

**Minutes of the Meeting of the Avon Township Supervisors**  
**January 8, 2014**  
**Avon Township Hall**

**Call to Order:** Chairman Gondringer called the meeting of the Avon Township Supervisors to order at 7:30 P.M.

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

**Roll Call:** Present – Richard Bresnahan, LeRoy Gondringer, Kelly Martini, John Merdan, and Stephen Saupe.

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

**Minutes:** Merdan moved to approve the minutes of the December 4, 2013 meeting as presented. Bresnahan second. All in favor. Motion carried.

**Treasurer’s Report:** Martini read the Treasurer’s Report and provided the Cash Control Statement for the period 12/01/2013 to 12/31/2013 (*below*). Martini noted that her records were off by six cents in October because she entered \$30.87 rather than \$30.81; this has been corrected. Check #7689 (claim 2184) was returned and voided. Checks #7722 and 7714 were also voided. Martini reported that she is completing documents requested by Standard’s & Poor’s; Bresnahan will help as needed. Bresnahan moved to accept the Treasurer’s report. Merdan second. All in favor. Motion carried.

For the Period 12/01/2013 to 12/31/2013

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Revenue	\$68,971.08	\$3,876.03	\$4,659.10	\$68,188.01
Road and Bridge	\$424,024.78	\$9.38	\$42,506.10	\$381,528.06
Fire	\$9,627.52	\$0.00	\$0.00	\$9,627.52
Road Damage Deposit	\$400.00	\$0.00	\$0.00	\$400.00
Capital Reserve Fund	\$94,524.56	\$0.00	\$0.00	\$94,524.56
<b>Total</b>	<b>\$597,547.94</b>	<b>\$3,885.41</b>	<b>\$47,165.20</b>	<b>\$554,268.15</b>

**Approval of Claims & Payroll:** Martini presented the claims. Gondringer contacted AmeriGas concerning late fees and a sales tax exemption. We will look into contracting for propane in July. Claim #2184 was voided since check #7689 was voided. Merdan moved to approve the payroll and the claims, with the exception of claim #2184. Bresnahan second. All in favor. Motion carried.

**Road & Maintenance Report:** Mr. Joseph Koopmeiners reported:

1. **Signs** – he has prepared a list of signs that need to be replaced, including a 991 sign for Merdan (32498 Co Rd 50). He will give the list to Martini to order. Any signs that are ordered will meet guidelines (*i.e.*, reflectivity, posts).
2. **Salt / Sand** – we have used approximately half of the 250 yards of salt/sand mix we ordered this year. Next year we will order an additional 50 yards (total of 300 yards), which is about the maximum that can be stored in the new salt shed. The general consensus is that the mix we used last year worked better. One concern is that the mix was loaded while it was raining which may have washed out some of the salt.

3. **Brush Chipping** – Koopmeiners will chip up brush once enough accumulates. Bresnahan moved to put a chipping extension on the yellow truck and authorized Koopmeiners to build an extension and purchase needed supplies. Second by Merdan. All in favor. Motion carried.
4. **Time Sheet** – A time sheet for Koopmeiners to record hours worked was prepared. It includes columns for the major work activities (roads, truck maintenance, building maintenance, tree trimming). He will be paid twice monthly to avoid weekends.
5. **Red Plow** – it will need a new radiator and fan, in addition to the new light and tire bars.
6. **Roads Map** – it was suggested to put a Township road map in the maintenance shed. Saupe will find a map in the files.
7. **Supervision** – Since Gondringer will be out of town at the end of January, Bresnahan and Merdan will serve as backups if Koopmeiners has questions.
8. **Palette Rack** – Koopmeiners will investigate the cost of a palette rack.
9. **Ditch Mowing** – Koopmeiners will cut road ditches in the summer. The Township will get quotes on the cost of a ditch mower.
10. **Fuel Costs** – Since the fuel costs are so high there was a discussion on possible solutions to lower it. No decision was made.

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

1. The Planning Commission recommended that the Supervisors take no action on Dee Dee Blattner's request to the County for an exemption to a structure constructed too close to a lakeshore. The County denied the request.
2. The terms of two members (Will Huston, Stephen Saupe) end this spring.

Bresnahan moved to approve Planning Commission report. Merdan second. All in favor. Motion approved.

**Public Hearings:** *none scheduled*

**Scheduled Business:**

1. **Credit Card** – Gondringer will look into ordering a credit card for the Township. It will be stored in the Record Room.
2. **Township Budgeting** – there was a discussion of Township finances and spending. The Supervisors agreed the Township has been good financial stewards and noted that the levy has not increased in years.

3. **Midsota** – A quote from Midsota, which included sales tax, was received for the purchase of a snow bucket for the skid loader. Bresnahan moved to authorize Gondringer to contact Midsota to remove the sales tax and then authorize the purchase. Merdan second. All in favor. Motion carried. Bresnahan moved to authorize Treasurer Martini to issue a check to Midsota if they require advance payment. Merdan second. All in favor. Motion carried.
4. **Mileage Reimbursement** – Martini reported that the federal mileage reimbursement for 2013 is \$0.565 and \$0.56 for 2014.
5. **Avon Fire Department** – Fire Chief Linn has retired from the department. Saupe will create a certificate of recognition for Chief Linn’s outstanding service.
6. **Mailbox** – The Township will install a mailbox and receive mail at the Town Hall site in order to centralize our records. Koopmeiners will bring mail inside weekdays. Koopmeiners will install a mailbox as soon as the weather permits. Bresnahan will contact the Avon Post Office to request that the service begin and that the post office should hold any mail until the box is erected. All correspondence should now be switched to the Town Hall.
7. **Newsletter** – the Township plans to publish the next edition of the newsletter in April.
8. **Town Hall Use** – Bresnahan moved to allow use of the Hall for approved groups only on Mondays, Tuesdays and Thursdays. A group using the Hall reported on Monday that there was a problem with the furnace – it refused to heat. Gondringer checked it out; apparently ice was blocking a vent. The problem corrected itself.
9. **Wellhead Protection Plan** – the “Wellhead Protection Plan” for the City of St. Joseph has been approved. A portion of the plan involves a corner of the Township.
10. **Approval of Minutes** – Martini provided info on procedures for approving and amending minutes.
11. **Meeting Schedule** – The dates and times for upcoming spring meetings were discussed and finalized. Bresnahan moved to approve the schedule of dates and meetings. Merdan second. All in favor. Motion carried. Saupe will publish and post in the Township web site. Attorney Ripple will be asked to attend the Qualification / Reorganization Meeting.
12. **Gopher Bounty** – a resident requested an increase to the gopher bounty. The Supervisors are considering eliminating the bounty since it doesn’t appear to be working to target pockets gophers that are damaging township roads. This will be added to the agenda for the Annual Meeting.
13. **Resolution in Support of a Comprehensive Omnibus Transportation Finance Bill** – The Minnesota Association of Townships requested passage of a resolution in support of a comprehensive omnibus transportation bill. The Supervisors decided to take no action on this request.
14. **Annual Meeting** – items were suggested for the Annual Township meeting (i.e., gopher bounty)

**Other/Old Business**

- 1. **Township Logo** – Saupe will contact the Art Department at CSB|SJU to see if any students are interested in creating a logo.
- 2. **Agenda order** – There will be no change in the order of the agenda.
- 3. **Garbage** – no changes in our garbage situation are anticipated.
- 4. **I-9 Forms** – these are required for new employees.

**Reports/Announcements**

- 1. No Certificates of Real Estate Value were received.
- 2. Construction Site Permits were received for Maureen Kemper (33053 154<sup>th</sup> Ave; roof replacement); Mark Casey (17365 Upper Spunk Lake Rd; 24 x 40 home addition); and George Schwalbe (17472 360<sup>th</sup> St.; 20 x 28 house bedroom addition)
- 3. No special assessment searches were recorded this month.
- 4. A brochure for Minnesota LTAP workshops was received.
- 5. There will be a Stearns County Public Hearing for enactment of Ordinance 492 and amending Ordinance 439 on January 7, 2014 at 10:05 AM.
- 6. A listing of County Road projects was received.
- 7. The MAT calendar and informational DVD were received.
- 8. March 12, 2014 is Stearns County Day at the State Capitol.

**Adjournment:** Bresnahan moved to adjourn the meeting at 10:30 PM. Merdan second. All in favor. Motion carried.

**Announcement of Next Meeting:** The next meeting will be held on Wednesday, February 5, 2014 at 7:30 PM.

Respectfully submitted,  
Stephen Saupe, Clerk

Supervisor Approval

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Richard Bresnahan

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LeRoy Gondringer

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John Merdan

Attest

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date