

Avon Township Board of Qualification & Organizational Meeting

March 18, 2026; 7:00 PM

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

(also available via Zoom at <https://us02web.zoom.us/j/8325486945>. Passcode: AvonTown)

Agenda

1. Call to order
2. Pledge of Allegiance
3. Roll Call & Introductions
4. Approval of agenda
5. Business
 - a. Board of Canvass minutes approval
 - b. New officers: Oath of Office; Certificate of Election; Campaign Finance forms
 - c. Elect Chair & Vice-Chair
 - d. (*if necessary*) Transfer of Town Records, Computers & Keys
 - e. Appoint Committee Chairs/Members; Delegate authority
 - County Liaison
 - Emergency Contact
 - Fifth Monday
 - Fire Board
 - Grounds & Buildings
 - Humane Society Rep.
 - Joint City/Town Planning Board
 - Legal
 - Emergency contact
 - Maintenance Worker Supervisor
 - Planning Commission Rep.
 - Roads & Snow
 - Weeds & Roadside Restoration
 - Zoning Administrator
 - f. Consideration of any potential conflicts of interest – and avoid if they exist
 - g. Treasurer & Clerk – confirm all necessary documents on file and updated as necessary
 - h. Authorize payment for work & expenditures (*i.e.*, office expenses for Clerk, Treasurer, roadwork, housekeeping, Committee Chairs) for Township work responsibilities
 - i. Town Hall Report/Update
 - j. Set official Newspaper
 - k. Set official Posting Places
 - l. Motion to certify levy
 - m. Designate a Township bank; bank signatories (resolutions for all financial institutions as necessary)
 - n. Set wage & fee schedule (*i.e.*, mileage, reimbursement policy, other fees, Resolution 06-03-20-2-establishing compensation policy)
 - o. Review & Amend Policies (*as necessary*) (*i.e.*, snow – Resolution 06-03-20-1)
 - p. Review & Amend AWAIR Plan (*workplace accident & injury reduction plan*)
 - q. Confirm Financial Reporting Forms have been completed and returned to Auditor
 - r. Training Courses – Short Course – March 24
 - s. Planning Commission Report/Update & schedule of actions
 - t. Performance Reviews (*as necessary*) – Appoint new PC members
6. Other Business
 - a.
 - b.
7. Announcements
8. Adjournment