

# Minutes of the Meeting of the Avon Township Supervisors

April 4, 2018

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

**Call to Order:** Vice-Chair Merdan called the meeting of the Avon Township Supervisors to order at 7:00 P.M. in the main chamber of the Avon Township Hall.

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

**Roll Call:** Present – Will Huston, Mike Linn, Kelly Martini, John Merdan, and Stephen Saupe. Supervisor Huston arrived late, at approximately 8:00 PM, at the beginning of Treasurer's Report. Also present – Paul Buttweiler (*Deputy Treasurer*), LeRoy Gondringer (*Planning Commission*), Marion Gondringer (*Deputy Clerk*), and Joe Koopmeiners (*Maintenance*).

**Approval of Agenda:** The Tour of Saints bicycle ride and Town Hall prairie maintenance were added to the agenda. Linn moved to approve the agenda as amended. Merdan second. All in favor. Motion carried.

**Minutes:** Linn moved to approve the minutes of the March 7, 2018 meeting as presented. Merdan second. All in favor. Motion carried. The corrected minutes of the February 7, 2018 meeting were also signed.

**Planning Commission Report** – *Presented by LeRoy Gondringer, Chair:*

1. **Himsl Variance** – Steve & Pam Himsl appeared at the PC meeting to request a driveway permit for their property on Norway Road. A public hearing by the Stearns County Board of Adjustment to consider a variance for them to construct a new residential structure 280 feet from an existing feedlot was postponed until they obtained a driveway permit. The Planning Commission recommends approval of the driveway permit. Since there is a chance that the County will not approve their variance, the Himsl's prefer to wait to pay the permit fee until the variance is approved. Linn moved to approve a driveway permit for the Norway Road property of Steve & Pam Himsl if they require one. Merdan second. All in favor. Motion carried.
2. **Planning Commission Openings** – The Planning Commission interviewed Mr. Sheldon Tschida who applied for one of the open positions. The PC recommends Mr. Tschida be appointed. Linn moved to appoint Mr. Sheldon Tschida to the Planning Commission. Merdan second. All in favor. Motion carried. The Clerk will contact Mr. Tschida to request a letter of acceptance, alert him to attend the next meeting, and ask him to contact the Treasurer to get on the payroll. The March meeting was Gondringer's last meeting. Gondringer was thanked for his service. Assuming Mr. Tschida accepts the appointment, there are still two openings. One option is to temporarily fill one of the positions with a Supervisor. Linn moved to appoint Huston to the Planning Commission until a replacement is found. Merdan second. All in favor. Motion carried.
3. **IUP/CUP** – Linn moved to authorize the PC to analyze the County 439 Ordinance to determine the CUP's for which the Town should take responsibility. Merdan second. All in favor. Motion carried.
4. **Limited Manufacturing** – The County has approved Limited Manufacturing with up to 10 employees in agriculturally-zoned areas. The Planning Commission recommends enacting an ordinance to prohibit Limited Manufacturing in Avon Township. The Supervisors will revisit the issue once the PC finishes analyzing CUP's.

5. **MOU** – the Planning Commission recommends delaying the signing of the MOU with the County for an indefinite period. Merdan moved to delay signing the MOU with the County. Linn second. All in favor. Motion carried. Huston will alert Angie Berg at the County of the Town decision.
6. **Lupine Meadows** – the final plat for the Bullert’s was signed at the meeting.
7. **Enterprise** – suggested topics for the next contribution to the Enterprise are the upcoming bike race and the Appeals meeting.

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

**Treasurer’s Report:** Martini read the Treasurer’s Report and presented the Cash Control Statement for the period 03/01/2018 to 03/31/2018 (*below*). The Town is finished paying unemployment for a former snowplow driver. The Auditor-Treasurer’s office sent a notice that the Town will receive from the County a Solar Power Production tax payment for 2018 of \$1144.17, but will not receive any Wind Production tax receipts. Also, the Town received a pre-distribution report of 2018 taxes. There will be no changes in the monthly stipends of the Clerk, Deputy Clerk and Treasurer. Linn moved to approve the Treasurer’s report. Merdan second. All in favor. Motion carried.

For the Period : 3/1/2018 To 3/31/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$116,198.65	\$403.92	\$4,787.15	\$111,815.42
Road and Bridge	\$158,394.34	\$42,539.43	\$3,665.05	\$197,268.72
Road Damage Deposit	\$1,450.00	\$0.00	\$0.00	\$1,450.00
Fire Fund	\$7,826.49	\$0.00	\$0.00	\$7,826.49
General Capital Projects	\$41,507.47	\$0.00	\$0.00	\$41,507.47
<b>Total</b>	<b>\$325,376.95</b>	<b>\$42,943.35</b>	<b>\$8,452.20</b>	<b>\$359,868.10</b>

Martini also presented the corrected Cash Control Statement from last month (*below*). Linn moved to approved the corrected version of the Cash Control Statement for 02/01/2018 – 02/28/2018. Merdan second. All in favor. Motion carried.

For the Period : 2/1/2018 To 2/28/2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>
General Fund	\$120,245.53	\$424.23	\$4,471.11	\$116,198.65
Road and Bridge	\$163,995.14	\$1,087.90	\$6,688.70	\$158,394.34
Road Damage Deposit	\$1,450.00	\$0.00	\$0.00	\$1,450.00
Fire Fund	\$7,826.49	\$0.00	\$0.00	\$7,826.49
General Capital Projects	\$41,507.47	\$0.00	\$0.00	\$41,507.47
<b>Total</b>	<b>\$335,024.63</b>	<b>\$1,512.13</b>	<b>\$11,159.81</b>	<b>\$325,376.95</b>

**Claims & Payroll:** Martini presented the April claims (3293-3313) which totaled \$5694.36. March PERA claims were 3290 & 3291 for a total of \$492.27. Claim 3292, for \$91.71, was to correct an error in Koopmeiners pay. Koopmeiner’s overtime payout from December was \$86.65. An issue with Koopmeiners check was sorted out; he resigned time sheets to update PTO balances. The April payroll was \$3449.30. Checks 9279, 9285 and 9288 were voided because they didn’t have tax removed but should have. Martini

paid staff hourly for the Qualification meeting but they should have received a meeting fee. No change will be made. Linn moved to approve the payroll and claims. Merdan second. All in favor. Motion carried.

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

1. **LP** – The tank is about 30% full.
2. **Meter** – the electric meter is lifting up and will need to be repaired.
3. **Vacuum** – the vacuum needs repair. Linn moved to authorize a replacement for up to \$150. Merdan second. All in favor. Motion carried.

Linn moved to approve the Town Hall report. Merdan second. All in favor. Motion carried.

**Road Report**

1. **Red Maple Drive** – Tony Ebnet appeared to discuss options for repositioning Red Maple Drive. One option is to wait until the road needs to be replaced. Extending the road through to Pelican Lake Road is a possibility. Residents would likely be assessed for roadwork; some residents may not be in favor of this. The Supervisors took no action.
2. **Monthly Road Work** – mostly involved plowing and sanding roads, and checking on culverts. Lange's jettied out two on Tower Road and one on 135<sup>th</sup>. A new battery was installed in the pickup; the old one exploded. Koopmeiner's was unable to attend the weed inspector meeting because he was plowing; he has contacted the County about what he missed.
3. **Salt/Sand** – there is about 25% remaining in the salt shed. Mr. LeRoy Gondringer reminded the Town that we are part of a State Coop and that we could possibly purchase salt/sand for a lower cost through the Coop.
4. **Road Inspection** – is set road inspection for Saturday, April 14<sup>th</sup> at 9:00 AM beginning at the Avon Town Hall. The 'bump' by Preusser's will be examined.
5. **Private Driveways** – we learned at the recent MAT Short Course that it is not permitted to plow private driveways.
6. **Meadowview Road Culvert** – Linn reported that the Town must clean out the culvert on Meadowview Road as a part of the Ditch 25 project.

Merdan moved to approve the Road report. Linn second. All in favor. Motion carried.

**Public Hearings:** *None scheduled.*

**Business:**

1. **Board Positions** – Merdan nominated Huston to serve as Chair of the Avon Township Board of Supervisors for 2018 – 2019. Linn second. All in favor. Motion carried. No other nominations were received. Merdan moved to close the nominations. Linn second. All in favor. Motion carried. Huston was unanimously elected chair. Huston nominated Linn to serve as Vice-Chair of the Avon Township Board of Supervisors for 2018 – 2019. Merdan second. All in favor. Motion carried. No other

nominations were received. Merdan moved to close the nominations. Huston second. All in favor. Motion carried. Linn was unanimously elected Vice-Chair. Huston nominated Linn for the Fire Board representative. Merdan second. All in favor. Motion carried. Huston nominated Linn for Weed Inspector. Merdan second. All in favor. Motion carried.

2. **Tour of Saints** – Michael Doyle, director of the annual Tour of Saints bicycle ride, appeared to request approval of the tour. Linn moved to approve an event permit for the Tour of Saints ride. Merdan second. All in favor. Motion carried.
3. **Qualification Meeting** – Huston moved to approve the minutes of the Qualification Meeting. Merdan second. All in favor. Motion carried.
4. **Board of Canvass Meeting** – Huston moved to approve the minutes of the Board of Canvass Meeting. Merdan second. All in favor. Motion carried.
5. **Resolution 04-04-18-1.** Linn moved to approve Resolution 04-04-18-1: Modifying the Compensation and Reimbursement Policy amending it to change “03-22-17-2” to “07-05-17-1.” Merdan second. All in favor. Motion carried.
6. **Resolution 04-04-18-2.** Huston moved to approve Resolution 04-04-18-2: Authorizing Contract with Merdan. Linn second. Two in favor. One abstain (Merdan). Motion carried.
7. **Resolution 04-04-18-3.** Linn moved to approve Resolution 04-04-18-3: Avoiding Conflict with Huston. Merdan second. Two in favor. One abstain (Huston). Motion carried.
8. **Resolution 04-04-18-4.** Merdan moved to approve Resolution 04-04-18-4: Snow and Ice Control Policy. Linn second. All in favor. Motion carried.
9. **AWAIR Policy** – Merdan moved to approve the 2018 Annual Review for the AWAIR Program. Linn second. All in favor. Motion carried.
10. **Directories** – entries in the MAT Officers List and County Directory were edited. The Clerk will return the documents to MAT and the County, respectively.
11. **Lake Wobegon Trail Marathon** – was approved by the County. It will be held May 12, 2018.
12. **Employee Issues** – Edits to the Employee Contract were suggested. The final document will be brought to the next meeting for approval and signatures.
13. **Prairie/Wetland Maintenance** – a quote of \$1000 was received from Minnesota Native Landscapes to burn the prairie and rain garden, which is required by our grant. Linn moved to approve the quote. Merdan second. All in favor. Motion carried.
14. **Tractor Rental** – Merdan moved to approve the Rental Agreement with Mr. LeRoy Gondringer to rent his John Deere 7400 tractor for \$25 per hour. Linn second. All in favor. Motion carried.
15. **Bank Signatures** – Martini will take signed minutes from this meeting to the bank to insure that Linn, as Vice-Chair, will be able to sign checks in the absence of Chair Huston.

**Other/Old Business:**

The Town logo. Employee Handbook. MOU.

**Signatures / Documents / Treasurer:** Some documents were notarized.

**Recurring Reports:**

1. There were no 911 sign requests.
2. Certificates of Real Estate Value are now available online.
3. There were no Construction Site Permits.
4. No Feedlot Permits were issued.
5. A Special Assessment Search was completed for Birosh (18792 Co Rd 9).
6. The County hearing for Himsl scheduled for March 22 was postponed.

**Announcements & Brief Reports:**

1. The MAT Board of Directors terminated the Executive Director effective March 15, 2018.
2. Legal Short Course – Merdan moved to authorize Martini to attend. Linn second. All in favor Motion carried.
3. First Monday – Huston moved to authorize a supervisor to attend. Merdan second. All in favor. Motion carried.
4. The Minnesota LTAP Technology Exchange newsletter, March 2018, was received.
5. The Stearns County COLA (*Coalition of Lakes Associations*) meeting will be April 17 at Rockville City Hall, 6 PM.
6. An inquiry was received about the availability of senior housing. They were directed to the City.
7. Ads were received from J&J Dust Control, Gilk Plumbing & Heating (includes spring thaw of ditches), and All Things Asphalt (spray patching, crack sealing/routing).
8. Town Officers meeting – Huston moved to authorize elected official to attend the Town Officers meeting in the Freeport Community Center, April 26, at 7:45 PM. Merdan second. All in favor. Motion carried.
9. Century Link sent a notice about a rate increase of \$1.01.
10. T-Mobile is planning working on the antenna on Tower Road. They were directed to the County.
11. A motion should have been made at the Annual Meeting concerning manure line regulation; this will be necessary at the next Annual meeting.
12. In advance of the annual Appeals & Equalization meeting Kathy Korte supplied the following sales ratio information: residential/seasonal – 93.12%; Commercial – no sales, County wide – 91.02%; Agricultural/rural land – 87.85%. She noted that typical adjustments are agricultural 4%, residential – 6%, lakeshore – 6%, rural residential – 12%, and commercial – 2%.
13. The DNR will stock Middle Spunk Lake with 81 lbs of fingerlings in even years.
14. There was a request to use Town Hall for bridal shower
15. The County decided to use ESS voting machines (same company as current). The Automark and the M100 were taken to the County for servicing.
16. A catalog from GameTime was received.
17. A guide to land use decisions was sent.

**Announcement of Next Regular Supervisor Meeting:** The next regular meeting will be held on Wednesday, May 2, 2018 at 7:00 PM.

**Announcement of Other Town Meetings:** *In addition to regularly scheduled Planning Commission and Supervisor meetings, the following are scheduled:*

- Apr 14 – Road Inspection
- Apr 23 – Board of Appeals & Equalization Meeting (7:00 PM)

**Adjournment** – Merdan moved to adjourn the meeting at about 10:05 PM. Linn second. All in favor.  
Motion carried.

Respectfully submitted,  
Stephen G. Saupe, Clerk

Clerk signature: \_\_\_\_\_

**date:** February 13 , 2018

**Supervisor Signatures:**

date: \_\_\_\_\_

\_\_\_\_\_  
Will Huston

\_\_\_\_\_  
Mike Linn

\_\_\_\_\_  
John Merdan