

Minutes of the Meeting of the Avon Township Supervisors

March 1, 2017

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.

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

Approval of Agenda: There were several additions to the agenda including a report from the Fire Board meeting. Merdan moved to approve the agenda as amended. Nelson second. All in favor. Motion carried.

Minutes: Nelson moved to approve the minutes of the February 1, 2017 meeting as presented. Merdan second. All in favor. Motion carried.

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

- Knife River IUP** – The Planning Commission held a public hearing to consider a request by Knife River for an IUP for an asphalt plant on property owned by Ken Pierskalla (PID 03.00880.000; NW ¼ of the NE ¼ of Section 14, Township 125 N, Range 30 W) and Jack Ramler (PID 03.00879.0010; NE ¼ of the NE ¼ and the N ½ of the S ½ of the NE ¼ of Section 14, Township 125 N, Range 30 W). The Planning Commission recommends approval with the following conditions: (1) Permit will be for the 2017 construction season; (2) Hours of operation are from 6:00 AM to 6:30 PM with a generator startup not earlier than 5:30 AM, and with all trucks returned to the location by 9:00 PM; (3) Days allowed for operation will be restricted to Monday through Friday with no weekend or holiday hours; (4) No truck hauling, to or from the site, will take place on Township roads; (5) The entrance will be signed according to Stearns County regulations; (6) Traffic signs will be placed as per MNDOT and Stearns County requirements for truck hauling; (7) Postcards will be sent out one week prior to the beginning of operations; (8) Avon Township officials reserve the right to access the property for the purposes of determining compliance of the Interim Use Permit, after providing Knife River personnel proper identification and notification; (9) Knife River will make available to Board members and Avon residents, a tour of the facility upon request; (10) Portable satellites will be provided for employees. Trash will be collected and contained in a suitable receptacle and hauled offsite to an appropriate disposal area; (11) All equipment and waste must be removed from the site at the completion; (12) The operation must comply with all pertinent Township, County and State regulations; (13) A financial bond of \$5000 will be maintained; (14) Noise, air emissions, storm water, and other environmental considerations must comply with EPA, MPCA and other regulatory requirements; and (15) Avon Township officials reserve the right to access the site for an inspection in June 2018 before the site reclamation begins and also after site reclamation is completed. After discussion, Nelson moved to approve the Interim Use Permit for Knife River with the conditions outlined by the Planning Commission. Merdan second. All in favor. Motion carried.
- Caspers Plat** – The Planning Commission considered a request by Ms. Kay Caspers (17470 Marsh Lane) for approval of a plat dividing her property into two parcels. Nelson moved to approved the concept of the preliminary plat for Ms. Caspers contingent on supplying all necessary documents and that no building credits remain on either parcel. Merdan second. All in favor. Motion carried.

3. **Hanson Certificate of Compliance** – The Planning Commission considered and supports a request by Mr. Scott Hanson for a Certificate of Compliance for a land split on his property at 35561 Co Rd 155. Merdan moved to approve the Certificate of Compliance. Nelson second. All in favor. Motion carried.

4. **THK Bicycle Race** – The Planning Commission considered an application by Mr. Jeff Bauerly to hold the THK (a MN Cycling Federation) bicycle race on April 15, 2017 on some Town roads including Tower Road and 360th St. The Planning Commission supports the request with the condition that the route is posted 24 hours prior to the event. Even if the Town holds our annual Road Inspection that day, the race shouldn't interfere. After discussion, Nelson moved to approve the THK bicycle race on Town Roads on the condition that the roads are posted 24 hours prior to the race. Merdan second. All in favor. Motion carried.

5. **Election Emergency Plan** – The Planning Commission discussed a draft of the Town Plans in the event of an emergency on the day of a local, state, or national election. After discussion, Merdan moved to approve the plan. Nelson second. All in favor. Motion carried. A copy of the plan is appended to the end of this document.

6. **Joint Powers Meeting** – The Planning Commission had no recommendations for potential agenda items for the upcoming Joint Powers Board Meeting on the second Monday in April (April 10, 2017 at 7:00 PM, Town Hall). Mergen and Bresnahan will represent the Town. The City will provide the agenda and we will take minutes and publish/post.

7. **Term Appointments** – the terms of Huston and Saupe are ending. Both are willing to be considered for reappointment. The Supervisors completed performance reviews of both individuals and concluded they had done good work. Nelson moved to reappoint Mr. Will Huston & Mr. Stephen Saupe to the Planning Commission for a three-year term from 2017 – 2020. Merdan second. All in favor. Motion carried.

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

Treasurer's Report: Martini read the Treasurer's Report and provided the Cash Control Statement for the period 02/01/2017 to 02/28/2017 (*below*). Martini noted that we recently received our gas tax credit (approximately \$36,000). Nelson moved to approve the Treasurer's report. Merdan second. All in favor. Motion carried.

Avon Township

Cash Control Statement

For the Period : 2/1/2017 To 2/28/2017

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$102,233.05	\$346.45	\$8,800.86	\$93,778.64
Road and Bridge	\$30,593.66	\$236.92	\$3,774.94	\$27,055.64
Road Damage Deposit	\$2,050.00	\$0.00	\$0.00	\$2,050.00
Fire Fund	\$9,673.88	\$0.00	\$0.00	\$9,673.88
General Capital Projects	\$66,829.88	\$0.00	\$0.00	\$66,829.88
Total	\$211,380.47	\$583.37	\$12,575.80	\$199,388.04

Claims & Payroll: Martini presented the March claims (3039 – 3050). The PERA claims for February were 3037 & 3038. We received an invoice from CloudNet. The Clerk will follow up to confirm that we cancelled service as we had assumed. Nelson moved to pay the claim if we didn't cancel our service but not to do so if we acted in good faith to cancel service. Merdan second. All in Favor. Motion carried. We will continue to pay CenturyLink with a check rather than autopay. Nelson moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

Town Hall Maintenance Report: *Presented by Mr. Joseph Koopmeiners:*

Everything is fine. Propane is about 52% full. Koopmeiners will keep an eye on it to call to order more when necessary. Nelson moved to accept the Town Hall Maintenance report. Merdan second. All in favor. Motion carried.

Road Report: *Presented by Mr. Joseph Koopmeiners:*

Little plowing was necessary this month. We are in good shape with salt/sand – the shed is about half full. Overall, the roads appear in good shape. Gravel roads will need grading and some potholes need to be filled. Koopmeiners was authorized to do this work when conditions permitted. Merdan moved to set the road inspection on April 22, 2017 at 9:00 AM. Bresnahan second. Two in favor. One abstain (Nelson). Motion carried. There is a lot of cracking on 165th but not on Upper Spunk Lake road; this will be checked during road inspection. There was some vandalism on Queens Road. Koopmeiners will handle. The strobe light on the plow truck was repaired for a reasonable cost. Nelson moved to authorize Koopmeiners to rent a disk and tractor to pull back shoulders. Merdan second. All in favor. Motion carried. The shop bolt bin was refilled, which is the first time in 2.5 years. Koopmeiners was unable to contact the residents on Parkwood Circle concerning edging in the road right-of-way. We will contact them to see if we can stop during road inspection. Road restrictions are in effect.

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

Public Hearings: *None scheduled.*

Scheduled Business:

1. **Annual Meeting Planning** – The agenda and plans for the Annual Meeting were discussed. Merdan will prepare the road report. Saupe will order pizza. Nelson moved to approve the agenda. Merdan second. All in favor. Motion carried. Copies of the agenda, road report, year-end financial statement and budget will be provided.
2. **Audit Board Meeting** – Nelson moved to approve the minutes of the 2017 Audit Board as presented. Merdan second. All in favor. Motion carried. Nelson moved to approve the Audit Board Report for 2017 as presented. Merdan second. All in favor. Motion carried.
3. **Performance Reviews** – All employees (Koopmeiners, Pilarski, plow operators) will be reviewed at the Organizational meeting.
4. **Hiring & Employee Policy Documents** – tabled until the next meeting when the Deputy Clerk is available.
5. **Gambling Permit** – Nelson moved to approve a gambling permit for the Immaculate Cocpetion Bazaar. Merdan second. All in favor. Motion carried.

Other/Old Business: *none*

Recurring Reports:

1. There were two requests for a 911 sign (Brock & Larson).
2. Certificates of Real Estate Value were received for Moran Trust (\$500) and James Huls (\$200,000).
3. Construction Site Permits were received for Chris Ramler (36903 Pelican Lake Road; shed) and Raymond & Barbara Woitalla (36295 Tower Road; garage addition).
4. No County feedlot permits were received.
5. No home-extended business permits were received.
6. Special Assessments Search was performed for Posch/Schinkel (PID 03.01039.0000) and Rodenwald (34431 Cop Rd 155).
7. A Stearns County Hearing approved a Conditional Use Permit for a Conventional Subdivision/plat in the Avon Hills Overlay District for Ms. Kay Caspers.

Announcements & Brief Reports:

1. Bresnahan briefly reported on the recent Fire Board meeting. Among the topics discussed were establishing a Joint Fire District, need for new fire facility, and the aging pumper truck. The Town is very grateful for the excellent portrait of the squad.
2. Nelson reported that Palmers Amaranth is a nasty new weed to Minnesota that can cause considerable problems. Weed inspectors are on the lookout and plan to take aggressive action if found.
3. Martini & Merdan reported on Capitol Day. One item of local interest is available of broadband internet in rural areas of the Township.
4. The Clerk submitted a SCORE Grant to the County.
5. A request was sent to Avon for an invoice for Town use of the Compost Site.
6. Koopmeiners was authorized to attend any LTAP Workshops (Writing – Mar 21, 28); Gravel Roads – Apr 11, 12, 19); Work Zone Safety – Apr. 1, May 16, June 5); Roadway Maintenance & training Day – May 18) that would be applicable to his work.
7. An affirmative action statement was received MidCo.
8. Rand Syverson is the new Harddrives estimator
9. Merdan moved to authorize Supervisors and deputies to attend the upcoming Spring Short Course (March 28, St. Cloud; Mar 31, Arrowwood). Bresnahan second. Two in favor. One abstain (Nelson).
10. Mr. Scott Johnson may appear in the future to request a variance to build a replacement home on his property on Two Rivers Lake.
11. Emerald Ash Borer workshops are available.
12. There will be County noxious weed trainings on April 5, 2017.
13. Nelson's Last Meeting. Bresnahan thanked Supervisor Nelson for his service to the Town. Merdan moved that the Town expresses its deep gratitude to Roger Nelson for his excellent service and his contributions as weed inspector and his work on roads and brushing. Two in favor. One abstain (Nelson).

Announcement of Next Regular Supervisor Meeting: The next regular meeting will be held on Wednesday, April 5, 2017 at 7:30 PM.

Announcement of Other Town Meetings: Public Accuracy test – Saturday, March 11, 9 AM; Town Hall open to accept absentee ballots – Saturday, March 11, 10:00 – 12:00; Town Election – Tuesday, March 14, 2017 from 2 – 8:00 PM; Board of Canvass Meeting – Tuesday, March 14 @ 8:15 PM; Annual Meeting – Tuesday, March 14 @ 8:30 PM; Qualification / Organization Meeting – Wednesday, March 22, 7:30 PM; Joint Planning Board – Monday, April 10, 2017 @ 7:00 PM; Board of Appeals & Equalization – Monday April 24 @ 7:00 PM; Road Inspection – Saturday, March 22, 2017 @ 9:00 AM. All meetings will be held at the Avon Township Hall unless otherwise indicated.

Adjournment: Merdan moved to adjourn the meeting at about 9:10 PM. Nelson second. All in favor.
Motion carried.

Respectfully submitted,
Stephen G. Saupe Clerk

Clerk signature: _____ date: _____

Supervisor Approval: _____ date: _____

Richard Bresnahan

Roger Nelson

John Merdan

AVON TOWNSHIP EMERGENCY VOTING PLANS FOR AVON TOWNSHIP

In accordance with Minnesota Statute 204B.181, Avon Township, Stearns County, Minnesota has developed the following Election Emergency Plans:

1. **Emergency Contacts** – in the event of an emergency necessitating moving the polling place, the Clerk – Stephen G. Saupe (320.248.8036; ssaupe@csbsju.edu) – will be the Township representative responsible for making any election emergency decisions. If the Clerk is unavailable, decisions will be made by the Treasurer (Kelly Martini; 320.493.9134; kelly.martini2442@gmail.com) followed by the Chair of the Board of Supervisors (Richard Bresnahan; 320.828.0973; rbresnahan@csbsju.edu).
2. **Who to Contact** – in the event the Township needs to activate election emergency planning, the Township representative (*i.e.*, Clerk) will contact the following individuals (in order) to alert them to the situation: (a) Treasurer (Kelly Martini; 320.439.9134); (b) Chair of the Board of Supervisors (Richard Bresnahan, 320.828.0973); (c) Avon Township Maintenance (Joe Koopmeiners; 320.250.8910); (d) Dave Walz (Stearns County, 320.656.3939), or if not available, Laurie Silbernack (Stearns County, 320.656.3913); and (e) Stearns County Sheriff (320.259.3700).
3. **Town Hall Emergency** – if a problem in the Town Hall prevents voting, the alternate location for voting in Precincts 1 & 2 of Avon Township is the Avon Township Maintenance shop, located at 16883 Queens Road, Avon (MN). If both the Town Hall and Maintenance Shop are unavailable, then the polls will be moved to the Church of the Immaculate Conception, 37186 Co Rd 9, Fr. Gregory Mastey, 320.746.2231). Directions to the Church from the Town Hall will be posted at the Town Hall.
4. **Power Failure** – in the event of a power failure during voting in the Town Hall, if time permits, voting will be moved to the Maintenance shop. If not, a generator will be used to run the voting machines and lights in the Town Hall. The Avon Township maintenance worker – Joseph Koopmeiners (320.250.8910) – will set up the generator.
5. **Inclement Weather** – if there is a snow storm, tornado or other weather that interferes with voting, the responsible Township agent, in consultation with the Sheriff, weather service, County or other agent, will decide if it is necessary to postpone voting to the following week (for a Township election) or where to relocate the polls (if a Primary or General Election).
6. **Information Distribution** – if there is an emergency, the public will be notified via KASM radio (AM 1150), the Avon Township website (www.avontownship.org), notices will be placed in the designated Township posting places (Dahlin's, The Store, Town Hall), and an email will be sent to anyone on the Township email list. Signs will be placed in the Town Hall bulletin board notifying residents of any change in voting plans.
7. **Security** – If it is necessary to transport ballots or other voting materials to a new location, this process will be directed by the Town Clerk and at least one other Township representative (not on the ballot) or election judge. These individuals will be responsible for the safety and security of the ballots and voting materials.

Adopted by the Avon Township Board this 1st day, in the month of March in the year 2017.