difference was prepared and signed. There was a question about Joe Koopmeiners check at the March Supervisor meeting. Apparently it was written for the wrong amount as a consequence of tax schedule changes. Martini contacted the Auditor's office and it should be now correct.

3. **Maintenance Employee Discussion** – Merdan moved to change the pay period from bimonthly to biweekly. Huston second. All in favor. Motion carried. Merdan moved to close the meeting at 9:05 PM to discuss contract issues. Huston second. All in favor. Motion carried. The meeting was reopened. In summary, the Supervisors decided that the employee would receive 15 days of Paid Time Off (PTO) per year, available on January 1<sup>st</sup>, and that there will be no carryover of time allowed. The Supervisors also decided to evaluate the Employment Contract each year at the Qualification meeting.

4. **Ramler Gravel Pit** – the Town should insure that the restoration is completed as proposed.

**Adjournment:** Merdan moved to adjourn the meeting at 9:45 PM. Huston second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe Clerk

Clerk signature: \_\_\_\_\_ date: \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_  
Will Huston

\_\_\_\_\_  
Mike Linn

\_\_\_\_\_  
John Merdan

## Fees for Services

Amount	Item
\$75	911 Signs ( <i>includes sign, post &amp; installation</i> )
\$25	Certificate of Compliance
\$15	Chainsaw rental ( <i>per hour</i> )
\$400	Conditional Use Permit
\$50	Driveway Permit
\$200	Driveway Permit Deposit ( <i>deposited in Township treasury and refunded after completion and inspection</i> )
\$400	Encroachment Agreement ( <i>includes recording costs</i> )
\$Twice amount of permit	Late fee ( <i>for any construction or other work that begins prior to issuing permit</i> )
\$150	Liquor License
\$25	Noise Ordinance Exemption
\$400	Public Hearing ( <i>Other</i> )
\$100	Plat signing fee
\$25.00/hr	Record searches ( <i>outside regular scheduled Hall hours</i> )
\$0.25/copy	Record duplicating
\$150 + fees	Road Vacation ( <i>fees include recording, legal cost, etc.</i> )
\$400	Site inspections
\$25	Special Assessment Search
\$400	Special Meeting
\$400	Variance

## Salary/Wage Scale

Amount	Item
\$15	Hourly wage – Laborer, Housekeeping, etc.
\$15	Hourly wage – Election judge
\$20 – 25	Hourly wage – Snow Plow Operator
\$55	Monthly Meeting stipend – Deputy Clerk/ Deputy Treasurer
\$55	Monthly Meeting stipend – Planning Board
\$55	Monthly Meeting stipend - Supervisors
\$55	Meeting – required, organized City, Town, County, or MAT gathering or training (less than 4 hours)
\$55 + \$15/hr	Meeting – as above (more than 4 hours, \$55 plus \$15/hr total not exceeding \$100)
\$55	Qualification Meeting stipend for staff
\$75	Moderator Stipend – Annual Meeting
\$55	Site inspection stipend (only if not prior to a regularly-scheduled meeting)
\$250	Treasurer – monthly stipend
\$275	Clerk – monthly stipend
\$125	Deputy Clerk – monthly stipend
mileage	Follow Federal Guidelines. Mileage is not paid for Election judges or to Site Inspections on regularly scheduled meeting nights.

## Minutes of the Meeting of the Avon Township Board of Canvass

Tuesday, March 13, 2018

Avon Town Hall; 16881 Queens Road, Avon (MN)

1. **Call to Order:** Will Huston called to order the meeting of the Avon Township Board of Canvass at 8:15 P.M.
2. **Roll Call:** Present – Kelly Martini, Will Huston, Mike Linn, John Merdan, Marion Gondringer Deputy Clerk. Absent – Clerk Stephen Saupe.
3. **Business:** The purpose of this meeting was to certify the results of the March 13, 2018 Avon Township Election. The following information was presented:
  - a. Poll hours – Polls were open from 2:00 until 8:00 PM at the Avon Township Hall.
  - b. Election Judges – Sue Rushmeyer, Deb Angulski, Sharon Beach, Ken Mergen, Marion Gondringer, and Kelly Martini (Head Judge).
  - c. Election results are summarized in the table below:

<b>Avon Township – Summary of March 2018 Balloting</b>			
	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Total</b>
Ballots received	73	71	144
Ballots spoiled or used in machine test			0
Persons registered prior to poll opening			1412
Number persons registering			0
Absentee Ballots			2
Total registered voters on Election Day			1412
Number voters			55
% Residents voting			3.9%

<b>Avon Township – Summary of March 2018 Results for Precincts P1 &amp; P2</b>		
<b>Race</b>	<b>Candidate(s)</b>	<b>Votes</b>
Supervisor – 1 year term	Will Huston	51
	LeRoy Gondringer	1
Supervisor – 3 year term	John Merdan	47
	LeRoy Gondringer	4
	Ken Mergen	1
	Dan Kulas	1
	Barb Lang	1
Clerk	Stephen Saupe	54
	Marion Gondringer	1

**4. Election Results:**

- a. Supervisor (*three-year term 2018 – 2021*): John Merdan
- b. Supervisor (*one-year term 2018 – 2019*): Will Huston
- c. Clerk (*two-year term – 2018 - 2020*): Stephen Saupe

**5. Certification:** Mike Linn moved to accept and certify the election process and results of the 2018 Avon Township Election declaring Will Huston the winner of the race for Supervisor for a one-year term, John Merdan the winner of the race for a three-year term, and Stephen Saupe the winner for the race for Clerk for a two-year term. Merdan second. All in favor. Motion carried.

**6. Adjournment:** Motion to adjourn the meeting by Linn. Second by Merdan. All in favor. Motion adjourned. Meeting adjourned at approximately 8:26 P.M.

Respectfully Submitted,  
Marion J. Gondringer, Deputy Clerk, acting for Stephen G. Saupe, Clerk

\_\_\_\_\_ date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_  
Will Huston

\_\_\_\_\_  
John Merdan

\_\_\_\_\_  
Mike Linn