

# Minutes of the Qualification Meeting of Avon Township

March 22, 2017

**Call to Order:** Chair Richard Bresnahan called to order the meeting of the Avon Township Supervisors at 7:30 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon.

**Pledge:** The Pledge of Allegiance was recited.

**Roll Call:** the following individuals were present:

Board of Supervisors – *Richard Bresnahan, Mike Linn, John Merdan, Kelly Martini (Treasurer), Stephen Saupe, (Clerk); Absent – Roger Nelson*

Board Support – *Marion Gondringer (Deputy Clerk), Paul Buttweiler (Deputy Treasurer)*

Planning Commission – *LeRoy Gondringer, Ken Mergen*

Staff Members – *Joe Koopmeiners, Dolores Pilarski, Duane Wielenberg*

**Approval of Agenda:** Merdan moved to approve the agenda as presented. Bresnahan second. All in favor. Motion carried.

## **Business:**

1. **New Officers:** Mike Linn and Kelly Martini were sworn in as Supervisor for a three-year term, and Treasurer for a two-year term, respectively. They recited the Oath of Office, signed the Oath, and were issued a Certificate of Election. Campaign financial statements were collected from candidates in the election. Mike Linn was welcomed to the Board.
2. **Board of Canvass Minutes** – Merdan moved to approve the minutes of the Board of Canvass. Bresnahan second. All in favor. Motion carried.
3. **Chair & Vice-Chair** – Merdan nominated Richard Bresnahan as Chair. Bresnahan second. All in favor. Motion carried. Bresnahan moved to appoint John Merdan as Vice-Chair. Linn second. Two in favor. One abstain (Merdan). Motion carried.
4. **Transfer of Town Records** – Merdan will check with former-Supervisor Nelson to insure that he doesn't have any records or documents that should be transferred to the Town Hall.
5. **Appoint Committee Chairs/Members** – *the following appointments were made:*
  - **Fire Board** – Merdan nominated Linn. Bresnahan second. All in favor. Motion carried.
  - **Grounds & Buildings** – Bresnahan nominated Merdan. Linn second. Two in favor. One abstain (Merdan). Motion carried.
  - **Maintenance Worker Supervisor** – Bresnahan nominated Merdan. Linn second. Two in favor. One abstain (Merdan). Motion carried.
  - **Humane Society** – this role will be handled by all of the Supervisors as necessary.
  - **Joint City / Township Planning Board** – Bresnahan nominated Linn. Merdan second. Two in favor. One abstain (Linn). Motion carried. Bresnahan will be the alternate.
  - **Legal** – Merdan nominated Bresnahan. Linn second. Two in favor. One abstain (Bresnahan). Motion carried.
  - **Planning Commission Representative** – Merdan nominated Linn. Bresnahan second. All in favor. Motion carried.
  - **Roads & Snow** – Bresnahan nominated Merdan. Linn second. Two in favor. One abstain (Merdan). Motion carried.

- **Weeds & Roadside Restoration** – Merdan nominated Bresnahan. Linn second. Two in favor. One abstain (Bresnahan). Motion carried. The work responsibility will be primarily delegated to our Town maintenance worker, Mr. Joe Koopmeiners.
  - **County Liaison** – Merdan nominated Linn. Bresnahan second. All in favor. Motion carried. Bresnahan moved to authorize Linn to support on behalf of the Town the request by Eric and Ashley Larson at an upcoming County Public Hearing for a variance for a setback from a feedlot. Merdan second. All in favor. Motion carried.
6. **Planning Commission Membership** – Merdan moved to reappoint Will Huston and Stephen Saupe to a three-year terms on the Planning Commission. Linn second. All in favor. Motion carried.
  7. **Authorize Work by Clerk & Treasurer** – Bresnahan moved to approve the purchase of office supplies and other expenses necessary for the work of the Treasurer and Clerk. Linn second. All in favor. Motion carried.
  8. **Meeting Schedule** – a meeting schedule was adopted at the January 2017 meeting. No scheduling or other conflicts for the remainder of the year are anticipated.
  9. **Community Service** – a community member contacted Bresnahan about the possibility of doing community service for the Town. Several issues were discussed including liability and signing off on work hours. The Supervisors decided to not get involved at this time.
  10. **Town Bank, Newspaper & Posting Locations** – Based on the recommendation of residents at the Annual Meeting, Merdan moved to authorize the Avon State Bank and Central Minnesota Credit Union as the official financial institutions, the *Avon/Albany Enterprise* as the official newspaper, and The Store, Dahlin’s and Town Hall as the official posting locations. Linn second. All in favor. Motion carried.
  11. **Authorize Work by Supervisors/Conflicts of Interest** – Bresnahan moved to approve Resolution 03-22-17-1, “Authorizing Contract with John Merdan.” Linn second. Two in favor. One abstain (Merdan). Motion carried. This resolution authorizes Merdan to help Koopmeiners with roadwork if necessary. No other potential conflicts of interest were identified.
  12. **Salary, Fee, & Mileage Schedule** – Bresnahan reported he had a conversation with a representative from a neighboring Township who was critical of the way the Township conducted business. He also presented a campaign letter from a candidate in the recent Town election that he stated was also critical of the Township. In order to garner the trust of Avon citizens it is important to adjust the salaries and fees to reflect these concerns. Bresnahan moved to make a series of changes to the Salary and Wage schedule including lowering the Chair’s meeting stipend to \$1.00 per meeting, lowering the Supervisor meeting stipend for others to \$40, lowering the Planning Commission meeting stipend to \$45, lowering the Clerk monthly stipend to \$175, lowering the Treasurer monthly stipend to \$80, lowering the Deputy Treasurer stipend to \$40; adding a \$40 monthly stipend for the Deputy Treasurer, and lowering the meeting fee to \$40 plus \$15 per hour for meetings over 4 hours. Merdan seconded the revised Salary and Wage Schedule. All in favor. Motion carried. Merdan moved to raise the salary of Joe Koopmeiners to \$45,800 per year. Bresnahan second. All in favor. Motion carried.
  13. **Resolution 03-22-17-2 – Establishing a Policy for the Compensation of Town Officers.** Bresnahan moved to approve Resolution 03-22-17-2, Establishing a Policy for the Compensation of Town Officers. Merdan second. All in favor. Motion carried. This updated the previous resolution to account for the changes in the Wage/Salary schedule (Resolution 03-22-17-1).

- 14. **Activity Listing** – A listing of actions required throughout the year was examined. No changes were noted.
- 15. **Tree Removal** – The Town will contact Austin Weaver Tree Service about removing trees along Upper Spunk Lake Road.
- 16. **Policy Review** – Merdan moved to approve the Snow Removal Policy. Linn second. All in favor. Motion carried.
- 17. **AWAIR Policy** – The Clerk will look into a plan for Workplace Accident & Injury Reduction.
- 18. **Township Inventory** – Koopmeiners is working on an Inventory.
- 19. **Review of Ordinance & Resolution Books** – no action was taken at this time.
- 20. **Financial Reporting Forms** – The Treasurer reported that all required forms have been submitted.
- 21. **Training Courses** – Town officials were encouraged to attend the upcoming MAT Spring Short Course. Linn needs to complete Board of Appeals & Equalization training at the next opportunity.
- 22. **Housekeeping Report** – Dolores Pilarski reported that all is good at this time and that there are no problems.
- 23. **Maintenance/Road Report** – Joe Koopmeiners reported that everything is good, except we will likely need to replace the yellow snowplow.
- 24. **Planning Commission Report/Update** – there will be a Joint City / Township Planning Board meeting on April 10, 2017 at the Town Hall.
- 25. **Performance Reviews** – The Supervisors temporarily adjourned to do a private performance review of Dolores Pilarski.
- 26. **Newsletter** – no action was taken.

**Other Business:**

Mergen reported that we received several compliments from residents on the handling of the Town Election. Martini needs insurance forms for contractors. There will be a Public Hearing at the County on Tuesday, April 18, 2017 about whether to give the County the option to sign-off on one and two lot plats.

**Adjournment:** Merdan moved to adjourn the meeting at 9:15 PM. Linn second. All in favor. Motion carried.

Respectfully submitted,  
Stephen G. Saupe Clerk

Clerk signature: \_\_\_\_\_ date: \_\_\_\_\_

**Supervisor Approval:** \_\_\_\_\_ date: \_\_\_\_\_

\_\_\_\_\_  
Richard Bresnahan

\_\_\_\_\_  
Mike Linn

\_\_\_\_\_  
John Merdan