

2026 AVON TOWNSHIP ANNUAL MEETING – TENTATIVE AGENDA

March 11, 2026; 8:15 PM

Avon Town Hall, 16881 Queens Road, Avon

Welcome to the 2026 Avon Township Annual Meeting. This meeting, like all Town meetings, is available live or virtually via Zoom (log in at <https://us02web.zoom.us/j/8325486945>; Pass code: Avon Town).

Everyone present is encouraged to take part in the meeting, but *only residents of Avon Township are eligible to make motions or vote at this meeting*. For the record, please state your name prior to making a comment, proposing a motion, etc.

The Township website (<http://avontownshipmn.gov>) provides minutes, forms, and other Town information.

Township officials are:

Township Board of Supervisors

Craig Blonigen

Chad Klocker

Bryan Rassier

Additional Officers

Kelly Martini, *Treasurer*

Stephen Saupe, *Clerk*

Planning Commission

Craig Blonigen

Kelly Martinin

Stephen Saupe

Assistants

Paul Buttweiler, *Deputy Treasurer*

Marion Gondringer, *Deputy Clerk*

Andrew Wensmann (Chair)

Lori Yurczyk

Town Meetings (*all occur at the Avon Township Hall, 16881 Queens Road, Avon MN*):

- Board of Supervisors – 1st Wednesday of each month, 7:00 PM
- Planning Commission – Last Wednesday of each month, 7:00 PM

Tentative Agenda

1. Call to Order – *Deputy Clerk*
2. Pledge of Allegiance – *Deputy Clerk*
3. Welcome, Meeting Rules, & Introduction of Town staff present – *Deputy Clerk*
4. Nomination and election of meeting moderator – *Deputy Clerk*
5. Present, amend & approve the agenda – *Moderator*
6. Announcement of election results – *Moderator*
7. Avon Fire Department Report – *Chief Swenson*
8. Road Report – *Chad Klocker, Supervisor*
9. Planning Commission Report – *Andrew Wensmann, Planning Commission*
10. Joint Powers Board Report – *Andrew Wensmann, Joint Powers Board representative*
11. Review/Approval of the Minutes of the March 2025 Avon Township Annual Meeting – *Clerk*
12. Reading of the 2025 Board of Audit report – *Clerk*
13. Township Levy for 2027
 - 2026 – *Levy Supervisors recommend*: General Revenue – \$89,950; Road & Bridge – \$420,950; Fire Fund – \$184,000; Capital Reserve – \$5,000; **Total – \$699,900**).
 - 2027 – *Levy approved by residents*: General Revenue – \$89,950; Road & Bridge – \$420,950; Fire Fund – \$209,000; Capital Reserve – \$5,000; **Total – \$724,900**).
 - a. Motion to approve General Revenue Levy
 - b. Motion to approve Road & Bridge Levy
 - c. Motion to approve Fire Fund Levy
 - d. Motion to approve Capital Reserve Levy
 - e. Motion to approve Total Levy
14. Decision on legal posting places (currently *Avon Township Hall & The Store*)
15. Decision on legal newspaper (currently *Star-Post*)
16. Decision on 2027 poll hours (currently *2 – 8:00 PM*)
17. Decision to set location and time for the 2027 Annual Meeting (*currently Avon Town Hall; 8:15 PM; 2nd Tuesday of March*)
18. Decision on budget amount for Town memorials, awards, community celebrations (*including Annual Meeting refreshments*), and recognition (*currently \$250*).
19. Comments/Discussion/Other Business – *from the Assembly (i.e., future Annual Meeting topics, opinions, concerns)*
20. Announcements
21. Adjournment

Thank you for attending the Annual Meeting. Mark your calendar for next year – Tuesday, March 9, 2026! All Town Meetings are available via Zoom at <https://us02web.zoom.us/j/8325486945>. Passcode: AvonTown. The Clerk may record the proceedings of this meeting to ensure accuracy of the minutes. The recording will be deleted upon completion of the minutes and will not become public (Resolution 01-03-18).

Avon Township Road Report – 2025

General: The Town was involved in the usual road work during 2025 which included maintaining gravel roads, plowing snow, and mowing ditches. The Supervisors inspected the roads twice. The Town is continuing to improve our road inventory and is developing an algorithm to help determine roads in need of resurfacing. In addition, the following road-related actions were undertaken:

1. **Maintenance Employees** – we hired a new maintenance worker and plow drivers
2. **Snow** – the Town plowed, and salted/sanded as necessary to keep Township roads clear. There were few complaints, especially once our new drivers got a little experience. The Town sold our old blue plow and purchased a new one. The old pickup was sold and a new one was purchased.
3. **Gravel Roads** – all were bladed at least once. Gravel was added to several roads (370th, 365th, 360th, Meadowview).
4. **Signs** – a variety of signs were replaced and new 911 signs were installed.
5. **Culverts** – were installed on several roads (*i.e.*, Sara Lane, 360th, Pelican Lake Road). In addition, the Town has initiated a project to identify and locate all culverts.
6. **Resurfacing** – a section of Upper Spunk Lake Road was resurfaced. The western half of Queens Road was resurfaced. The Town has applied for a LRIP grant to help defray costs of resurfacing the remaining portion of Queens Road. Sections of 360th, 185th, and Riley Court were patched.
7. **Crackfilling** – more than half a dozen roads were crack-filled.

Summary: Overall, Avon Township roads are in decent shape. We encourage residents to alert Supervisors to roads that need of attention.

Respectfully submitted, Chad Klocker (*Supervisor, Road Manager*)

Avon Township Planning Commission Report: 2025

1. **Meetings/General** – The Planning Commission (PC) met 12 times during the year, on the last Wednesday of the month. Current members are Craig Blonigen, Kelly Martini, Stephen Saupe, Andrew Wensmann (*Chair*), and Lori Yurczyk. The PC serves primarily as an advisory board to the Supervisors, providing recommendations on a variety of topics (see below). In addition, the PC discussed and provided recommendations regarding: the fee schedule, vacating Parkwood Court, the township website, rental of the Town Hall, road standards and updating the road report, best day of the month for a meeting, oversight of utility work in the road right-of-way, a request to split property in the UE area, and PC policies.
2. **Certificates of Compliance** – The PC considered five requests for a Certificate of Compliance (Wenderski, Thell, Meyer, Backes, and Ritter) and a recommendation for each was forwarded to the Supervisors.
3. **Conditional Use Permit** – none were considered this year.
4. **Driveway/Access Permits** – The PC considered five requests for a driveway permit (J Gondringer, Rasmussen, Anstine, Dobis, and At Homes Rentals LLC) and recommendations were forwarded to the Supervisors. The PC also suggested revisions of the Township Access forms.
5. **Encroachment Agreements** – The PC considered one request (Borgerding) for an encroachment agreement to site a septic system in the township road right-of-way and made a recommendation to the Supervisors.
6. **Joint Planning Commission** – the PC provided recommendations on the upcoming renewal of the Orderly Annexation Agreement with the City of Avon.
7. **Plats** – two preliminary plats were examined and a recommendation forwarded to the Supervisors (K Angulski, D Angulski).
8. **Road Vacations** – the PC discussed issues regarding possible road vacation at Parkwood Court.
9. **Shady's** – The PC had several discussions regarding noise issues and recommendation that the County hold public hearings.
10. **Transfer of Development Rights** – No TDR discussions occurred during past year.
11. **Variances** – The PC discussed and held public hearings in regard to five variance requests (At Homes LLC, Frie, Anstine, The Store, Winkels) and recommendations were forwarded to the Supervisors.
12. **Zoning** – no zoning requests were considered this year.

Respectfully submitted, Andrew Wensmann (*Planning Commission, Chair*)

Township of Avon County of Stearns | State of Minnesota

Audit Board Report for 2026

The Board of Supervisors for the Town of Avon met on February 4, 2026 in their capacity as the annual Board of Audit as required by State Law. All claims submitted to the Town during 2025 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 and disbursements examined in the audit accompanies the 2026 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. Receipts submitted to the Town were similarly reviewed. A listing of specific receipts examined in the audit accompanies the 2026 Audit Board Minutes. A listing of all receipts received by the Township accompanies the monthly Clerk minutes. No discrepancies were found and the receipts were verified.

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, 2025 is given below:

As on 12/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursement s
General Fund	261,094.89	163,874.30	0.00	0.00	81,540.34
Road and Bridge	392,179.34	426,884.95	0.00	0.00	507,668.73
Demolition Escrow - Maciejewski	0.00	0.00	0.00	0.00	0.00
Novel Solar Decommissioning Escro	0.00	0.00	0.00	0.00	0.00
Novel Vegetation Plan Escro	0.00	0.00	0.00	0.00	0.00
Road Damage Deposit	1,000.00	3,000.00	0.00	0.00	1,000.00
Fire Fund	86,639.57	147,624.63	0.00	0.00	123,467.50
General Capital Projects	51,103.01	4,918.78	12,670.00	40,000.00	91,216.00
ARPA Fund	0.00	0.00	0.00	0.00	0.00
Total :	792,016.81	746,302.66	12,670.00	40,000.00	804,892.57

Avon Township Proposed Budget – Year 2027; Reviewed March 2026						
GENERAL REVENUE	2026 Levy	Actual Expenses in 2025	Actual Income in 2025	Predicted 2026 Expenses	Predicted 2026 Income	2027 Levy
Election - Judges, machine rent, ballots, County admin. fees		\$ 3,711.00		\$ 6,000.00		
Insurance - MATIT - Insurance, Workers Comp Insurance		\$ 7,674.00		\$ 12,000.00		
Office - Expendable supplies, postage		\$ 1,334.00		\$ 1,500.00		
Legal - Notices posted		\$ 1,268.00		\$ 1,000.00		
Legal - Attorney fees		\$ 2,901.00		\$ 2,000.00		
Mileage		\$ 150.00		\$ 400.00		
Payroll - Wages incl. - Supervisors, Clerk, Treasurer, Deputies, meeting stipends, PERA, Medicare, IRS, MN Rev for all		\$ 26,687.00		\$ 30,000.00		
Township Admin - MAT Dues, workshop & conferences, Co Assessor fee		\$ 18,363.00		\$ 17,000.00		
Town Hall (Maint) - cleaning supplies, p towels, ice melt etc		\$ 131.00		\$ 300.00		
Town Hall - awards, celebrations, memorials		\$ 136.00		\$ 250.00		
Utilities - electric, internet, propane, septic, garbage, recycling		\$ 7,792.00	\$ 71.00	\$ 7,000.00		
Compost site fee		\$ 1,000.00		\$ 1,200.00		
Receipts/Refunds (Permits & Fees) - CUP, IUP, variances, Cert of Compliance, liquor license, encroachments, access permits		\$ 1,100.00	\$ 6,411.00		\$ 2,500.00	
Receipts (Services) - Special assessment searches			\$ 425.00		\$ 200.00	
Receipts (Interest)			\$ 6,340.00		\$ 4,000.00	
Receipts (Royalties) - Midcontinent Cable			\$ 3,131.00		\$ 2,000.00	
General Revenue TOTAL	\$ 89,950.00	\$ 72,247.00	\$ 16,378.00	\$ 78,650.00	\$ 8,700.00	\$ 69,950.00
ROAD & BRIDGE						
Fuel - Gas, oil		\$ 3,727.00		\$ 10,000.00		
Payroll - Maint payroll, plow drivers, IRS, MN Revenue		\$ 15,831.00		\$ 20,000.00		
Roads (Reconstruction) - Resurface, rebuild, improvements		\$425,880.00		\$ 374,430.00		
Roads (Maintenance) - Repair, tar patch, surveys		\$43,587.00		\$ 50,000.00		
Roads (Snow) - Salt sand		\$ -		\$ 12,000.00		
Signs - 911s, replacement, lost, stolen		\$ 2,400.00	\$300.00	\$ 500.00		
Truck - Maintenance, registrations, shop materials, tools, plow tow		\$15,925.00		\$ 16,000.00		
Weed control - seeder rent, chemicals, tree removal		\$1,704.00		\$ 3,000.00		
Receipts - County Gas & Gravel tax payments		\$ 54,780.00			\$ 45,000.00	
Road & Bridge Total	\$ 420,950.00	\$ 563,834.00	\$300.00	\$ 485,950.00	\$ 45,000.00	\$ 440,950.00
Fire Fund						
Fire - Annual protection fees		\$ 123,467.00		\$ 128,500.00		
Fire - Fire Hall payment				\$ 80,500.00		
Fire Total	\$ 184,000.00	\$ 123,467.00	\$ -	\$ 209,000.00	\$ -	\$ 209,000.00
Capital						
Capital fund - snow plow, equipment, etc.	\$ 5,000.00	\$ 91,216.00	\$ 12,670.00	\$ 5,000.00		\$ 5,000.00
Grand Totals	\$ 644,100.00	\$ 759,548.00	\$ 16,678.00	\$ 778,600.00	\$ 53,700.00	\$ 724,900.00

2025 AVON TOWNSHIP ANNUAL MEETING MINUTES

March 11, 2025

Call to Order: Clerk Stephen Saupe called to order the 2025 Annual Meeting of Avon Township at about 8:20 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: Clerk Saupe welcomed approximately 20 residents to the Annual Meeting and introduced the Town staff who were present. These included: Paul Buttweiler (*Deputy Treasurer*), Craig Blonigen (*Planning Commission, PC*); LeRoy Gondringer (*Supervisor*), Marion Gondringer (*Deputy Clerk*), Kelly Martini (*Treasurer*), Bryan Rassier (*Supervisor*), Stephen Saupe (*Clerk*), Rich Sanoski (*PC*), Andrew Wensmann (*PC*), and Lori Yurczyk (*PC*). The meeting rules (*i.e., only residents are permitted to vote*) were also announced. LeRoy Gondringer did not run for re-election; he was recognized for his many years of outstanding service to the Township.

Nomination and Election of Moderator: LeRoy Gondringer nominated Bob Yurczyk to serve as Moderator for this meeting. The motion was seconded by Rich Sanoski. Kelly Martini nominated Eric Linn to serve as moderator. Frank Himsl second. No other nominations were made. Residents raised their hand to vote. Eric Linn received 11 votes. Bob Yurczyk received 9 votes. Mr. Linn was elected to serve as moderator and he took a seat at the dais and ran the remainder of the meeting.

Approval of Agenda: Kelly Martini moved to approve the agenda as presented. Second by Bryan Rassier. All in favor. Motion carried.

Election Results: Craig Blonigen was elected to a three-year term (2025-2028) as Supervisor. Kelly Martini was re-elected to a two-year term as Treasurer (2025-2027).

Avon Fire Department Report: Chief Chuck Swenson appeared at the meeting to provide a report (*appended*) from the Avon Fire Department. He reported that there was a total of 288 calls in 2024, which was an increase of 6 calls from 2023. There were 113 calls in the Township. Of these, most were medical (85%) and the remainder (15%) were fire-related. In addition, the crew was involved in assorted monthly trainings, meetings, fund raising, and other activities. There were three fund-raisers (Golf Outing, Spunk Days Raffle, Yearly Calendar). Unit #6 (Rescue) will soon be replaced. The cost was covered by fund raising and donations. Unit #11 (Second Rescue, person hauler) will be replaced in the future. There are currently 28 members, with two in training. They are working on retention in the hiring process. The Fire Hall expansion is nearly complete with just a few punch list items remaining. The project was about \$65,000 under budget. Some outside work (*i.e., landscaping, sidewalks*) remains. They are planning for an Open House. Chief Swenson encouraged residents to keep brush and trees cut back from their driveways.

Road Report: Supervisor Bryan Rassier presented the 2024 Road Report (*appended to the agenda*). In addition to routine maintenance (weed control, grading gravel roads, mowing ditches, snowplowing/sanding), during the past year the Township resurfaced 145th Avenue and replaced a culvert on Shorewood Drive. Upcoming projects in 2025 include resurfacing the western half of Queens Road and crack-sealing Parkwood Circle. An LRIP grant application submitted by the Township to MNDOT to resurface Queens Road was denied. Our full-time maintenance worker resigned. Applications were recruited for the position, but none of the applicants could be hired because they didn't have a CDL license. The Supervisors are in discussions about how to fill this opening.

Planning Commission (PC) Report: Lori Yurczyk presented the 2024 PC report (*appended to the agenda*). She reported that the PC met 12 times and provided input to the Supervisors regarding resident requests for plat approval, certificates of compliance, access (driveway) permits, conditional use permits, variances, a transfer of development rights, and encroachment agreements. The PC also discussed CUP requests to the County by Shady's Sunset Bay, including for an after-the-fact permit for a bandshell and outdoor concerts. LeRoy Gondringer provided an update on the Shady's situation. He said that after the Supervisors voted 2 to 1 at their last meeting to allow up to 10 events at Shady's. The Township Noise Ordinance requires Shady's to obtain a permit from the Township for every outdoor event, however, there is a question about the enforceability of the ordinance. The County will make the final decision on the CUP.

Joint Powers Board Report: Lori Yurczyk, PC Chair and representative to the Joint Powers Board, reported that the JPB makes recommendations about zoning and land use in the Orderly Annexation Area. There was one meeting in 2024 to consider a request to rezone a property on Norway Road to commercial (denied). The Committee is currently working on renewal of the agreement, which is set to expire at the end of the year.

Minutes of the March 2024 Meeting: The Clerk briefly summarized the minutes of the March 2024 Annual meeting. Lori Yurczyk moved to not require the minutes to be read aloud since a copy was provided in the agenda packet and that residents could read the

minutes on their own. Craig Blonigen second. Motion carried.

Board of Audit Report: A copy of the 2025 Board of Audit Report for 2024 including the year-end Cash Control Statement was provided in the agenda packet. The Clerk read the report which shows the Town's financial status. There was a question about which fund is used to purchase equipment like a new snow plow. It depends on the equipment, but normally, as in this case, Road & Bridge. Lori Yurczyk questioned whether the amount for R&B is adequate. Kelly Martini said that it is a concern because prices are going up. LeRoy Gondringer said that roadwork last year was paid from our ARPA fund, which was received during Covid. The fund is now exhausted. The Town also used ARPA funds to help defray costs for broadband installation in the Township. Kelly Martini moved to approve the 2024 Board of Audit report. Paul Buttweiler second. All in favor. Motion carried.

Township Levy for 2025: After developing a budget for 2026, the Supervisors recommended the following levy amounts for 2026: Total levy –\$699,900; General Revenue – \$89,950; Road & Bridge – \$420,950; Fire –\$184,000; and Capital Reserve –\$5,000.

Lori Yurczyk moved to approve a 2026 **General Revenue** levy of \$89,950. Rich Sanoski second. All in favor. Motion carried. Paul Buttweiler moved to approve a 2026 **Road & Bridge** levy of \$420,950. Bob Yurczyk second. All in favor. Motion carried. Rich Sanoski moved to approve a 2026 **Fire Fund** levy of \$184,000. Craig Blonigen second. All in favor, Motion carried. Paul Buttweiler moved to approve a 2026 **Capital Reserve** levy of \$5,000. Bob Yurczyk second. All in favor. Motion carried. Bob Yurczyk moved to approve a 2026 **Total Levy** of \$699,900. Rich Sanoski second. All in favor. Motion carried.

Posting Places: Kelly Martini moved to approve keeping the Avon Township Hall and *The Store* as the legal posting places. Ken Mergen second. All in favor. Motion carried.

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

2026 Poll Hours: Kelly Martini moved to hold the 2026 Annual Township Election from 2:00 – 8:00 PM. Craig Blonigen second. All in favor. Motion carried.

2026 Annual Meeting Time/Location: The 2026 Annual Meeting will occur on the second Tuesday of March (March 10, 2026). Rich Sanoski moved to hold the Annual Meeting in the Avon Township Hall, 16881 Queens Road, Avon (MN) at 8:15 PM. Andrew Wensmann second. All in favor. Motion carried. The Board of Canvass meeting will immediately follow the Annual Meeting.

Decision on Budget Amount for Memorials & Celebrations: Kelly Martini moved to approve a budget of \$250 to be used for Town memorials, awards, recognition, and community celebrations. Ken Mergen second. All in favor. Motion carried.

Request to Vacate Parkwood Court: When the Township resurfaced half of Parkwood Circle in 2022, Parkwood Court was reworked and essentially removed. The land still belongs to the Township. At the time, the Supervisors said they would be willing to consider vacating the area and returning the land to the adjacent neighbors (*see Resolution 10-05-22-1*). Jeremy & Holly Maursted (15063 Parkwood Court; PID 03.01530.0069) and Sean & Kelly Primus (15047 Parkwood Court; PID 03.01530.0091) were present to request the vacation. Mr. Maursted gave a presentation requesting vacation and reminded the gathering that in 2022 the Supervisors passed a Resolution in support of vacating the road, but no action has been taken. The Supervisors wanted the neighbors to decide on property lines, who would pay the costs (*i.e.*, survey, recording, attorney fees), if Xcel has a concern regarding providing an easement for a power pole, and if there would be a new address for their properties. Neighbor Jim McDougle said it wasn't obvious why the area was created in the first place since it was pretty much only a parking area. The neighbors have agreed on how to split the property. Ken Mergen suggested that a downside of the vacation is that the taxes of the residents might go up. LeRoy Gondringer moved to initiate the vacation of Parkwood Court on the request of the adjacent landowners. Rich Sanoski second. Motion carried. The neighbors will attend the April Supervisor to begin the next steps.

Additional Comments: Mr. Frank Himsl inquired why the Supervisors weren't sitting at the dais. He was told that this meeting was designed to be run by the residents, so the elected officials so the Supervisors intentionally didn't sit up front. LeRoy Gondringer said that in the past, the Supervisors did sit at the dais. Frank Himsl moved to request the Supervisors and PC to sit at the dais during the Annual Meeting. LeRoy Gondringer second. All in favor. Motion carried. Rich Sanoski said that the Town should thank LeRoy Gondringer for his long service to the Township and helping to keep taxes down. Mr. Gondringer was given a round of applause. He said he was proudest of being involved in the construction of the Town Hall complex and that it has served the township well.

Adjournment: Kelly Martini moved to adjourn the 2025 Annual Meeting of the residents of Avon Township at about 9:30 PM. Ken Mergen second. All in favor. Motion carried.