

Minutes of the Meeting of the Avon Township Supervisors

June 1, 2016

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

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 and welcomed guests.

Pledge: The Pledge of Allegiance was recited.

Recording: Bresnahan announced that the meeting was going to be recorded. The recorder was turned on.

Roll Call: Present – Richard Bresnahan, John Merdan, Kelly Martini, and Stephen Saupe. Absent – Roger Nelson. Also present – Paul Buttweiler (*Deputy Treasurer*), Will Huston (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), and Joseph Koopmeiners (*Maintenance*).

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

Minutes: Merdan moved to approve the minutes of the May 4, 2016 as presented. Bresnahan second. All in favor. Motion carried.

Planning Commission Report: Presented by Mr. Will Huston, Planning Commission Chair:

1. **Driveway Permits** – There was an administrative error in issuing two recent driveway permits. The Planning Commission supports the existing driveway policy with the exception of recommending a modification of the conditions when a driveway permit is required. Bresnahan moved to accept the recommendation of the Planning Commission to change the driveway standards to read, “Any resident who plans to move, change the physical dimensions, or slopes of an existing driveway, or add a new driveway to his/her property requires an Avon Township driveway permit. Changing the surface material does not require a driveway permit.” Merdan second. All in favor. Motion carried. Supervisors requested that Koopmeiners take photos of any driveway before and after work is done.
2. **Roadwork Notification** – In accordance with MAT document TR6000, the Planning Commission recommends notifying residents with a written document when cutting brush in the road right-of-way. Residents should sign a document if trees greater than six inches are cut. Two suggested forms were created. Merdan moved to recommend use of the forms when doing brushing and tree removal along Township roads. Bresnahan second. All in favor. Motion carried.

Merdan moved to approve the Planning Commission report. 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 5/1/2016 to 5/31/2016 (*below*). A notice was received from the IRS that our tax deposit had been submitted late. The address for the US Bank bond has been changed to the Town Hall; it required accessing their secure email system. Merdan moved to approve the Treasurer’s report. Bresnahan second. All in favor. Motion carried.

For the Period : 5/1/2016 To 5/31/2016

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$79,476.98	\$1,436.48	\$15,995.38	\$64,918.08
Road and Bridge	\$165,125.22	\$0.00	\$14,844.50	\$150,280.72
Road Damage Deposit	\$1,600.00	\$0.00	\$0.00	\$1,600.00
Fire Fund	\$7,586.92	\$0.00	\$0.00	\$7,586.92
General Capital Projects	\$60,013.95	\$0.00	\$0.00	\$60,013.95
Total	\$313,803.07	\$1,436.48	\$30,839.88	\$284,399.67

Approval of Claims & Payroll: Martini presented the June claims (2834 – 2651). The PERA claims for May were 2834 & 2835. Check 8636 was voided. Claims 2804 (\$46.17), 2805 (\$200), and 2806 (\$50) were erroneously missing from the previous minutes. The revised version of the year-end audit prepared by the Clerk/Deputy Clerk was completed and approved. Merdan moved to approve the revised Clerk audit for 2015 (appended, original copy with minutes from the Annual Audit). Bresnahan second. All in favor. Motion carried. Merdan moved to approve the payroll and claims. Bresnahan second. All in favor. Motion carried.

Town Hall Maintenance Report:

- Windows** – The defective windows are under warranty but there is a charge for installation. Koopmeiners will measure and have the windows replaced.
- Maps** – still on back order.
- Propane** – Merdan moved to choose the “will call” fill option for propane service from Wenner Gas Co. Bresnahan second. All in favor. Motion carried.
- Lawnmower** – the new lawnmower is working well.

Merdan moved to accept the Town Hall Maintenance report. Nelson second. All in favor. Motion carried.

Road Report:

- Signs** – Koopmeiners reported that it would be more cost effective to replace defaced signs than cover them with a protective film product.
- Roadwork** – Koopmeiners reported that he filled assorted potholes cut trees/brush and graded assorted roads. The road maintenance inventory was updated to reflect this work. Right-of-ways will be soon mowed.
- Bids** – bids received for 2016 patching and for resurfacing Norway Road in 2017 were opened:

Company / Bidder	2016 Patching	2017 Norway Road resurface
Hardrives	\$77,401.39	\$414,955.63
Mid Minnesota Hot Mix	\$55,393	n/a
Knife River	\$84,447.66	\$456,180.73

Merdan moved to submit the bid from Hardrives for the application to the State of Minnesota for a 2017 grant to resurface Norway Road. Bresnahan second. All in favor. Motion carried. Merdan moved to accept the bid for road patching from Mid-Minnesota Hot Mix. Bresnahan second. All in favor. Motion carried. Huston will contact Mid-Minnesota Hot Mix to see if they will include a 130 foot patch on Shorewood at the same price.

4. **Knife River Asphalt Plant Visit** – there is no need to visit at this time.
5. **Haul Routes** – the Town received notice that trucks for the I-94 road project will use some Town roads.
6. **Parking on Meadowview Bike Trail** – Martini reported that people were parking in the bean field during an event on the Wobegon Trail. The Sheriff said different signs are required before action can be taken. Koopmeiners will order “No Parking” signs for both sides of the road.

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Avon Area Lakes** – Mr. Denis McGuiness appeared to request funds for surveying Middle and Lower Spunk Lakes to determine the effectiveness of the hand-harvesting treatment that was done. Merdan moved to authorize \$1000 to the Avon Area Lakes Association for surveying. Bresnahan second. All in favor. Motion carried.
2. **Election Update** – The following individuals will be trained and serve as election judges for the upcoming election cycle – Deb Angulski, Lisa Baker, Marcy Heinen, Jane Merdan, Kelly Martini, Ken Mergen, Sue Rushmeyer, Marion Gondringer and Stephen Saupe.
3. **Town Web Site** – our web site was hacked and is being fixed.
4. **Short Course** – Merdan moved to authorize attendance by board members at the June 20th Short Course in St. Cloud. Bresnahan second. All in favor. Motion carried.
5. **MAT Cards** – MAT membership cards were distributed.
6. **Road Use Permits** – Michael Doyle, director of the Tour of Saints, appeared to request a permit to use Township roads (Co Rd 155, 1st St. NE, Norway Road) for the event which will be held on July 10, 2016. Merdan moved to approve a Bicycle Tour Application/Permit for the Tour of Saints ride. Bresnahan second. All in favor. Motion carried. An unsanctioned event occurred on Town roads the weekend before Memorial Day. The Clerk will follow up to alert the group that a permit is required.

Other/Old Business: *none*

Recurring Reports:

1. There were no requests for a 911 sign.
2. Certificates of Real Estate Value was received for Kompelien (\$369,000), Lancour (\$299,900), Ricard (\$365,000), Waldorf (\$500) and Westby (\$203,000).
3. Construction Site Permits were received for Order of St. Benedict (tennis complex).
4. There were no County feedlot permits.
5. No home-extended business permits were received.

- 6. Special Assessments Searches were performed for Klaphake (34392 Peach Dr); Baumgard (17522 Springwood Lane); and the Central MN Credit Union (34431 Co Rd 155).

Announcements & Brief Reports:

- 1. Updated Emergency Management information was provided to Stearns County.
- 2. The Government Census survey was completed.
- 3. Avon Area Lakes Update – There current balance is \$7,079.70. The Garage Sale was a big success. There will be a booth and float at Spunktacular Days. The bylaws have been revised. The Joy Delaney fund will be used for a rain garden.
- 4. A copy of the Joint Planning Board Minutes was provided.
- 5. The Stearns County Supervisors voted against a moratorium on solar garden projects. A team of individuals was appointed to consider additional ordinances.
- 6. The *Catalyst* newsletter for May 2016 was received.
- 7. The Stearns County 5-yr construction plan is available at the following website:
<http://www.co.stearns.mn.us/PropertyRoads/RoadConstruction/5YearConstructionProjectPlan>
- 8. The Land Stewardship Project sent information related to legislative issues that could affect townships.
- 9. Stearns County was seeking quotes for surplus mowers.
- 10. A resident is interested in installing an above ground pool. Stearns County Environmental Services handles permitting.

Adjournment: Merdan moved to adjourn the meeting at 9:05 PM. Bresnahan second. All in favor. Motion carried.

Announcement of Next Meeting: The next regular meeting will be held on Wednesday, July 6, 2016 at 7:30 PM.

Respectfully submitted,

Stephen Saupe, Clerk

Supervisor Approval:

date: _____

Richard Bresnahan

Roger Nelson

John Merdan

REVISED**Clerk Financial Report as of 12/31/2015**

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
General revenue	\$ 86,772.05	\$ 175,507.61	\$ 165,729.40	\$ 96,550.26
Road and Bridge	\$ 52,341.94	\$ 231,764.83	\$ 95,491.43	\$ 188,615.34
Road Damage Deposit	\$ 1,000.00	\$ 1,000.00	\$ 200.00	\$ 1,800.00
Fire	\$ 6,097.17	\$ 62,191.51	\$ 62,464.00	\$ 5,824.68
Capital Reserve Fund	\$ 52,696.92	\$ 9,802.68	\$ 264.16	\$ 62,235.44
Total	\$ 198,908.08	\$ 480,266.63	\$ 324,148.99	\$ 355,025.72

Bank Account Balances (12/31/2015)

Checking (Avon State Bank)	\$ 51,903.84
Outstanding Checks	\$ 32,933.90
Ending Checkbook Balance	\$ 18,969.94
Money Market (Avon State Bank)	\$ 225,805.30
Money Market (Credit Union)	\$ 110,250.48
End of the Year Bank Balance	\$ 355,025.72

Supervisor
Richard Bresnahan

Supervisor
John Merdan

Supervisor
Roger Nelson

Clerk
Stephen Saupe