

Minutes of the Meeting of the Avon Township Supervisors December 3, 2014

Call to Order: Chairman Bresnahan called the meeting of the Avon Township Supervisors to order at 7:30 P.M. in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon (MN).

Pledge: The Pledge of Allegiance was recited.

Roll Call: Present – Richard Bresnahan, Kelly Martini, John Merdan, Roger Nelson, and Stephen Saupe. Also present – Ken Mergen (*Planning Commission Chair*), Joe Koopmeiners (*maintenance*), and Paul Buttweiler (*Deputy Treasurer*).

Approval of Agenda: A performance appraisal for our maintenance worker was added to the agenda. In addition, “Scheduled Business” was moved before the “Road Report.” Merdan moved to approve the agenda as amended. Nelson second. All in favor. Motion carried.

Minutes: Merdan moved to approve the minutes from the November 5, 2014 meeting as presented. Nelson second. All in favor. Motion carried.

Treasurer’s Report: Martini read the Treasurer’s Report and provided the Cash Control Statement for the period 11/01/2014 to 11/30/2014 (*below*). Merdan moved to add Deputy Treasurer Paul Buttweiler to the payroll. Nelson second. All in favor. Motion carried. A payment check from the County was just received; it will appear in the record next month. Again this month, the total Ending Balance from October is the same as the total Beginning Balance in November, but the distribution of amounts in General Revenue and Road & Bridge are different. Martini indicated this problem would be solved in the future by having Koopmeiners turn in his claim for payment at the end of the month. Merdan moved the Supervisors are aware that the distribution of funds in the Road & Bridge and General Revenue differ from the end of one month to the beginning of the next because of the distribution of Koopmeiner’s time in the two funds. Nelson second. All in favor. Motion carried. Martini noted that the Supervisors should pre-approve large expenditures. Martini should sign tax-exempt forms (ST3’s). Martini reported she is learning the new version of CTAS (ver. 8). The address for our Bond was changed to that of the Town Hall. Claims should be delivered to Martini the weekend before the meeting. Mileage should be recorded on a reimbursement form rather than the claims form.

For the Period 11/01/2014 to 11/30/2014

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance
General Revenue	\$98,607.41	\$393.38	\$71,884.22	\$27,116.57
Road and Bridge	\$459,800.82	\$6,418.65	\$26,729.15	\$439,490.32
Fire	(\$20,712.23)	\$0.00	\$0.00	(\$20,712.23)
Road Damage Deposit	\$1,200.00	\$0.00	\$200.00	\$1,000.00
Capital Reserve Fund	\$48,474.75	\$0.00	\$0.00	\$48,474.75
Total	\$587,370.75	\$6,812.03	\$98,813.37	\$495,369.41

Approval of Claims & Payroll: Martini presented claims 2427 and 2428 for PERA. She also presented claims 2429 – 2466. Checks #8041 (destroyed by the Post Office in the mail), #8088 (written to PERA but not necessary because it automatically withdrawn), #8090 (payment for form 941’s are now withdrawn automatically), and 8102 (mistakenly written to the wrong business) were voided. Merdan moved to approve the payroll and the claims (except claims to Knife River and Westwood Engineering). Nelson second. All in favor. Motion carried.

Planning Commission Report: Mr. Ken Mergen, Planning Commission Chair, presented the Planning Commission report. Mergen reported:

1. **Thelen Variance** – Ms. Mary Thelen presented a plan for an addition to her house at 18322 Red Maple Drive and wanted to know if a variance is necessary. Based upon the information provided, it didn't appear to require a variance. The Planning Commission supports the proposal if one is required in the future.
2. **Notch residence:** Mr. Eric Notch appeared to determine if he was permitted to build a replacement home on his 40-acre parcel. Zoning allows for one residence and Mr. Notch was advised to contact Stearns County to initiate the permitting process.
3. **Building Permits** – Supervisor Nelson suggested that the Township handles building permits. This was discussed and then tabled until Supervisor Nelson could be present to provide more information.
4. **Aquatic Invasive Species (AIS)** – The possibility of raising the levy to fund efforts to control Eurasian milfoil was discussed. This should be discussed at the Annual Meeting.
5. **Cancel December Meeting** – The Planning Commission recommends canceling the December meeting. Merdan moved to cancel the New Year's Eve Planning Commission meeting. Nelson second. All in favor. Motion carried.

Nelson moved to approve the Planning Commission report. Merdan second. All in favor. Motion carried.

Road & Maintenance Report:

1. **Snow Removal** – The wet heavy snow made it difficult to plow. One of the trucks fell off an approach and needed to be towed out. There were a few complaints. Overall, it went well for the first storm of the season, which was a major one. Koopmeiners provided a listing of residents who plow snow across Township roads. Merdan moved to authorize the Clerk to send a letter to these residents to stop. Nelson second. All in favor. Motion carried. If a resident has received a previous letter, the resident will be contacted by one of the Supervisors. A resident in Sun Ridge was reported to be blowing snow across the road. Koopmeiners checked it out and found no evidence.
2. **Plow Driver** – Four applicants were interviewed and a new driver was hired.
3. **Mobile Home Park** – Mr. Earl Sadlowsky appeared to request that the Town plow a portion of the road in the Mobile Home Park. Mr. Sadlowsky argued that the road belongs to the Township but the Supervisors disagreed. The Supervisors stated the Township road ends at the cul-de-sac.
4. **Annual Review** – It is the first anniversary of Koopmeiner's becoming a full-time employee for the Township. Merdan made a motion to recognize the excellent job that Mr. Joe Koopmeiners has done for the Township. Nelson second. All in favor. Motion carried. A process will be set up to evaluate Koopmeiners annually.

Merdan moved to accept the roads and maintenance report. Nelson second. All in favor. Motion carried.

Public Hearings: *none scheduled*

Business:

1. **Baumgard Variance** – Nelson questioned whether a variance would be required for the installation of a garden shed by Mr. Baumgard. A variance will be required because it is closer to the road than currently permitted by ordinance.
2. **Avon Area Lakes Association** – Mr. Denis McGuinness and three representatives from the Avon Area Lakes Association appeared to update the Township about aquatic invasive species in area lakes and to discuss options for funding to control Eurasian milfoil in Middle and Lower Spunk lakes. Middle Spunk Lake has been treated and it was paid for by a DNR grant and donations. Ultimately two treatments per year may be required. Residents were encouraged to also check docks for zebra mussels. There is an unconfirmed report that Linnemann Lake may also have AIS. The group suggests levying Town residents for future funds. The Supervisors will put this on the agenda for the Annual Meeting.
3. **Two Rivers Lakes Ditch Work** – Mr. Dan Brady appeared to request funding from the Township and five other local groups to clean out the County ditch that drains the lake. This will drop the lake level about 1.5 feet and should reduce flooding of properties along the lake. The total cost will be about \$24,000 and Stearns County will oversee the final project. The Supervisors will put this on the agenda for the Annual Meeting.
4. **Budde Trucking Zoning Verification** – Nelson moved to approve and sign the “Minnesota Vehicle Dealer License – Zoning Verification” for Budde Trucking. Merdan second. All in favor. Motion carried.
5. **LRIP Grant** – Bresnahan has been working with County Engineer Ms. Jodi Teich and Westwood Engineers to submit an LRIP grant for funding to resurface Norway Road. The County considers this a priority because the road parallels I-94 and is used to relieve pressure on the interstate and the engineering has been completed.
6. **Humane Society Impound Agreement** – Merdan moved to approve the Impound Agreement with the Humane Society excluding cats. Nelson second. All in favor. Motion carried.
7. **Knife River Complaint** – a complaint was received about noise from the Ramler/Pierskalla gravel pit. Knife River was in compliance with their Interim Use Permit.
8. **Upper Spunk Lake Road** – Will Huston, Westwood Engineers, reported that there was a cost overrun on the project because the initial assessments of the road width were measured on inaccurate aerial photographs. Also, extra material was needed for several driveways and for shouldering. The Supervisors questioned whether the date the project was finished is accurate; Huston will check into it. A better grade of oil (E) was used on part of the project, which should provide a good test of the durability of the materials. Merdan moved to pay the claims for Westwood Engineering and Knife River for the Upper Spunk Lake Road project. Nelson second. All in favor. Motion carried.

Other/Old Business

1. **Township Logo** – no action.
2. **Eichers Conditional Use Permit** – no action.
3. **Truck Parking Ordinance** – no action.

Reports/Announcements

1. No Certificates of Real Estate Value were received.
2. Construction Site Permits were received for Ramler Rev Trust (18254 Red Maple Dr.; accessory building & addition) and Gielen (37240 175th Ave, 24 x 36 pole shed).
3. A Special Assessment Search was performed for Meyer (37749 Sunnyfield Circle).
4. No requests for 911 signs were received.
5. No Feedlot Permits were received.
6. The Local Government Innovation Award proposal jointly submitted with the City of Avon was not selected for an award.
7. Mary Jacobs, Assessor’s office, is retiring.
8. The Township received an inquiry concerning building credits in an A40 zone – one residence is permitted for every 40 acres.
9. The County Auditor sent a note thanking the Township for work on the recent Primary and General Elections.
10. The St. John’s Solar project is completed and they are discussing the possibility of becoming involved in another, even larger, project.

Announcement of Next Meeting: The next meeting will be January 7, 2015 at 7:30 PM in Avon Township Hall.

Adjournment: Nelson moved to adjourn the meeting at 9:40 PM. Merdan second. All in favor. Motion carried.

Respectfully submitted,
Stephen Saupe, Clerk

Supervisor Approval

Richard Bresnahan

John Merdan

Roger Nelson

Attest

date