

Minutes of the Special Meeting of the Avon Township Board of Supervisors

May 16, 2024

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

Call to Order: Bryan Rassier, *Chair*, called the Special Meeting of the Avon Township Supervisors to order at 7:00 P.M. in the Main Chamber of the Avon Township Hall. This meeting, like other Town meetings, was also available virtually via Zoom at <https://us02web.zoom.us/j/8325486945>, Passcode: AvonTown.

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – LeRoy Gondringer, Chad Klocker, Bryan Rassier, and Stephen Saupe (*Clerk*). Absent: Kelly Martini. Also present – Marion Gondringer (*Deputy Clerk*), Joe Koopmeiners (*Maintenance*), and Lori Yurczyk (*PC Chair*).

Approval of Agenda: Rassier moved to postpone items 7b – 7e (pipeline installation beneath road, permitting roadwork in the ROW, parking pad, graffiti on 160th) until the June meeting because he was concerned it was not appropriate to discuss items other than those specifically mentioned in the published/posted notice. Motion failed for lack of a second. Gondringer moved to approve the agenda as present. Motion failed for lack of a second. Rassier moved to approve the agenda including items 7b & 7c to the next meeting. Klocker second. All in favor. Motion carried

Minutes: *n/a.*

Public Hearings: *n/a.*

Public Comments: *n/a.*

Scheduled Business: *Discussion Regarding Filling the Responsibilities of the Township Maintenance Worker*

The Town Maintenance Worker, Mr. Joe Koopmeiners, is now on a leave of absence from his position. He has not submitted a letter of resignation. It is not clear how long he will be on leave or if he will resign his position. In the meantime, without his services there are many immediate township jobs that need to be completed. This Special Meeting was called to look ahead for the next few months to replace Mr. Koopmeiners until a long-term solution is adopted.

The Supervisors reviewed the listing of duties/responsibilities in Mr. Koopmeiners contract and then assigned responsibility for each to various Town staff members. The Supervisors made the following temporary assignments:

- Mowing & weed whacking – Klocker
- Landscaping/Garden Maintenance (prune, weed, fertilize, etc.) – M Gondringer
- Grade the parking as necessary – Gondringer
- Clean Town Hall (vacuum, sweep floors, bathroom, kitchen) – M Gondringer
- Flag – M Gondringer will monitor, esp. when to fly at half-staff
- Furnace filters (change in May) – Rassier
- Garbage – All; whoever removes items from ditches, etc., will take to Opatz
- Mail – Saupe
- Handling reports of emergency road situations – Klocker (other Supervisors will be contacted if extra help required)
- Handling reports of road hazards (including downed trees and storm damage) – Klocker

- Clean up any downed trees in the ditches – Klocker, Rassier
- Filling potholes in gravel or tarred roads – Klocker & Gondringer
- Driveway/Access inspections – Gondringer
- Road signs (check, order, replace, maintain) – Klocker
- Inspect and monitor roads, culverts, signs – All

Gondringer moved to authorize the individuals cited above to complete the described duties. Klocker second. All in favor. Motion carried.

Among other items discussed were:

- The new concrete in the parking area has been sealed.
- Window washing can wait.
- The water softener should be fine until spring.
- The shop holding tank will likely need to be pumped in the autumn. If the alarm goes off, we will know it needs to be pumped.
- The truck and other machines should be good for a while. The plows will need to be DOT'd before snow season.
- Snow Plow Operators: Dylan has a garage door opener. Michael Gondringer may also have a garage door opener; Gondringer will check. Koopmeiners reported that Sheldon Tschida will not plow again this winter, and that it is likely that Mr. Raab may not plow, either. Klocker said he can plow in an emergency.
- No road shouldering is needed now; it can be handled on an emergency basis.
- Blading and grading gravel roads can probably wait a few months.
- Ditch mowing is not needed until July 1.
- It was suggested to set up a trail-cam to catch the vandals stealing signs.
- No brush cutting will be done in the near future.
- Sign Installation: There is a sign and post in the truck for the McGuines property. A 911 sign and two road signs need to be installed.
- A listing of roads needing crack sealing will be done at the Fall Road Inspection.
- Propane – Saupe was authorized to call to switch the plan to 'keep filled.'
- Koopmeiners reported that the oil should be changed on the mower and that the shield is current off.

Koopmeiners requested pay out of his remaining vacation time (48 hours). Before a decision can be made, the Supervisors agreed that legal advice was needed. Gondringer will follow-up and contact MAT and/or our Township attorney.

Reports/Announcements:

1. Klocker will not be able to attend the July 3, 2024 Supervisor's meeting.
2. **Pipeline Installation** – An irrigation was installed beneath Tower Road. Some residents called Rassier to complain about work crews blocking the road and the installation of the pipeline without a permit. The Sheriff's department was alerted and a deputy came to check it out. The property owner, LeRoy Gondringer, had inquired about the need for a permit and was willing to obtain one, but the Township doesn't require one at this time. He also said that two pipes were installed – one was a 10-inch pipe with thick walls through which the water line will run, and the other a 3-inch pipe with electrical. The pipes enter/emerge about 20 feet from the road right-of-way and Gondringer said that if it springs a leak, water will likely exit from either end. Gondringer also reported that he spoke with an individual at the County who said that an improperly-installed pipe will likely have problems after first winter. Rassier requested this be discussed at the June

meeting and a decision on permitting be made.

- 3. **Pelican Lake Parking Pad** – A resident on Pelican Lake complained about a neighbors’ parking pad that was affecting her property. Klocker reported he examined the situation and the pad owner is working to fix the issue by installing fabric and field rock.
- 4. **Graffiti** – Vandals spray-painted profanities on 160th Avenue and the Stop sign at the intersection with 360th St. The profanities have been covered up.
- 5. **Joint Powers Meeting** – will be May 20 at 7 PM in the Avon City Hall.
- 6. **145th Road Contract** – The project is scheduled to begin this coming Monday – May 20, 2024. Engineer Jeremy Mathiasen told the Clerk that the contract was standard and acceptable. Gondringer moved to accept and sign the final contract. Klocker second. All in favor. Motion carried.
- 7. **Pilarski Driveway** – Klocker reported that engineer Jeremy Mathiasen said about 46 feet of new payment would be required for change the slope to 4% and that the driveway doesn’t need to be widened. Rassier will contact Hansen Paving for a quote.

Old Business: Culvert mapping project & County app; 135th Avenue project with St. Wendel; Case to display old documents; Window treatments for Town Hall; Exterior sign for the Hall; hiring HR / payroll company; Culverts – Pelican Lake Road, Shorewood Drive; 135th Road Project with St. Wendel; Salt shed overhang/awning; Employee Handbook including earned sick time etc.; CDL license concerns.

Signatures: n/a

Announcement of Next Regular Supervisor Meeting: The next scheduled meeting is June 5, 2024 at 7:00 PM (available on Zoom at URL above). The Rural Immersion Program will tour the Hall at 6:00 PM.

Other Upcoming Meetings/Events: (available on Zoom at the URL above):

- a. Joint Planning Commission – May 20, 2024; 7:00 PM; Avon City Hall
- b. Planning Commission meeting – May 29, 2024; 7:00 PM

Adjournment: Gondringer moved to adjourn the meeting at 8:21 PM. Klocker second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

date: May 20, 2024

Supervisor Signatures:

date: _____

LeRoy Gondringer

Chad Klocker

Bryan Rassier, *Chair*