

Minutes of the Meeting of the Avon Township Planning Commission

February 23, 2022

Avon Township Hall (16881 Queens Road, Avon)

Call to Order: Chair Lori Yurczyk called to order the meeting of the Avon Township Planning Commission (PC) at 7:00 PM in the Main Chamber of the Town Hall. The meeting, like all Town meetings, was available online at the following URL: <https://us02web.zoom.us/j/8325486945> (PIN: AvonTown).

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Craig Blonigen, LeRoy Gondringer, Rich Sanoski, Stephen Saupe, and Lori Yurczyk (*Chair*).

Approval of Agenda: Added to the agenda were discussions of ARPA funding, a GIS mapping opportunity, and hazard mitigation. Sanoski moved to approve the agenda as amended. Gondringer second. All in favor. Motion carried.

Minutes: Gondringer moved to approve the minutes from the January 26, 2022 meeting as presented. Blonigen second. All in favor. Motion carried.

Public Hearings: *none scheduled*

Business:

1. **Recommendations for 2022 Roadwork** – The Supervisors authorized the PC to consider potential roadwork for this summer. The Town plans to apply for an LRIP grant to resurface Queens Road. This project will not likely happen this year because the solicitation for proposals isn't predicted to be issued until later this year. To consider roads for potential work, the PC reviewed the 2021 roadwork report and the Road Maintenance Plan. The top priorities for resurfacing that were identified are: Queens Road, Parkwood Circle, and the northern corner of the Town (Two Rivers Road, Red Oak Circle, 188th, 190th).

Queens Road – Since there is a chance that funding can be received through the LRIP grant, the PC recommends that this would be second priority; the general consensus was to wait on this road until we try for LRIP funding. This road received excessive wear in summer 2021 during the bridge work on County Road 9 that detoured traffic to this road.

Parkwood Circle – The consensus is that it would be best to do all of the roads in this area at the same time if possible.

1st Street SE – the City of Avon hopes to receive LRIP funding for roads in this area and if they receive funding, the PC recommends that the Town resurfaces this road, too. We should be able to do this stretch in addition to other selected project if the City gets funding.

Two Rivers Road area – it would be desirable to do roadwork in this section of the Town. In addition, we could do 188th, 190th and Red Oak Circle. Holding Township has expressed interest in a joint project for Two Rivers. It was suggested that Saupe contact Holding to see if they are still interested in this option and perhaps invite them to a meeting or volunteer to attend one of their meetings.

The suggested priorities are: 2022 – Two Rivers area, 2023 – Queens, and 2023 – Parkwood Circle area. If Holding doesn't want to do a joint project on Two Rivers Road, then we would move Parkwood Circle to 2022.

2. **Queens Road LRIP Recruitment** – To help support the grant, the Supervisors plan to send those who use the road regularly (*i.e.*, especially residents) a request to sign a letter of support in favor of our grant application. The letter and list of potential residents to receive the letter were both edited. A petition could also be available at the Annual Meeting.
3. **Town eMail** – there is no discount available from our web provider for 11 accounts. The consensus was that Town officials should use a standard email platform. It would provide a uniform system and would allow easier transitions when there are staff changes. One problem is that the emails don't have names associated with them – for example, one email is currently sup1@avontownship.org, which is Huston's email but his name is not associated with it. This can be a little confusing, especially once there are multiple emails. It would be good to find an option to include names. Then if the individual leaves the Town, the name would be edited for the new person. Blonigen moved to recommend to the Supervisors to establish Town email accounts from our web provider. Gondringer second. All in favor. Motion carried.
4. **Fees for Permits in the Joint Powers Area** – At the recent meeting of the Joint Planning Board (JPB) there was a request for a Certificate of Compliance. The resident was charged the standard \$25 fee. However, it cost the Town \$150 for the meeting stipends for the two reps who attended. The question was raised whether the fee for permits in the Joint Powers area be increased to cover costs. The general consensus is that it wouldn't be fair to residents in this area to charge a higher fee, especially considering that our MOU dictates that the JPB meet at least one each year.
5. **Energy Projects** – The fee schedule from June 2020 includes a specific fee for wind/solar permits. Unfortunately, the Clerk didn't remember this change and recently undercharged the applicant for a solar garden. Gondringer suggested that we consider hiring a zoning administrator like Nancy Scott to handle these (wind, solar) permits for the Township, or to serve as a consultant. The reason that this suggestion was made is because the process is complex and we could use the assistance. No consensus was reached on this suggestion.
6. **Annual Meeting Recommendations** – The PC examined the agenda and documents for the upcoming meeting and suggested edits. Sanoski, Gondringer and Yurczyk will edit and make corrections to the drafts of the Road, Joint Planning Board, and Planning Commission reports, respectively. Gondringer will contact a potential moderator for the meeting.
7. **ARPA Funding** – The PC discussed the recent recommendations by the *ad hoc* ARPA subcommittee. During the discussion Gondringer brought up the Town's need for a shouldering disk.
8. **Mapping Opportunities** – a class at St. Ben's/St. John's is offering to do GIS mapping. A student from this class mapped Town signs a few years ago. One potential project suggested by the PC would be to map culverts (including diameters).
9. **Hazard Mitigation** – The County is seeking to partner with local governments to obtain FEMA grants that would reduce or eliminate potential hazards. Possible hazards include flooding, severe storm damage, hazardous material transport, road clearing (snow), planting living snow fences, and burying powerlines. Items the PC suggested that might be important to the Town include a whole building generator to provide a community center in the event of widespread power outages, storm sirens, and discounted weather radios.
10. **Construction Site Permits** – the Town received a notice from Angie Berg, Stearns County Environmental Services, requesting copies of any CSP's issued by the Township in the Joint Powers area. The Clerk

inadvertently forgot to send these to the County, but will do so in the future.

Reports/Announcements:

1. Maciejewski Survey – an email request to examine a survey was received. Mr. Maciejewski couldn't attend tonight's meeting. It appears that he may need a driveway permit. The Clerk will contact Mr. Maciejewski. The PC will wait for more information before taking any action.

Next Meeting: The next PC meeting is March 30, 2022 at 7:00 PM. *See #1 for the Zoom log-in.*

Other Meetings: Other Upcoming Meetings/Events (*see #1 for the Zoom log-in*):

- Board of Supervisors – March 2; 7:00 PM
- Public Accuracy Test – March 5; 10:00 AM
- Town Hall open to accept absentee ballots – Mar 5, 10 AM – 12:00 PM & Mar 7, 10 AM – 4:30 PM
- Annual Township election – March 8; 2-8 PM
- Board of Canvass meeting – March 8; 8:15 PM
- Annual Township Meeting – March 8; 8:30 PM
- Organizational/Qualification Meeting – March 16; 7 PM
- Avon Township/City Joint Planning Board – April 11 (2nd Monday)
- LBAE meeting – April 18, 7 PM

Adjournment: Gondringer moved to adjourn the meet at about 9:42 PM. Sanoski second. All in favor. Motion carried.

Respectfully submitted,
Stephen G. Saupe, Clerk

Signature: _____

date: February 26, 2022

Approval:

Lori Yurczyk, *Planning Commission Chair – signature*

date: _____