

2022 AVON TOWNSHIP ANNUAL MEETING MINUTES

March 8, 2022

Call to Order: Clerk Stephen Saupe called to order the 2022 Annual Meeting of Avon Township at about 8:45 PM in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon (MN). This meeting, like all Township meetings, was also available on Zoom at the following URL: <https://us02web.zoom.us/j/8325486945> (Pass code: AvonTown).

Pledge of Allegiance: The pledge was recited.

Welcome & Introductions: Saupe welcomed residents to the Annual Meeting and introduced Town staff. These included: Craig Blonigen (*Planning Commission (PC)*), Paul Buttweiler (*Deputy Treasurer*), LeRoy Gondringer (*Supervisor & PC*), Marion Gondringer (*Deputy Clerk*), Joe Koopmeiners (*Maintenance*), Stephen Saupe (*Clerk & PC*), Rich Sansoki (*Supervisor & PC*), Kelly Martini (*Treasurer*), and Lori Yurczyk (*Planning Commission, Chair*).

Nomination and Election of Moderator: LeRoy Gondringer nominated Lee Larkey to serve as Moderator for this meeting. The motion was seconded by Rich Sanoski. All in favor. Motion carried. Mr. Larkey took a seat at the dais.

Approval of Agenda: Motion by Bob Yurczyk to approve the agenda as presented. Second by LeRoy Gondringer. All in favor. Motion carried.

Election Results: LeRoy Gondringer was elected to fill a three-year term (2022-2025) as Supervisor. LeRoy Gondringer was also elected to fill a one-year term (2022-2023) as Supervisor. Mr. Stephen Saupe was elected to a two-year term as Clerk (2022-2024).

Since Mr. Gondringer won both Supervisor positions, he must choose which, if either, he will accept. The Supervisors and Clerk then appoint someone to fill the remaining position until the next election according to the rules in Minnesota State 367.03.

Avon Fire Department Report: There was no report because no one from the Fire Department was able to attend this meeting.

Road Report: Supervisor Rich Sanoski presented the 2021 Road Report (*appended*). In addition to routine maintenance, during the past year the Township resurfaced several roads in the Blattner Addition, Narnia Lane, Kopy Lane and Lower Spunk Lane. The Town also created a Road Management plan and is planning to resurface roads in the Parkwood Circle addition this summer. The Town will apply for a LRIP grant from MNDOT to resurface Queens Road. There was a question about work on Tower Road. A portion was resurfaced in 2020 and there doesn't appear to be any other issues. LeRoy Gondringer moved to approve the Road Report. Joseph Koopmeiners second. All in favor. Motion carried.

Planning Commission (PC) Report: Lori Yurczyk, PC Chair, presented the 2021 Planning Commission (PC) report (*appended*). The PC met 12 times and provided input to the Supervisors concerning plats, certificates of compliance, driveway permits, a conditional use permit, an interim use permit for a solar garden, and variances. In addition, the PC worked on a Road Maintenance Plan, made recommendations for ARPA funding, and responded to the new County 439 Ordinance that pertains to Land Use and Zoning. Craig Blonigen moved to approve the Planning Commission Report.

LeRoy Gondringer second. All in favor. Motion carried.

Joint Powers Board Report: LeRoy Gondringer presented the 2021 Joint Powers Board report (*appended*). Due to COVID and a lack of business, the Joint Powers Board did not meet during 2021. The board recently met to consider a request for a certificate of compliance in the Joint Powers area. In addition, a connection to the Lake Wobegon Trail from Shorewood Drive was discussed. Lori Yurczyk moved to approve the Planning Commission Report. Rich Sanoski second. All in favor. Motion carried.

Minutes of the March 2021 Meeting: The Clerk summarized the minutes of the March 2021 Annual meeting which, due to COVID, was virtual, but was then continued on June 8, 2021 in order to provide an opportunity for residents to meet in person to discuss and vote on the levy. Joseph Koopmeiners moved to approved the minutes of the March 2021/June2021 Annual Meeting. Paul Buttweiler second. All in favor. Motion carried.

2022 Board of Audit Report: A copy of the 2022 Board of Audit Report including the year-end Cash Control Statement was provided to attendees with the agenda and is appended. There was a typo in the Year End bank statement – the checking account total at American Heritage Bank should be \$131,833.13, not \$1,311,883.11 (*the corrected version is appended*). Lori Yurczyk moved to dispense with reading the Audit Report since a copy of the Audit Report was provided to attendees. LeRoy Gondringer second. All in favor. Motion carried. The Town is in good financial shape. The Town received \$131,160.20 in American Rescue Funds and should receive an approximately equal amount later this summer. Ideas for spending this money include a tractor, snow plow, and sign for the Town Hall. Bob Yurczyk moved to approve the 2022 Audit Board report. Lori Yurczyk second. All in favor. Motion carried.

Township Levy for 2023: The Supervisors recommend the following levy amounts for 2023: Total levy –\$530,00; General Revenue – \$101,310; Road & Bridge – \$343,690; Fire –\$83,000; and Capital Reserve –\$2,000. Residents inquired about the cost of resurfacing a mile of road (approximately \$260,000 though it may be more this year based on oil prices). After some discussion, residents made motions to approve the levy.

Joseph Koopmeiners moved to approve a 2023 General Revenue levy of \$101,310. Paul Buttweiler second. All in favor. Motion carried.

Bob Yurczyk moved to approve a 2023 Road & Bridge levy of \$343,690. Craig Blonigen second. All in favor. Motion carried.

Paul Buttweiler moved to approve a 2023 Fire Fund levy of \$83,000. Bob Yurczyk second. All in favor. Motion carried.

Craig Blonigen moved to approve a 2023 Capital Reserve levy of \$2,000. Rich Sanoski second. All in favor. Motion carried.

Bob Yurczyk moved to approve a 2023 Total Levy of \$530,000. Joseph Koopmeiners second. All in favor. Motion carried.

ARPA Funding: The Township will receive more than \$260,000 from the American Rescue Plan Act. This money was originally dedicated to fighting COVID, but in the past few months the guidelines have been loosened to allow Towns to use the funds for “Lost Revenue” which includes roadwork, vehicles

and other items. The Town has been brainstorming the best way to use these funds. Current ideas include a snow plow, tractor, and sign for the Town Hall. After discussion, Lori Yurczyk moved to allow the Supervisors to spend the money in the best way they see fit. Craig Blonigen second. All in favor. Motion carried.

Posting Places: LeRoy Gondringer moved to approve keeping the Avon Township Hall and *The Store* as the legal posting places. Paul Buttweiler second. All in favor. Motion carried.

Legal Newspaper: LeRoy Gondringer moved to approve keeping the *Star-Post* as the legal newspaper for the Township. Bob Yurczyk second. All in favor. Motion carried.

2023 Poll Hours: LeRoy Gondringer moved to hold the 2023 Annual Township Election from 2:00 – 8:00 PM. Rich Sanoski second. All in favor. Motion carried.

2023 Annual Meeting Time/Location: The 2023 Annual Meeting will occur on the second Tuesday of March (March 14, 2023). LeRoy Gondringer moved to hold the Annual Meeting in the Avon Township Hall, 16881 Queens Road, Avon (MN) at 8:15 PM. Lori Yurczyk second. All in favor. Motion carried. The Board of Canvass meeting would be scheduled after the Annual Meeting. The order in Annual Meeting and Board of Canvass meetings was switched to provide election judges time to count ballots so that residents wouldn't need to wait for the meetings to start; once the election was cleared from the Main Hall then the Annual Meeting could start right away.

Proposal for a Town Celebration: It has been more than 10 years since the Town Hall opened. In honor of this and the fact that the building is now fully paid, the Supervisors recommend having a Town celebration sometime this summer. It would likely feature an Open House with light refreshments. Gary Laing moved to approve a Town Celebration. Jacob Hoheisel second. Motion carried by voice vote, though it was not unanimous.

Decision on Budget Amount for Memorials & Celebrations: LeRoy Gondringer moved to approve a budget of \$250 to be used for Town memorials, awards, recognition, and community celebrations, plus an additional amount of \$750 for a Town Celebration in 2022. Rich Sanoski second. All in favor. Motion carried.

Adjournment: Bob Yurczyk moved to adjourn the 2022 Annual Meeting of the residents of Avon Township at about 9:45 PM. Paul Buttweiler second. All in favor. Motion carried.

Respectfully submitted,
Stephen Saupe, *Clerk*

Signature: _____

date: _____

ATTEST

Signature: _____

date: _____

Lee Larkey, *Moderator*

Avon Township Road Report – 2021 Actions

March 8, 2022

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

The following is a summary of Township road-related activities during 2021:

- 1) Avon Township held the annual road inspection on May 1, 2021 to assess the condition of roads. Based on the inspection the Supervisors authorized an assortment of projects.
- 2) Several were identified for resurfacing. An engineer from StanTec was hired to help prepare bid documents. Midwest OMG supplied the lowest bid and we were able to resurface the following roads:
 - a. Kopy Lane
 - b. Lower Spunk Lane
 - c. Spunk Tree Circle
 - d. Noble Oak Circle
 - e. Noble Hill Drive
 - f. Nordica Road,
 - g. Nob Hill Road
 - h. Narnia Lane
- 3) The Township completed a Road Maintenance Plan (July 27, 2021). It is available on our website (www.avontownship.org/Inside/Roads).
- 4) The Township completed routine maintenance (brushing, removing downed trees, trimming trees, filling potholes, shouldering work, replaced signs, etc) on about 40% (22 of 61) of our roads.
- 5) Gravel roads were graded eight times.
- 6) Weeds were managed by spraying on 12 different days.
- 7) Ditches were cut three times.
- 8) Roads were plowed and/or salt-sanded on 19 days. Residents who pushed snow across a Township road were sent letters informing them that the practice is illegal and requesting them to stop doing so.
- 9) We continue to do the majority of our own truck maintenance.
- 10) We are planning to resurface 1-2 miles of roads this summer.
- 11) We plan to apply for a LRIP grant from MNDOT to resurface Queens Road. We will recruit support for the project by sending to residents and frequent users of Queens Road a letter that can be signed in support of resurfacing this road. Anyone is welcome to sign the letter. Some are available tonight.

Summary: Overall, Avon Township roads are in relatively good shape. We are lucky to have a full-time employee who closely monitors Town roads and handles the majority of our roadwork. We encourage residents to alert Supervisors to roads that need of attention.

Respectfully submitted,
Rich Sanoski (*Supervisor, Road Manager*)

Avon Township Planning Commission Report: 2021 Actions/Activities **March 8, 2022**

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

The following is a summary of Planning Commission (PC) activities during 2021:

1. The PC met 12 times during the year. Current members are Craig Blonigen, LeRoy Gondringer, Rich Sanoski, Stephen Saupe, and Lori Yurczyk. Blonigen and Yurczyk began service this year. An additional member is being sought.
2. Plats – one plat was examined and recommended for approval.
3. Certificates of Compliance – three requests were examined and approval was recommended to the Supervisors for all three. In addition, one request in the Urban Expansion District (joint powers area) was discussed (and ultimately approved by the Joint Powers Board).
4. Driveway Permits – One request for a driveway permit was examined and recommendation to the Supervisors. The PC also discussed the possibility of a parking pad policy.
5. Variances – Three variances, including public hearings, were considered and recommendations forwarded to the Supervisors.
6. Rezoning – two requests were considered and recommendation provided to the Supervisors.
7. Conditional Use Permit – An application for a CUP in the Environmental Overlay District was brought to the PC. A public hearing was held and a recommendation forwarded to the Supervisors.
8. Interim Use Permit – An application for an IUP for a 1-megawatt solar garden project was brought before the PC. The PC recommended a Public Hearing that was held Dec 2021 and it was continued to Jan 2022.
9. The Planning Commission met with Ms. Angio Berg, Stearns County Environmental Services, to learn about changes to the new County 439 Ordinance. The PC considered the impact of these changes on the Township and made recommendations to the Supervisors for potential changes to Town ordinances.
10. The Planning Commission was assigned to provide the Supervisors feedback on a variety of issues including: ARPA funding, a Queens Road LRIP grant, policy for using the Town Hall, a parish cemetery monument in the road right-of-way, request for a connection to the Lake Wobegon Trail from Shorewood Drive, a parking ordinance in response to a person living in vehicle on a Town road, review of the County 439 Ordinance changes, and reviewing the Township Road Maintenance Plan.

Respectfully submitted,

Lori Yurczyk (*Planning Commission, Chair*)

Avon Township Joint Planning Commission Report: 2021 – 2022 Actions/Activities

March 8, 2021

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

The following is a summary of the Joint Planning Commission (JPC) activities during 2021 and the first part of 2022.

1. The Township representatives to the JPC are LeRoy Gondringer and Will Huston.
2. The Joint Planning Commission did not meet during 2021. There were no issues that required a meeting. The Memorandum of Understanding between the City and Township specifies that a meeting must be held on the second Monday in April. Due to COVID and a lack of business, this meeting was cancelled in 2021.
3. The Township now handles and Construction Site Permits in the Joint Powers Area. This year, there were two requests. Ms. Nancy Scott, Allspec Services handled the paperwork for the Town.
4. The JPC recently met (Feb 2022) to consider a request for a Certificate of Compliance. The JPC recommended approval and the permit was approved by the Township Supervisors.
5. The 2022 April meeting was cancelled.

Respectfully submitted,

LeRoy Gondringer (*Avon Township representative to the Joint Planning Commission*)

Township of Avon
County of Stearns | State of Minnesota

Audit Board Report for 2022

The Board of Supervisors for the Town of Avon met on February 8, 2022 in their capacity as the annual Board of Audit as required by State Law. All claims submitted to the Town during 2021 were brought before the Board of Supervisors. The Supervisors divided up roles to ensure different people were involved with the different parts of this internal audit review. Claims were randomly selected and examined in detail. A listing of the specific claims examined in the audit accompanies the Audit Board Minutes. A listing of all claims against the Township accompanies the monthly Clerk minutes. No discrepancies were found. No claims were denied for payment. The financial records (year-end cash control statement & bank account summary) maintained separately and independently by the Treasurer and Clerk (Deputy Clerk) were identical. As a result of this audit, no discrepancies were found.

The year-end cash control statement for the Township as of December 31, 2021 is given below:

| Avon Township Year End Cash Control Statement – 2021 | | | | |
|---|--|----------------------|---------------------------|----------------------------|
| | Adjusted Beginning Balance (\$) | Receipts (\$) | Disbursements (\$) | Ending Balance (\$) |
| General Revenue | \$179,390.63 | \$111,838.38 | \$104,149.86 | \$187,079.15 |
| Road & Bridge | \$320,622.26 | \$339,038.18 | \$425,356.40 | \$234,304.04 |
| Road Damage Deposit | \$4,150 | - | \$1,200 | \$2,950.00 |
| Demolition Escrow | \$2,000 | - | - | \$2,000 |
| Fire | \$35,886.15 | \$73,843.61 | \$128,818.00 | (\$19,088.24) |
| Capital Reserve | \$47,087.86 | \$8,658.09 | \$2,400 | \$53,345.95 |
| ARPA Grant | - | \$131,160.20 | \$750.97 | \$130,409.23 |
| Total | \$589,136.90 | \$664,538.46 | \$662,675.23 | \$591,000.13 |

The funds in Township Accounts as of December 31, 2021 are summarized below:

| Avon Township Year End Bank Account Summary – 2021 | |
|---|---------------------|
| Account | Amount (\$) |
| Checking (<i>American Heritage Bank</i>) | \$131,883.13 |
| Outstanding Checks (<i>American Heritage Bank</i>) | \$553.38 |
| Money Market (<i>American Heritage Bank</i>) | \$436,811.78 |
| Money Market (<i>Credit Union</i>) | \$20,858.60 |
| CD (Demolition escrow) | \$2,000 |
| Total | \$591,000.13 |

The Supervisors analyzed the receipts and disbursements for 2021, the budget for 2022, and then determined a budget for 2023. Based on their analysis, the Supervisors recommend the following levy amounts for 2023: Total levy – \$530,000; General Revenue – \$101,310; Road & Bridge – \$343,690; Fire – \$83,000; Capital Reserve – \$2,000. The levy amount recommended by the Supervisors are the same as last year.

Conclusion: The Township is in good financial shape. The Township also has \$131,160.20 in American Rescue Plan Act (ARPA) funds. We expect to receive an approximately equal amount later this summer. Original guidelines for use of these funds were relatively restrictive. However, new guidelines allow the Town to use these funds for vehicles, road maintenance and other critical expenses. These monies are welcome additions to the budget and will help to fund items such as a new snowplow and tractor that would have been difficult to fund through our budgeted levy.

Supervisor Approval

LeRoy Gondringer

Will Huston

Rich Sanoski

Attest

Stephen G. Saupe, Clerk

Date