

# Minutes of the Meeting of the Avon Township Supervisors

July 11, 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 – Paul Buttweiler (*Deputy Treasurer*), Marion Gondringer (*Deputy Clerk*), and Joe Koopmeiners (*Maintenance*).

**Approval of Agenda:** Three items were added to the agenda (Rooney Driveway permit; driveway permits in shoreland; candidate forum at the Town Hall). Linn moved to approve the agenda as presented. Merdan second. All in favor. Motion carried.

**Minutes:** Linn moved to approve the minutes of the June 6, 2018 meeting as presented. Merdan second. All in favor. Motion carried.

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

1. **Blonigen Variance** – Mr. Craig Blonigen requested a variance to construct an addition and garage on his current home. It would be 22 feet from the Town road (188<sup>th</sup> Ave), which is closer than currently allowed by ordinance. The Planning Commission recommends setting a public hearing at the next meeting. Linn moved to set a public hearing at 7:10 PM on July 25, 2018 to consider a request by Mr. Craig Blonigen for a variance to construct an addition on his home that would be 24 feet closer to 188<sup>th</sup> Avenue than is currently permitted. Merdan second. All in favor. Motion carried. According to Mr. Blonigen, a variance is also required because the planned addition will also be 32 feet from 367<sup>th</sup> Street. Since it is a private road and not a Township road, the Supervisors took no action on this request.
2. **Maciejewski Certificate of Compliance** – Mr. Kevin Maciejewski contacted Huston about splitting an 80-acre parcel on 355<sup>th</sup> into two 40-acre parcels. The Planning Commission has no objections to a Certificate of Compliance. Since the PC meeting it has come to light that the Maciejewski's do not require a certificate of compliance but are working with the County for ways to add a residence to their property. The Supervisors took no action.
3. **Solar Garden Landscape Plan** – Linn moved to include a row of conifers along the east boundary of the property, as was presented in the original drawings from Sunrise Energy Ventures. Merdan second. Two in favor. One opposed (Huston). Motion carried. The Clerk will draft a new letter and send it to the Supervisors for approval. The Supervisors also approved the letters for the extension of both solar garden extensions.
4. **Rausch Gravel Pit** – Black dirt has been added to the pit. A letter was received from the owners of the property that they are satisfied with the restoration. Linn moved to approve the release of the bond for the Rausch Gravel pit. Merdan second. All in favor. Motion carried.
5. **I-94 Bridge** – Work on the bridge over I-94 on 135<sup>th</sup> will likely be done next summer. Traffic will be detoured onto Norway Road.

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 06/01/2018 to 06/30/2018 (*below*). Huston is scheduled to talk to the representative from Standard & Poor in about a week. Linn moved to approve the 2018 Report of Significant Events authorizing David Drown Associates to prepare disclosure reports for the Township. Merdan second. All in favor. Motion carried. The form was updated and signed. Township officers signed a variety of forms required by our bank. Linn moved to approve the Cash Control Statement and Treasurer’s report. Merdan second. All in favor. Motion carried.

For the Period : 6/1/2018 To 6/30/2018

| <u>Name of Fund</u>      | <u>Beginning<br/>Balance</u> | <u>Total<br/>Receipts</u> | <u>Total<br/>Disbursed</u> | <u>Ending<br/>Balance</u> |
|--------------------------|------------------------------|---------------------------|----------------------------|---------------------------|
| General Fund             | \$96,753.44                  | \$64,513.38               | \$20,307.04                | \$140,959.78              |
| Road and Bridge          | \$184,340.37                 | \$77,406.81               | \$4,371.06                 | \$257,376.12              |
| Road Damage Deposit      | \$1,450.00                   | \$200.00                  | \$0.00                     | \$1,650.00                |
| Fire Fund                | (\$23,538.01)                | \$24,807.65               | \$0.00                     | \$1,269.64                |
| General Capital Projects | \$41,507.47                  | \$1,182.08                | \$1,200.00                 | \$41,489.55               |
| <b>Total</b>             | <b>\$300,513.27</b>          | <b>\$168,109.92</b>       | <b>\$25,878.10</b>         | <b>\$442,745.09</b>       |

**Claims & Payroll:** Martini presented the July claims (3355-3370), which totaled \$5039.40. June PERA claims were 3363 & 3354 (total \$491.30). June and July payrolls were \$2630.02 and \$1733.45, respectively. Huston moved to return the deposit for the Bullert driveway permit based on Koopmeiners inspection. Merdan second. All in favor. Motion carried. 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. **Hail Damage** – The Town Hall sustained damage to the roof and gutter, garage siding and salt shed roof, door frame and trim. A check for the claim was received from our insurance carrier. Koopmeiners was authorized to obtain quotes for the repairs from local contractors (i.e., Home Check Plus and Preusser Construction).
2. **Power Box Repair** – Koopmeiners will follow up this month.
3. **Flagpole** – Koopmeiners was authorized to rent a lift to repair the flag and rigging damaged during the hailstorm.
4. **Propane** – Koopmeiners was authorized to get the summer propane tank fillup.

**Road Report**

1. **Road/Maintenance Report** – Among the projects that were completed included trimming and chipping brush (Two Rivers Road, Sunnyfield Circle, 190<sup>th</sup>, Riley Court, 186<sup>th</sup>, St. Anna Drive, Red Maple Drive, 188<sup>th</sup>, 185<sup>th</sup>, 175<sup>th</sup>, and Spunk Tree Circle) and mowing Town road right-of-ways. Noble Oak Circle was examined and though there are some uneven spots, it appears OK for now.
2. **Tree on 154<sup>th</sup>** – Late one night, Koopmeiners removed a tree that fell across the road.

3. **Salt/Sand** – A complaint was received about salt/sand that had accumulated on Parkwood. Huston moved to authorize Koopmeiners to remove salt/sand from Parkwood Circle and others areas where it had significantly accumulated. Linn second. All in favor. Motion carried. Two quotes were received for salt/sand (150 yards; 20% salt; 20% granite; delivered & loaded) for the 2018 – 2019 season (Lange Trenching - \$79.40/yard; Double R Trucking - \$61.11/yard). Huston moved to approve the quote from Double R Trucking. Linn second. All in favor. Motion carried. Koopmeiners will follow-up with the companies.
4. **Plow Drivers** – We need a weekday driver for the pickup plow that clears cul-de-sacs.
5. **Grass Clippings** – Residents are requested to not blow grass clippings into the road because they can be very slippery and cause problems especially for motorcyclists.
6. **Mechanical Repairs** – Koopmeiners repaired the plate for the chipper and installed new seals on the ditch mower.
7. **135<sup>th</sup> Avenue** – St. Wendel Township is interested in cost-sharing on chip-sealing this road. The Supervisors didn't think that this practice is cost effective and the Town has not done this on other roads in the recent past. Huston moved to not chip-seal 135<sup>th</sup>. Linn second. All in favor. Motion carried. Lange Trenching will repair the ditch; work is in progress.
8. **360<sup>th</sup>** – A resident has removed dirt and left a mess. Huston will contact the resident and insure that he repairs the ditch to Town standards. A quote of \$3149 was received from Lange Trenching to repair the culvert. Linn moved to accept the quote from Lange Trenching for repairing the culvert. Merdan second. All in favor. Motion carried.
9. **Mowing** – Koopmeiners was authorized to begin ditch mowing. He will begin brushing this week.
10. **Anderson driveway** – the resident contacted the Town about continuing the agreement. This will be discussed at a future meeting.
11. **911 Sign Installation** – According to Jodi Teich, Stearns County Engineer, 911 posts should be back as far as mailbox support post, pointing toward the side of the street with the home, and positioned so the wing of snow plow doesn't damage them. Koopmeiners will order more 911 signposts.
12. **Tower Road Guard Rails** – Koopmeiners will contact the County about options.
13. **Weeds** – Last week, Koopmeiners inspected with Bob Dunning. Four residents will need to remove weeds (*i.e.*, thistles). The Supervisors approved a letter that will be sent to each. A list of potential spray applicators will be included with the letter. Koopmeiners will spray thistles in the road right-of-ways next week.
14. **Roadwork Planning** – the County sent their five-year plan for road repair. County Road 54 is scheduled to be resurfaced in 2022. Huston moved to authorize the Planning Commission to prepare a road maintenance plan for the Township. Linn second. All in favor. Motion carried.
15. **Rooney Driveway** – Mr. Jeff Rooney inquired about a driveway permit for his property on Two Rivers Road. Water pools between his access points. He will initiate the process at the August Planning Commission meeting.

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

1. **Election Update** – We have recruited 12 judges and they have been scheduled for training. Huston moved to approve Resolution 07-11-0-18 – Appointing Election Judges for the Primary and General Elections. Linn second. All in favor. Motion carried. The public accuracy test is scheduled for August 7 at 10 AM.
2. **Red Maple Garage** – Mr Tony Ebnet has erected a metal garage 14 feet from the edge of the road, which violates Township setbacks. If the structure is larger than 150 square feet he will also need a building permit. The County has been alerted to the situation. They will follow up. In addition, Huston will contact our Town Attorney to discuss the next steps.
3. **Construction Site Permits** – The County handles the approval process for all construction site permits. If the project is not in a Shoreland area, the Township must sign the permit before approval. This insures that resident knows that a driveway permit issued by the Township may also be required if the driveway is modified in the building process. However, if the project is in Shoreland, the County doesn't require any Township signature, which means it is possible for residents to bypass the driveway approval process. The Township will work with the County to streamline the construction site permit process to insure that residents obtain driveway permits when necessary.
4. **Candidate Forums** – The Township was contacted by a representative for Republican candidates, Jeff Howe and Lisa Demuth, to hold a meet-and-greet prior to a Town meeting. The Supervisors have no concerns. Democratic candidates will be provided with the same opportunity if requested.
5. **Enterprise** – Elections will be the next topic for our contribution to the *Enterprise*.

**Other/Old Business:**

1. The inventory is in progress.
2. MOU with the County
3. Logo

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

**Recurring Reports:**

1. There was one inquiry for a 911 sign (Schwalbe Dairy).
2. Construction Site Permits were received for Raab (35428 Co Rd 155); Wunderlich (36391 Pelican Lake Road, 42 x 60 shed); and Soenneker (17162 Marsh Lane, bath addition).
3. No Feedlot Permits were issued.
4. Special Assessment Searches were completed for US Bank (15678 Parkwood Circle); Surma (15765 Parkwood Circle); 19308 Two Rivers Road; Klocker (35389 Co Rd 155); and Zimmerman (13977 Co Rd 159).
5. There are two upcoming County hearings: Blattner CUP for a Major Shoreland Alteration (July 18) and a variance for the Justins to build closer to the OHWL on Upper Spunk Lake (July 27). A complaint was received about the latter. The Supervisors took no action on either.

**Announcements & Brief Reports:**

1. The Stearns County Sheriff newsletter was received.
2. The "Order Approving Annexation" of the Lange/CoPart property was received from the State of MN.

- 3. The MN Digital government Summit will be held August 15 in Saint Paul. The Township will not participate.
- 4. The League of Women Voters is planning to hold a candidate forum in the Town Hal on October 17<sup>th</sup> at 7:00 PM.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, August 1, 2018 at 7:00 PM.

**Announcement of Other Town Meetings:** *None, other than the regularly scheduled Planning Commission and Supervisor meetings.*

**Adjournment** – Merdan moved to adjourn the meeting at about 9:05 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

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

**date:** July 15, 2018

**Supervisor Signatures:**

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

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

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

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