

# Minutes of the Meeting of the Avon Township Supervisors

May 2, 2018

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

**Call to Order:** Chair 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.

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

**Roll Call:** Present – Will Huston, Mike Linn, Kelly Martini, John Merdan, and Stephen Saupe. Also present – Ken Mergen (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), and Joe Koopmeiners (*Maintenance*).

**Approval of Agenda:** Use of the building by the League of Women Voters was 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 April 4, 2018 meeting as presented. Merdan second. All in favor. Motion carried.

**Planning Commission Report** – *Presented by Ken Mergen, Chair:*

1. **Justin Variance** – Ms. Eve Justin appeared at the PC meeting to inquire about procedures to obtain a variance should she need one. She and Aaron Justin own property on Upper Spunk Lake Road. They plan to remove the existing house and rebuild it and a garage. However, the current plan would put the new garage closer to the road than is currently permitted by ordinance. They were alerted to the Township variance procedures. The PC supported setting a public hearing if they want to proceed. The Justin's appeared at tonight's Supervisor meeting. They decided to obtain a variance to build a 16 x 30 foot garage 63 feet from the center-of-the-road, which is 30 feet closer than currently permitted. Merdan moved to set a public hearing on May 30 at 7:10 PM to consider the request from Aaron and Eve Justin for a variance of 30 feet to construct a garage 63 feet from the center-of-the-road. Linn second. All in favor. Motion carried.
2. **Annexation Issue** – There is a proposal from Copart to annex the adjacent Lange property. Linn and Mergen will represent the Township at the Joint Planning Commission meeting that will be held in the Avon Township Hall on May 16 at 7:00 PM.
3. **Recognition Plaques** – Models of potential plaques to recognize individuals who have donated more than 10 years of service to the Township were discussed and one was selected. Linn moved to make plaques for Bresnahan, Gondringer, and Kremers, and invite them (and/or family) to a presentation at the next Supervisor meeting. Merdan second. All in favor. Motion carried.
4. **Logo** – a quick sketch of a potential logo was provided by a local artist. Modifications (make entryway off center, add a flag) were suggested for a revision.
5. **Pilgrim's Pride** – Mr. Adam Goebel, Pilgrim's Pride, has requested to haul heavy (up to 97,000 pounds) on 0.53 miles of 365<sup>th</sup> to the Yurczyk farm. This would save fuel and improve road safety by reducing the number of trips. However, it would increase potential damage to the road and set a precedent if there were other future requests. The Planning Commission recommends to deny the request. Merdan move to deny the request from Pilgrim's Pride to haul heavy. Linn second. All in favor. Motion

carried. The Clerk will contact Mr. Goebel with the decision.

- Enterprise** – suggested topics for the next contribution to the Enterprise are the upcoming prairie burn at the Town Hall and 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 04/01/2018 to 04/30/2018 (*below*). Linn moved to approve the Treasurer’s report. Merdan second. All in favor. Motion carried.

For the Period : 4/1/2018 To 4/30/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$111,815.42	\$430.69	\$7,116.70	\$105,129.41
Road and Bridge	\$197,268.72	\$0.00	\$5,234.93	\$192,033.79
Road Damage Deposit	\$1,450.00	\$0.00	\$0.00	\$1,450.00
Fire Fund	\$7,826.49	\$0.00	\$0.00	\$7,826.49
General Capital Projects	\$41,507.47	\$0.00	\$0.00	\$41,507.47
<b>Total</b>	<b>\$359,868.10</b>	<b>\$430.69</b>	<b>\$12,351.63</b>	<b>\$347,947.16</b>

**Claims & Payroll:** Martini presented the May claims (3316-3332), which totaled \$42,414.21. April PERA claims were 3314 & 3315 for a total of \$491.30. The April payroll was \$2630.02 and the May payroll was \$2432.23. Gondringer may need a new PC because her personal computer is a Mac, which doesn’t run CTAS. Linn moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

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

- Vacuum** – Martini purchased a new vacuum for the Town Hall.
- Prairie Burn** – a crew from MN Native Landscapes completed a prescribed burn of the Town Hall rain garden and prairie. They did a good job.
- Electrical Box** – wires are exposed. Koopmeiners will contact Avon Electric to repair.
- Pruning** – Koopmeiners pruned shrubs around Town Hall.
- League of Women Voters** – requested to host candidate forums in the Town Hall in the fall. Merdan moved to approve the request on the condition that the dates do not conflict with any scheduled Town activities and that the Hall is vacuumed and tidied up following the forum. Linn second. All in favor. Motion carried.

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

**Road Report**

- Monthly Road Work** – involved plowing and sanding roads (April 1, 3, 4, 14, 15, 16), truck repair, and assorted roadwork on Norway Road, St. Anna Drive, Shorewood Dr., and Highland Terrace. Plows have been washed and cleaned.

2. **Meadowview Road** – Koopmeiners got stuck when trying to plow the road. The road will not be plowed in the future once the appropriate signs are installed.
3. **Road Inspection** – Huston moved to reschedule road inspection for Saturday, May 19 at 9:00 AM at the Town Hall. Linn second. All in favor. Motion carried. The Clerk will post and publish. Koopmeiners noted that we need to inspect the bridge on Tower Road and the culvert across from Ritzer's.
4. **Road Grading** – Linn moved to authorize Koopmeiners to obtain a quote from Lange's for grading gravel roads. Merdan second. All in favor. Motion carried.
5. **Bullert Driveway** – may need a driveway permit. Koopmeiners will examine to determine if culvert and aprons are needed.

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

**Public Hearings:** *None scheduled.*

**Business:**

1. **Liquor Licenses** – A request was received from Mr. David Weitalla for the Consent of the Board for on-sale and off-sale 3.2 percent malt liquor licenses. Linn moved to authorize the County to approve a County on-sale intoxicating liquor license for the sale of intoxicating liquors at The Landing of St. Anna from July 1 2018 to June 30, 2019. Merdan second. All in favor. Motion carried. Linn moved to authorize the County to approve a County off-sale 3.2 percent malt liquor license for the sale of 3.2 percent malt liquors at The Landing of St. Anna from July 1, 2018 to June 30, 2019. Merdan second. All in favor. Motion carried.

It is likely that the Pelican Lake Ballroom will need similar licenses; however, the owners have typically waited until the last minute to apply. Because there may not be another Town meeting before it would be necessary for them to obtain the necessary permits from the County, the Supervisors decided to consider a license for the Pelican Lake Ballroom in the event it was requested in the interim. Linn moved to authorize the County to approve both a County on-sale and a County off-sale 3.2 percent malt liquor license for Pelican Lake Ballroom if it was requested. Merdan second. Two in favor. One opposed (Huston) opposed. Motion carried.

There was a discussion about whether or not the applicants for these permits, or any permit, should physically be present at a meeting. No decision was reached.

2. **Employee Contract** – Tabled until the next meeting.
3. **Board of Appeals & Equalization Minutes** – Linn moved to approve the minutes of the April 23, 2018 meeting of the Avon Township Board of Appeals & Equalization. Merdan second. All in favor. Motion carried.
4. **Enterprise** – possible topic includes the upcoming road inspection.
5. **Inventory** – Gondringer volunteered to complete an inventory of the Town Hall building.

**Other/Old Business:** Employee Handbook. MOU.

**Signatures / Documents / Treasurer:** documents were signed as necessary.

**Recurring Reports:**

1. There were one request for a 911 sign (McGuiness – 36065 160<sup>th</sup> Ave).
2. Certificates of Real Estate Value are now available online and will no longer be provided in the minutes.
3. Construction Site Permits were received for Klocker (35389 Co Rd 155, house & garage); Braun (37371 185<sup>th</sup> Ave, 56 x 40 shed); and Studniski (35188 Co Rd 155, house).
4. No Feedlot Permits were issued.
5. A Special Assessment Search was completed for Minette (18359 Co Rd 154).
6. There was a County hearing to consider Ordinance 571 on May 8, 2018.

**Announcements & Brief Reports:**

1. The County Surveyor’s office should be contacted if a road project is done that could affect any section markers.
2. Literature was received from Midwest Asphalt.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, June 6, 2018 at 7:00 PM.

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

- May 16 – Joint Planning Commission meeting, Town Hall
- May 19 – Road Inspection (rescheduled)

**Adjournment** – Merdan moved to adjourn the meeting at about 8:57 PM. Huston second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

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

**date:** May 9, 2018

**Supervisor Signatures:**

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

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

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

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John Merdan