

Minutes of the Meeting of the Avon Township Supervisors

January 2, 2019

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

Call to Order: Chair Will 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, and Stephen Saupe. Absent – John Merdan. Also present – Paul Buttweiler (*Deputy Treasurer*), Joe Koopmeiners, and Marion Gondringer (*Deputy Clerk*).

Approval of Agenda: Discussions of Meadowview Road and the Burrow Rezoning were moved from Scheduled Business to the Planning Commission report. Linn moved to approve the agenda as amended. Huston second. All in favor. Motion carried.

Minutes: Linn moved to approve the minutes of the December 5, 2018 meeting as presented. Huston second. All in favor. Motion carried.

Planning Commission Report – there was no report because the meeting in December was cancelled. However, the following items were discussed during this portion of the meeting:

- Meadowview Road** – Residents who live in the vicinity of Meadowview Road were invited to discuss winter maintenance. Due to the difficulty, liability and cost to the Township of plowing this minimum maintenance road, the Supervisors sought feedback on various options which include: (a) plowing on request; (b) closing & barricading the road during the winter; and (c) vacating the road, notably past the County ditch, with necessary easements. Ms. Mary Adrians stated that they required only occasional winter access to their property and requested that whatever action be taken be reviewed annually. Mr. Dean Martini needs the road plowed to access land for making wood and maple syrup. He recommended using a pickup with a V-plow. Mr. Tom Studniski wants the road left open because he accesses his property once or twice a week from the road. Ms. Adrians opposes vacating the road. Ms. Kelly Martini said hunters access the properties from the road. For now, the Town will plow the road when we get heavier snow.
- Burrow Rezoning Request** – Ms. Joan Burrow appeared to request rezoning her property (23 acres) on County Road 9 from A40 to R5. She plans to divide the property into four lots. The Township disapproves of spot zoning; however, the property is adjacent to another property zoned R5. In addition, the property is close to the area designated as a growth corridor in the township comprehensive plan. Because the Supervisors prefer that the Planning Commission first examine rezoning requests and because she wasn't in a major hurry, Ms. Burrow will present her plan at the Planning Commission meeting at the end of the month.
- County Comprehensive Plan** – Mr. LeRoy Gondringer stated that the County is planning to review their Comprehensive Plan. The review may take as long as six months. It will likely include listening sessions for Township input. This could be a good time for the Township to review its Plan, too.

Treasurer's Report: Martini read the Treasurer's Report and presented the Cash Control Statement for the period 12/01/2018 to 12/31/2018 (*below*). Linn moved to approve the Cash Control Statement and Treasurer's report. Huston second. All in favor. Motion carried. The beginning balance this month is greater than that reported last month because a check for \$115 (#9498) was voided last month but it was

accidentally included in last month’s statement. Martini submitted the necessary paperwork to Social Security; she has not yet received any feedback. The check to Dale Gruber, Inc. (#9490) is still being held because they have not completed work; they are apparently waiting for supplies on order. The Town Aid payment will increase to \$1,090 (from \$1,053). Martini completed the Report of Outstanding Indebtedness and will submit it to the County.

For the Period : 12/1/2018 To 12/31/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$169,854.08	\$94,087.10	\$82,808.64	\$181,132.54
Road and Bridge	\$250,318.69	\$78,781.10	\$13,311.32	\$315,788.47
Road Damage Deposit	\$1,650.00	\$200.00	\$0.00	\$1,850.00
Fire Fund	\$11,901.51	\$25,270.68	\$31,364.50	\$5,807.69
General Capital Projects	\$41,958.38	\$1,202.54	\$0.00	\$43,160.92
Total	\$475,682.66	\$199,541.42	\$127,484.46	\$547,739.62

Claims & Payroll: Martini presented the December PERA claims (#3495, #3496), which totaled \$491.30. December payroll was \$2630.20 and January payroll was \$1515.04. January claims (#’s 3483-3494 & 3497-3499) were \$6730.30. Checks 9544-9549 were voided because they were printed with the wrong date. Linn moved to approve the claims and payroll from December. Huston second. All in favor. Motion carried. Huston moved to approve the claims and payroll from November (this was inadvertently forgotten last month). Linn second. All in favor. Motion carried. The Supervisors discussed applying for a Capitol One Spark Business Card but decided against it for several reasons. The payment for the truck tabs is due and needs to have the address changed. Martini will handle both. PERA is only available to elected officials; Mr. LeRoy Gondringer stated that PERA he received for service while on the Planning Commission but after he had left the Board of Supervisors, was returned to him. Martini reported that the Town contribution was also returned to the Treasurer. Martini completed the annual Workman’s Compensation audit and it was examined by the Supervisors.

Town Hall Maintenance Report – presented by Joe Koopmeiners

1. **Town Hall Use Policy** – The Supervisors will include this on the agenda of the Annual Meeting to solicit feedback from residents.
2. **Cub Scouts** – The Supervisors a request by the Avon Cub Scouts, Tiger Den, to use the Town Hall on January 8, 2019.
3. **Insulation** – Koopmeiners was authorized to obtain quotes to improve the insulation of the Maintenance Garage.

Road Report

1. **Road/Maintenance Report** – Among the projects that were completed included: installing a steel plate in the dash of the blue truck, washing all equipment and plowing/sanding on four occasions (Dec 23, 27, 28 and 31). Only one complaint about snow removal was received; a resident complained about not plowing the cul-de-sac on Kopy Lane. This was done to allow the surface to freeze to avoid scraping off the existing gravel.
2. **Road Obstructions** – Several residents are pushing snow across Town roads. They will be sent a letter to stop. Another resident has parked a trailer too close to the road and another has placed an orange

cone in the road; both will be asked to move the items because they are obstacles for the snowplow and other motorists.

3. **Norway Road Update** – Westwood completed the field work and is working on the topographic surveys.
4. **Project Update** – A quote from Global Construction Specialties (St. Paul) will be sought for the guardrail repair work on Tower Road.
5. **Signs on Queens Road Culvert** – Huston contacted the County Engineer and bridge signs are required on the culvert because the pavement is narrow and close to the road.
6. **LRIP Grant** – The Town will consider applying for another road improvement grant to work on Tower Road.

Public Hearings: *None scheduled.*

Business:

1. **European Buckthorn** – The Supervisors approved sending an informational letter and DNR brochure to residents who live adjacent to areas where the Town removes this invasive shrub in the road right-of-way. Buckthorn eradication information will also be put on the Town website.
2. **Resolution 01-02-19-1** – Linn moved to approved Resolution 01-02-19-1: Appointing election judges. Huston second. All in favor. Motion carried.
3. **Resolution 01-02-19-2** – Huston moved to approved Resolution 01-02-19-2: Appointing absentee ballot board. Huston second. All in favor. Motion carried.
4. **Schlict Variance Hearing** – The Stearns County Board of Adjustment will consider a variance for Ms. Susan Schlict, 33485 Poverty Point Drive, Avon (MN) for a setback for a holding tank from Middle Spunk Lake. Huston moved to takes no issue to this variance. Linn second. All in favor. Motion carried.
5. **Gibbons Variance Hearing** – The Stearns County Board of Adjustment will consider a variance for Ms. Patricia Gibbons to install a holding tank instead of a complete septic system on her property at 37081 Co Rd 9, Avon (MN). Linn moved that if there is adequate room for a drain field on the property then a drain field should be installed.
6. **Ebnet Driveway** – Mr. Tony Ebnet submitted a revised plan for his driveway permit approval. The Planning Commission will be asked to examine the plan and provide a recommendation.
7. **Meeting Schedule** – The following dates/meetings were scheduled for the coming year: (a) February Supervisor meeting – moved to Feb 13 at 7 PM because Supervisor Huston will be out of town; (b) Audit Board – Feb 20 at 7 PM; (c) Board of Canvass Meeting – March 12 at 8:15 PM; (d) Annual Meeting – March 12 at 8:30 PM; (e) Qualification/Organization Meeting – March 20 at 7 PM; (f) Public Accuracy Test of electronic voting equipment – February 27 at 6:00 PM. The December Planning Commission meeting needs to be rescheduled because it falls on Christmas Day. The date of the annual Road Inspection, usual in mid-April, will be determined later. The City will be contacted to confirm the scheduling of the required Joint Planning Commission meeting (usually second Monday in April).

- 8. **Computer Backups** – All Town staff who use a computer at home were requested to make a complete annual backup and store it in the Town Hall.
- 9. **Notary** – Huston moved to authorize payment of the fee for the renewal of Martini’s notary license. Linn second. All in favor. Motion carried.
- 10. **Enterprise Contribution** – The main idea for the contribution this month is snow removal.

Other/Old Business: Roads: completion of 360th finish work; Business: inventory, permitting to the County/MOU, logo, Town Hall Use, and fine revenue.

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

Recurring Reports:

- 1. No requests for 911 signs were received.
- 2. No Construction Site Permits were received.
- 3. No Feedlot Permits were issued.
- 4. No Special Assessment Searches were completed.
- 5. There were no relevant County hearings.

Announcements & Brief Reports:

- 1. The Town plans to apply for a 2019 LRIP grant to redo Tower Road.
- 2. MN LTAP is sponsoring several workshops
- 3. The December 2018 Technology Exchange newsletter was received.
- 4. Holiday greetings were received from MN Native Landscapes.
- 5. MAT is hosting workshops/information sessions concerning census training workshops and Parks & Trails grants

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, February 13, 2019 at 7:00 PM.

Announcement of Other Town Meetings:

- Feb 13 (7 PM) – February Supervisor meeting
- Feb 20 (7 PM) – Audit Board
- March 12 (8:15 PM) – Board of Canvass Meeting
- March 12 (8:30 PM) – Annual Meeting
- March 20 (7 PM) – Qualification/Organization Meeting
- Feb 27 (6 PM) – Public Accuracy Test of electronic voting equipment
- April (TBA) – Joint Planning Board
- April (TBA) – Road Inspection
- Apr 22 (7 PM) – Board of Appeals & Equalization meeting

Adjournment – Linn moved to adjourn the meeting at about 9:20 PM. Huston second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Deputy Clerk signature: _____

date: January 10, 2019

Supervisor Signatures:

date: _____

Will Huston

Mike Linn

John Merdan